

### Clerk 2 (000011)

#### Minimum Qualifications

High school diploma or GED. One year of general clerical experience is required. Completion of college coursework or certified business school may substitute for the required experience on a month-for-month basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work which involves moderately complex work methods and problems.

Employees in this class do varied clerical work requiring the application of independent judgment and clerical knowledges. Work differs from that found in the Clerk 1 class in that these positions require the capacity for considerably more clerical growth, they do more difficult and demanding work and, within a reasonable orientation period, must work with considerably more independence of action and judgment than Clerk 1 incumbents. The variety of work differs among positions, but where the work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of standard office equipment for which no previous training is required. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Supervision may be occasionally be exercised over a small group of employees assisting in routine details. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Posts changes in ownership, exemptions, property improvements, and subdivisions to tax assessment records of an assigned area of the county; assists in preparing tax statements, posts tax payments to tax rolls, assists in checking tax rolls for delinquent taxes, and in balancing tax rolls at close of tax year.

Makes final checks of documents for proper coding, classification, and mathematical accuracy; posts invoices, vouchers, and other accounting, fiscal, and cost data; prices vouchers according to manuals and price books; conducts routine correspondence.

Codes, indexes, and abstracts, or files complex court records; withdraws files for use of judges, attorneys, and the public; prepares certified copies of court records, and performs related clerical work.

Supervises filing, coding, indexing and withdrawal of records, correspondence, and map files in a moderate size filing unit; transfers inactive files to storage.

Interviews persons seeking information which requires interpretation of departmental policies and regulations; receives and adjusts routing complaints; uses departmental records in resolving work problems.

Completes repair orders for various shop equipment; reviews and adjusts invoices for correct total prices; maintains shop production records; answers telephone inquiries on status of shop work; maintains master control work sheets and compiles production reports.

Issues building, electrical, plumbing and other permits; assists public in preparing applications; obtains complete information in accordance with regulations and procedures; issues applications subsequent to final approval and maintains permit files.

Explains to general public procedures on billing for waste collections; furnishes information on new rates; verifies payments with data processing lists; computes waste collection fees on new accounts; furnishes information to attorneys and real estate companies on the status of fees for closing properties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Clerk 2 (000011)

Knowledge of business English, spelling and arithmetic.

Knowledge of office practices and procedures.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems.

Ability to make arithmetic computations accurately with reasonable speed.

Ability to meet and deal effectively with the general public, and to use tact and good judgment.

Ability to assign, supervise and review the work of a small group of clerical employees in a manner conducive to full performance and high morale.

REV 10/98

#### **Nature Of Work**

This is advanced clerical work which involves moderately complex work methods and problems.

### Clerk 3 (000012)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work or independent clerical work of comparable responsibility.

Employees in this class usually plan, assign and review the work of a moderate sized clerical staff engaged in complex clerical activities. In the absence of supervisory responsibilities they do more advanced clerical work requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerk 2 class. Situations concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives, and work is usually reviewed only for achievement of desired results.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of a moderate sized clerical staff engaged in such activities as making simple interpretations of planning, building, and zoning laws, rules and regulations; in preparing maps for zoning purposes; compiling and auditing payrolls, and in recording minutes of court procedures.

Supervises a small clerical staff engaged in diverse filing, typing and stenographic activities relating to such functions as: park operations, billing and receiving waste collection fees, or scheduling minor hospital purchasing, maintenance and transportation activities.

Supervises the mail room of a large county institution; maintains current roster for purposes of mail distribution; sorts mail and packages; sells stamps and money orders, insures and affixes postage to parcel post; maintains official governmental postal manual containing regulations and directives pertaining to the use of the mails, and answers difficult inquiries.

Answers calls pertaining to right-of-way dedicated to the county; assists abstractor in title search, checks right-of-way and property deeds as to description; prepares deeds for acceptance by the Board of County Commissioners, and after recording enters them in the right-of-way records. Keeps county property books and section tracings up-to-date as to right-of-way and county properties.

Assists superior in planning for and administration of Division activities including budget, personnel, purchasing and work methods and procedures; supervises a group of clerical, duplicating equipment operators, driver-messengers, and custodial services, and a central storeroom of office and stationary supplies for county departments.

Supervises and participates in preparing tax statements, in posting tax payments to rolls, in checking rolls for delinquent taxes, and in balancing the rolls at close of the year; maintains property card files of parcels of land in the county, with particular emphasis on property having delinquent taxes due; prepares interest charts for delinquent sale certificates; conducts tax deed sales; prepares and supervises the preparation of municipal and county delinquent real estate tax bills.

Supervises the complaint section of a department; receives calls and answers questions pertaining to drainage, road construction and repair, sidewalks, canals, debris removal, rock pits and related engineering matters; maintains cross reference file on all projects under construction for purposes of public information.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of business English, spelling and arithmetic.

## Human Resources Department

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### Clerk 3 (000012)

Considerable knowledge of office practices, procedures and appliances.

Some knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems.

Ability to acquire rapidly considerable knowledge of the legal, administrative and procedural regulations applicable to the organization of assignment.

Ability to keep complex records and prepare periodic reports from such records.

Ability to plan, assign and coordinate the work of a moderate sized clerical staff, and to instruct and train clerical subordinates in a manner conducive to full performance and high morale.

Ability to develop and maintain effective departmental and public relations.

Ability to develop, layout, and install clerical procedures and operations from general instructions.

REV 10/98

### **Nature Of Work**

This is supervisory clerical work or independent clerical work of comparable responsibility.

## Clerk 4 (000013)

### Minimum Qualifications

High school diploma or GED. Three years of advanced clerical experience are required.

### Job Specifications

#### NATURE OF WORK

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.

Employees in this class perform a range of responsible duties including work planning and progression, the assignment and review of other supervisory and operating employees in moderately large units engaged in processing and maintaining a volume of fiscal and operating functions. Work may also involve assisting an administrative superior by relieving him of routine office management functions or performing specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution. Work is assigned and reviewed through conferences with administrators or technical superiors who review work for general administrative effectiveness by personal observation, review of written reports and by providing assistance in matters of policy interpretation.

#### ILLUSTRATIVE TASKS

Supervises the fiscal and clerical operations of a major departmental unit as an office manager or assistant to the administrator performing departmental functions.

Supervises the duplicating of printed materials for all county departments; supervises the county mail and messenger service and maintains a daily record of mail costs for each department; maintains record control of all office and material supplies for county departments and insures that all charges are correct and the books are properly balanced.

Coordinates the maintenance of a criminal history record file, master name file and entry and retrieval of computerized criminal history data; assigns and supervises the record control of all open metro warrants and corresponding cross indexes and dissemination of information to municipal, state and federal law enforcement agencies; assists in the development of police records systems and coordinates them with data processing personnel.

Plans, assigns and supervises the work of subordinates engaged in waste administration, volume billing and records keeping, reviews procedures, processes delinquent accounts requiring investigation and prosecution, performs periodic balance of accounts.

Plans, assigns and supervises the work of subordinates engaged in phases of property tax collection and assessment including complex property valuations; performs tax receipt audits, computes distribution to tax receipts, conducts tax sales, counsels dissident taxpayers.

Coordinates the preparation of weekly payroll timesheets based on transit route assignments; supervises the recording of route revenues, mileage readings and related cost items of a large transit operation.

Supervises the processing of all real estate exemptions; reviews and approves applications from religious, fraternal, and charitable organizations claiming total exemption from taxes; makes field inspections of properties and consults with county attorney on protested applications.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern office practices, procedures and equipment.

## Human Resources Department

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### Clerk 4 (000013)

Considerable knowledge of the principles of office management, business accounting and the legal procedural requirements of the department assigned.

Considerable knowledge of business English, spelling and accounting.

Ability to plan, assign and supervise the work of a staff of clerical and other subordinates in a manner conducive to full performance and high morale.

Ability to develop effective office and field work procedures and training programs.

Ability to acquire complex knowledge of the legal, administrative and procedural requirements of the department assigned.

Ability to promote and maintain effective departmental and public relations.

Ability to prepare correspondence, operational and statistical tabulations and reports.

Ability to communicate effectively, orally and in writing.

REV 10/98

### **Nature Of Work**

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.

### Data Entry Specialist 1 (000015)

#### Minimum Qualifications

High school diploma or GED. One year of typing or data entry experience is required.

#### Job Specifications

##### NATURE OF WORK

This is data entry and clerical work which involves moderately complex work methods and problems and requires data entry skills. Although the emphasis of the work is on data entry, employees are also responsible for the performance of a wide variety of tasks which require the application of independent judgment and clerical knowledge. The variety of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Performs data entry including researching, verifying, and correcting information to be entered into a database; creates simple forms and formats or statistical charts; runs and prints reports, and performs disk backups.

Operates standard office equipment such as personal computer, copy or facsimile machine, and calculator; screens telephone calls and refers caller to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, or other materials.

Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up; provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made; may supervise a small group of employees engaged in routine clerical duties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple data processing and transmission principles utilized in computerized information systems.

Knowledge of routine office practices and procedures.

Ability to read and decipher data on source documents to be entered.

Ability to enter and verify information with accuracy and a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to work with considerable independence.

Skill in data entry or typing.

## Human Resources Department

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### Data Entry Specialist 1 (000015)

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#### **Nature Of Work**

This is data entry and clerical work which involves moderately complex work methods and problems and requires data entry skills.



### Data Entry Specialist 2 (000016)

#### Minimum Qualifications

High school diploma or GED. Two years of data entry experience to include using personal computer office applications are required.

#### Job Specifications

##### NATURE OF WORK

This is data entry and clerical work which involves complex work methods and problems and requires advanced data entry skills.

Employees in this class are responsible for performing work where the emphasis is on data entry. Employees are also responsible for the performance of a wide variety of tasks, which requires the application of independent judgment and clerical knowledge. Work is reviewed by a supervisor through observation of operations, periodic audits, and evaluation of work performed.

##### ILLUSTRATIVE TASKS

Performs data entry including researching, verifying, and correcting information to be entered into a database.

May develop simple databases using various computer software packages; ensures data is valid and properly stored; generates reports, tables, graphs or maps from database information; and conducts database queries.

Regularly creates complex financial spreadsheets, forms, or formats using various computer software packages; prepares diagrams or drawings using computer graphic software.

Screens telephone calls and refers callers to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, vouchers or other materials.

Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up.

Provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures.

May supervise a small group of employees engaged in routine clerical duties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of simple data processing and transmission principles utilized in computerized information system.

Knowledge of routine office practices and procedures as it pertains to MDCU.

Ability to read and decipher data on source documents to be entered.

Ability to enter and verify information with accuracy and a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to work with considerable independence.

Skill in data entry or typing.

#### Nature Of Work

This is data entry and clerical work which involves complex work methods and problems and requires advanced data entry skills.

## Human Resources Department

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### Data Entry Supervisor (000018)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience to include performing data entry are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is supervisory clerical work involving some administrative responsibility in the management of a data entry unit.

## Office Support Specialist 1 (000020)

### Minimum Qualifications

High school diploma or GED.

### Job Specifications

#### NATURE OF WORK

This is routine typing and clerical work which follows well established procedures.

Work requires skilled typewriting in addition to clerical work similar to that of the Clerk 1 class. Duties follow well defined procedures and methods. Work may include the operation of other standard office machines for which no previous training is required. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine tasks are performed more independently and some initiative and judgment are utilized as experience is gained. Employees may make arithmetical or other checks upon work of other employees for accuracy, but do not exercise direct supervision. Work is subject to close supervision and is reviewed by superior on completion both for content and accuracy.

#### ILLUSTRATIVE TASKS

Types articles, letters, memoranda, reports, statements, tabulation and other materials from copy, rough draft or dictating machine; cuts and proofreads stencils, operates mimeograph and copy machines.

Sorts and files correspondence, reports, vouchers or other materials numerically, alphabetically or by other established classifications.

Meets the public, gives nontechnical information and explains well defined rules; screens and refers office callers; opens, sorts and distributes mail; takes telephone messages.

Completes and mails routine forms or form letters; posts data from forms or form letters on cards or other records based on well established procedure.

Computes data from requisitions, listings, time reports or other records; assembles data in appropriate form for use in completing required reports.

Makes simple arithmetic calculations; prepares and codes billings; verifies cashier tapes and issues receipts for payments.

Enters cases in dockets and files case jackets; types court calendars; sorts and files index cards, and records bonds.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of business English, spelling and arithmetic.

Some knowledge of office practices and procedures.

Ability to understand and follow oral and written instructions.

Ability to learn assigned clerical tasks readily and to adhere to prescribed routines.

Ability to make arithmetic computations and tabulations accurately and with reasonable speed.

Ability to meet and deal courteously with the general public.

## Human Resources Department

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### Office Support Specialist 1 (000020)

Skill in typing from rough drafts, clear copy or a dictating machine at a reasonable rate of speed.

REV 4/96

#### **Nature Of Work**

This is routine typing and clerical work which follows well established procedures.

Must take and pass a typing skills test with a score of 30 net WPM. Photo identification is required to take the typing skills test.

### Office Support Specialist 2 (000021)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting.

Although employees in this class perform duties which require skilled typewriting, the principal emphasis is upon the wide variety of clerical tasks performed which require the application of independent judgment and clerical knowledges. Work of these positions other than typewriting is similar in nature and level to that found in the Clerk 2 class. The varied of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, review of typewritten material, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Maintains the less complex accounting, financial and cost records where no technical knowledge is required but where frequent procedural problems arise; prepares or checks payrolls, vouchers, requisitions and purchase orders; maintains personnel, financial, court and similar records.

Gives information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made.

Supervises a small group of employees engaged in routine clerical and typing duties.

Processes documents requiring various procedural knowledges such as warrants for arrest or insurance claims; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up.

Prepares less complex tax statements; computes simple taxes or obtains data for the computation of more involved taxes; replies to correspondence inquiries covering tax procedures.

Composes and types form letters and other routine correspondence based on information from records and files; prepares rough draft reports, narratives and statistical tabulations.

Types from copy, rough draft or general instructions, accounting and financial statements, inventories, court records, letters, payrolls, receipts, medical records and case histories, departmental reports, permits or other materials, frequently requiring independent action and discretion on problems encountered.

Takes and transcribes dictation by dictating machine, including correspondence, reports or other materials; takes dictation from professional personnel requiring knowledge of special terminology.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of business English, spelling and arithmetic.

## Human Resources Department

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### Office Support Specialist 2 (000021)

Knowledge of office practices and procedures.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems.

Ability to make arithmetic computations accurately with reasonable speed.

Ability to assign, supervise and review the work of other clerical employees in a manner conducive to full performance and high morale.

Ability to meet and deal effectively with the general public and to use tact and good judgment.

Skill in typing accurately from rough draft, plain copy or dictation machines at a reasonable rate of speed.

REV 4/96

#### **Nature Of Work**

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

### Office Support Specialist 3 (000022)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience to include one year using personal computer software are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work or independent clerical work of comparable responsibility requiring skilled typing.

Employees in this class supervise the work of a moderate sized staff engaged in varied clerical duties of a complex nature or perform independent work of a comparable level of difficulty. Primary responsibilities typically include planning, assigning and reviewing work of a subordinate staff performing clerical duties requiring knowledge of established procedures and regulations for a specific county operation. Some employees in this class serve in a secretarial capacity to an executive where skill in stenography is not essential, requiring considerable knowledge of departmental organization, programs, policies and regulations. Incumbents are frequently required to keep informed on changes in basic laws and related regulations pertaining to the work and to train subordinates accordingly. General supervision is received from an executive or other supervisor who assists with unusual and difficult problems.

##### ILLUSTRATIVE TASKS

Serves as secretary to an executive official; receives, screens and routes incoming mail; receives and answers inquiries of office visitors; composes correspondence from brief oral instruction; compiles data for departmental budget, making arithmetical calculations and typing appropriate supporting documents; immediately supervises and trains a small clerical staff assisting with duties of the executive's office.

Plans, assigns and supervises work of a clerical staff engaged in a large volume of hospital personnel record work, including processing documents for new employees, assembling information for and typing various personnel actions according to current regulations, maintaining detailed position control of budgeted positions, processing separations and related work; rotates employees between various assignments; spot checks completed personnel actions and other work for accuracy; coordinates work with central personnel department.

Plans, assigns and supervises work of a sizeable group of clerk typists engaged in issuing tags and effecting title changes and registrations for vehicles and boats; supervises a small related staff who receive and dispose of inquiries and maintain record files; disposes of complaints from the public; trains seasonal employees in heavy workload periods; prepares required workload reports.

Supervises work of a moderate sized group of subordinate office support specialists responsible for a large volume of hospital timekeeping work for a wide variety of positions; supervises the review of division time cards, current maintenance of time and leave cards, preparation of merit increase schedules and personnel reports such as overtime and service award lists; advises subordinates on new and revised time and leave regulations.

Serves in charge of indexing and recording of official County Commission minutes; reads details of Commission agenda and reports of action recorded in official minutes and condenses for incorporation into index records; codes all items using judgment in assigning type and number of appropriate reference codes; supervises a small clerical staff engaged in typing action items on all appropriate pages of the official index record; replies to a heavy volume and wide variety of inquiries from county departments, the public, Commissioners and their secretaries and others relating to various official Commission action in previous years; obtains reference information for Commissioners during meetings.

Assists the Administrative Officer in a tax assessor activity with a variety of general administrative duties; assembles data for annual budget preparation; initiates requests for supplies, equipment and services; prepares personnel actions and maintains leave records for departmental employees; bills various municipalities and receives payments for deed transfers; supervises clerical assistants as assigned.

Performs related work as required.

### Office Support Specialist 3 (000022)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the clerical procedures used in office management.

Considerable knowledge of the specific governmental operation to which assigned, including its policies, procedures, organization, work flow, regulations, and recordkeeping.

Considerable knowledge of secretarial procedures including correspondence preparation, filing systems, office machine operation, business English and commercial arithmetic.

Ability to plan, assign and coordinate the work of moderate sized clerical staff in a manner conducive to full performance and high morale.

Ability to develop and maintain cooperative and effective relationships with all individuals contacted.

Ability to use good judgment in the application of various procedures and regulations pertinent to the area of assignment.

Ability to search for and compile data from files and other sources applicable to the topic of concern.

Ability to express ideas clearly and to communicate effectively, orally and in writing.

Ability to operate both manual and electric typewriters at an accurate and rapid rate of speed.

REV 02/99

#### **Nature Of Work**

This is supervisory clerical work or independent clerical work of comparable responsibility requiring skilled typing.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.



## Secretary (000031)

### Minimum Qualifications

High school diploma or GED. One year of advanced clerical experience is required.

### Job Specifications

#### NATURE OF WORK

This is advanced secretarial and related clerical work for responsible County officials, administrators and managers.

Employees in this class typically perform advanced secretarial duties for a Section Head official who reports to an exempt Division Director or other exempt executive at the divisional level or above. Work includes utilizing the full range of modern secretarial skills to perform secretarial duties, operation of word processing equipment, micro-computers, typewriters and other office equipment, assigning and reviewing the work of lower-level clerical employees and preparing a variety of reports, forms, requisitions and correspondence. Duties may include taking and transcribing dictation which may involve financial, engineering or other technical terminology. Supervision is received from an administrative official who reviews work for the efficient and effective performance of secretarial duties in support of unit operations.

#### ILLUSTRATIVE TASKS

Performs advanced secretarial duties for a County official or administrator who is located organizationally directly underneath an exempt Division Director; makes appointments and maintains calendar; arranges for conferences and meetings; attends meetings and conferences taking minutes or summary notes.

Opens and distributes mail; maintains control of correspondence flow through section and assures that response deadlines are met; composes correspondence or selects standardized formats; prepares a variety of reports, correspondence, documents, forms and requisitions.

Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or section activities and established policies and procedures.

Operates word processing, micro-computer or advanced typewriting equipment to prepare and create report, generate correspondence or other documents, and complete forms, requisitions and other similar standardized records.

Assigns and reviews the work of subordinate clerical employees engaged in typing, filing and other clerical activities; provides advice and assistance as questions arise concerning work tasks and section procedures.

Retrieves and assembles material from files; authorizes expenditures from petty cash funds; requisitions office supplies; performs arithmetic calculations as needed.

Takes and transcribes dictation as required, involving technical or specialized terminology.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of secretarial procedures, methods and techniques.

Knowledge of modern office procedures, practices and equipment.

Knowledge of business English, spelling and arithmetic.

Some knowledge of supervisory principles and practices.

Some knowledge of County organization and operations.

## Human Resources Department

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### Secretary (000031)

Ability to establish and maintain an effective working secretarial relationship with a governmental official.

Ability to operate modern office equipment.

Ability to search for and compile information from files and other sources.

Ability to make minor decisions in accordance with office procedures and departmental regulations.

Ability to develop and maintain effective departmental and public relations.

REV 10/98

### **Nature Of Work**

This is advanced secretarial and related clerical work for responsible County officials, administrators and managers.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### Recording Secretary (000032)

**Minimum Qualifications**

High school diploma or GED. One year of advanced secretarial experience to include skilled stenography or speed writing, or taking minutes of Boards proceedings is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced secretarial and clerical work assisting in the coordination, preparation and processing of departmental agenda.

## Stenographic Reporter (000035)

### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience are required.

### Job Specifications

#### NATURE OF WORK

This is difficult stenographic work taking and transcribing verbatim notes of hearings and interrogations and in performing related clerical work.

A Stenographic Reporter is responsible for taking and transcribing stenographic notes of verbatim testimony at hearings and interrogations involving two or more participants. Dictation is often taken at high rates of speed and under difficult conditions requiring the application of an unusually high degree of stenographic competence. Duties are performed according to specified procedures and completed transcriptions are examined by a superior for accuracy.

#### ILLUSTRATIVE TASKS

Takes and transcribes verbatim notes of statements, confessions, interviews, court hearings, and conferences; edits and assembles final transcripts.

Takes and transcribes dictation of letters, nolle prosequere reports and recommendations and related matters.

Performs other filing, stenographic and typewriting work as assigned.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of English usage, punctuation, and spelling.

Knowledge of hearing procedures and methods of recording verbatim testimony under difficult conditions.

Knowledge of legal and other technical terminology pertaining to subject matter encountered at hearings.

Knowledge of office practices and methods and standard clerical techniques.

Ability to take technical dictation in verbatim testimony at a high rate of speed for sustained periods of time, and to typewrite accurate and complete transcription of stenographic notes.

Skill in the use of stenotype machines or in the rapid use of shorthand and skill in the operation and care of a typewriter.

Good hearing.

### Nature Of Work

This is difficult stenographic work taking and transcribing verbatim notes of hearings and interrogations and in performing related clerical work.

Must take and pass a typing skills test with a score of 60 words per minute. Photo identification is required to take the typing skills test.

Must take and pass a steno skills test, administered by the Miami-Dade Police Department, with a score of 180 words per minute.

## Human Resources Department

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### Electronic Document Technician (000040)

#### Minimum Qualifications

High school and one year of data entry, electronic records or computer work is required.

#### Job Specifications

#### Nature Of Work

### Word Processing Operator 2 (grandfathered) (000052)

#### Minimum Qualifications

High school diploma or GED. One year of complex word processing experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work in the operation of complex word processing equipment.

Employees in this class operate complex word processing equipment to revise, rearrange and duplicate the contents of a variety of documents. Work involves revising the contents of complex and/or lengthy documents by removing or retrieving typed lines, sentences and paragraphs from one location in a document to another location, merging, duplicating or transferring information from one document to another, and entering, revising and duplicating information for records processing. Emphasis of the work is on the accurate and rapid revision and rearrangement of complex or technical documents by operation of an electronic information processor. Duties may be performed for a specialized departmental activity or in support of a central departmental word processing operation. Work is reviewed by a clerical or administrative supervisor, who provides advice and assistance on unusual problems, for satisfactory volume and quality of processed material and for proficiency in operating word processing equipment.

##### ILLUSTRATIVE TASKS

Receives incoming work and determines priorities of material to be processed; inspects documents for routine errors and arranges material prior to entry; refers procedural questions to supervisor; consults with originator or supervisor on subject matter questions.

Inspects handwritten or rough draft material to determine format, spacing, layout and margins; inquires index to locate previously recorded information stored in memory.

Operates complex word processing equipment and printer to perform complex text assignments such as revising the contents of lengthy documents including leases, deeds, reports, departmental operating manuals, and grant applications; removing or retrieving typed lines, sentences and paragraphs from one location in a document to another location such as in reports, resolutions and correspondence; merging, duplicating or transferring information from one document to another in order to create a new document; inserting or deleting words, phrases, sentences, paragraphs or numerical information with a minimum of retyping and printing out an automatically spaced and paginated finished copy.

Operates complex word processing equipment and printer to enter, revise and duplicate information for records processing such as personnel rosters, inventories, mailing lists, periodic status reports and annual budgets; obtains customized reports from previously established procedures; operates word processor to interface with central computer as assigned.

Merges repetitive letters with address files.

Proofreads and corrects final copy of finished work, returns final processed copy to originator or supervisor.

Maintains files containing memorized information in the form of magnetic disks or other electronic storage media; clears files of information as required.

Maintains records of word processing production.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating characteristics, commands and capabilities of complex word processing equipment.

### Word Processing Operator 2 (grandfathered) (000052)

Knowledge of general office procedures, practices and equipment.

Knowledge of business English, spelling and arithmetic.

Knowledge of the function of the specific governmental operation to which assigned.

Knowledge of office policies, procedures, filing systems and forms utilized in the area of assignment.

Ability to operate complex word processing equipment with a high degree of speed and accuracy.

Ability to enter, revise, remove, retrieve, duplicate, transfer and perform various other operations with text and file information on complex word processing equipment.

Ability to understand and follow oral and written instructions.

Ability to establish priorities for processing a variety of documents in accordance with departmental procedures.

Ability to determine correct format, spacing and layout of a variety of documents, forms, reports and narrative materials.

Ability to proofread finished work for spelling, format and accuracy.

Skill in the operation of complex word processing equipment.

NEW 10-80

#### **Nature Of Work**

This is advanced clerical work in the operation of complex word processing equipment.

### Word Processing Operator 3 (grandfathered) (000053)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in personal computer application operations and advanced clerical functions are required.

#### Job Specifications

##### NATURE OF WORK

This is responsible clerical work in the performance of varied, complex assignments operating complex word processing equipment.

Employees in this class perform complex text processing and records processing duties utilizing advanced capabilities of word processing equipment. Emphasis of the work is on revising the contents of complex and/or lengthy documents by removing or retrieving typed lines, sentences and paragraphs from one location in a document to another location, merging, duplicating or transferring information from one document to another, and performing complex operations to qualify and re-qualify a variety of information records in several different ways to produce a variety of listings or specialized data. Incumbents exercise some independent judgment in designing and constructing record files to produce specialized information. Some incumbents may be responsible for supervising moderately complex departmental word processing operations under the direction of an administrative superior, including frequent consultations with originators of word processing assignments, and providing training and assistance to other word processing operators. Work is reviewed by a clerical or administrative supervisor for satisfactory volume and quality of processed material and for proficiency in operating word processing equipment.

##### ILLUSTRATIVE TASKS

Receives incoming work and determines priorities of material to be processed; inspects documents for routine errors and arranges material prior to entry; refers procedural questions to supervisor; consults with originator on subject-matter questions.

Inspects handwritten or rough draft material to determine format, spacing, layout and margins; inquires index to locate previously recorded information stored in memory.

From specific or general instructions of originator or supervisor, determines layout of information; designs and constructs record files, charts, tables and formats; reformats existing files; consults with originator to determine purpose of word processing requests and best method to accomplish desired results.

Operates complex word processing equipment and printer to perform complex text and record processing assignments such as revising the contents of lengthy documents including leases, deeds, reports, departmental operating manuals and grant applications; removing or retrieving typed lines, sentences and paragraphs from one location in a document to another location; merging, duplicating or transferring information from one document to another in order to create a new document; inserting or deleting words, phrases, sentences, paragraphs or numerical information with a minimum of retyping and printing out an automatically spaced and paginated finished copy, entering revising, deleting, and duplicating information for records processing such as personnel rosters, inventories, mailing lists, periodic status reports and annual budgets.

Performs complex operations to qualify and re-qualify a variety of listings or specialized data such as an inventory listing to produce a report of parts in stock having a quantity less than 50 and print in sequence by part numbers; also performs operations to sequence information from information stored in memory to produce various specialized printouts of qualified information.

Merges repetitive letters with address files; operates word processor to interface with central computer as assigned.

Coordinates a departmental word processing operation under direction of an administrative superior; assigns and reviews work of subordinate word processing operators and trains new operators in word processing techniques and procedures as assigned.

Prepares and updates word processing procedures and procedural manuals.

Proofreads and corrects final copy of finished work; returns final processed copy to originator or supervisor.



### Word Processing Operator 3 (grandfathered) (000053)

Maintains files containing memorized information in the form of magnetic disks or other electronic storage media; clears files of information as required.

Maintains records of word processing production.

Enforces and adheres to established procedures for security of electronically stored information.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics, commands and capabilities of complex word processing equipment.

Considerable knowledge of the application of word processing capabilities to departmental requirements for various information processing tasks.

Knowledge of various formats and procedures utilized in the word processing operation to which assigned.

Knowledge of general office procedures, practices and equipment.

Knowledge of business English, spelling and arithmetic.

Knowledge of the function of the specific governmental operation to which assigned.

Some knowledge of supervisory principles and practices.

Ability to operate complex word processing equipment with a high degree of speed and accuracy.

Ability to design and construct a variety of complex electronically stored files.

Ability to enter, revise, merge, remove, retrieve, duplicate, transfer and perform various other operations with text and file information on complex word processing equipment.

Ability to qualify and re-qualify a variety of listings or specialized data to produce customized reports.

Ability to supervise a small group of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, supervisors and departmental officials.

Ability to establish priorities for processing a variety of documents in accordance with departmental procedures.

Ability to proofread finished work for spelling, format and accuracy.

Skill in the operation of complex word processing equipment.

NEW 10-80

#### **Nature Of Work**

This is responsible clerical work in the performance of varied, complex assignments operating complex word processing equipment.

## Human Resources Department

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### Word Processing Operator 3 (grandfathered) (000053)

#### **Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience, two of which must include office or financial management or the coordination of court records and/or proceedings and/or code enforcement activities. College education may substitute for the required experience on a year for year basis. Must possess valid FL Driver's License.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.

### Micrographics Technician 1 (000075)

#### Minimum Qualifications

High school diploma or GED. Six months of experience operating microfilm equipment and processing film are required.

#### Job Specifications

##### MICROGRAPHICS TECHNICIAN 1

#### NATURE OF WORK

This is limited technical work in the operation of rotary and planetary microfilm cameras, microfilm readers, film processors and related micrographic equipment.

Employees in this class are responsible for photographing various legal documents for record retention. Work involves the preparation of materials to be photographed and the adjustment of the equipment to appropriate settings. Supervision and assistance are received from a technical or administrative superior who periodically checks completed work for legibility of the finished product, adherence to established procedures and the completion of assigned work load.

#### ILLUSTRATIVE TASKS

Operates automatic rotary and planetary microfilm cameras with fixed or adjustable photographic fields for the reproduction of documents and records; loads and unloads camera film; adjusts and makes minor repairs to microfilm equipment; completes appropriate certificates in the course of filming for authentication of filmed documents.

Operates and threads an automatic film processing machine; operates a microfilm reader to verify all photographic reproductions with official records for completeness and legibility of the finished product; supplies record information to departmental personnel by use of a microfilm reader; maintains daily records of microfilming and processing including statistics of daily work output.

Develops microfilm with film processors; mixes chemicals; adjusts water filters and temperature controls; rinses and drains machines; makes minor adjustments to processors.

Prepares legal instruments and records to be copied by removing staples, ironing out wrinkles, repairing torn pages and by inspecting numbering, legal stamps and smudgings.

Makes certified copies of such documents as military discharges, deeds, mortgages, marriage certificates and official court records.

Confers with departmental personnel via telephone on nontechnical microfilming requirements and storage needs.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of microfilm, film processing and photostatic techniques and procedures.

Knowledge of the operating principles and maintenance needs of microfilm machines, readers, film processors and related photocopy equipment.

0075

##### MICROGRAPHICS TECHNICIAN 1 (Cont'd)

#### KNOWLEDGES, ABILITIES AND SKILLS (Cont'd)

Knowledge of developing solutions and techniques used in microfilm, photo-chemical and photostatic reproduction processes.

Some knowledge of various types of governmental records reproduced in a records management program.

Ability to maintain assigned production standards and work flow.

Ability to understand and follow verbal and written instructions.

Ability to make minor adjustments to microfilm equipment and to recognize malfunctions.

Ability to do routine clerical work including filing and records retrieval.

Skill in the operation of basic microfilm equipment.

## Human Resources Department

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### Micrographics Technician 1 (000075)

#### MINIMUM QUALIFICATIONS

Some experience in the operation of photostatic and microfilm equipment; graduation from a standard high school or vocational school.

REV 10-78

#### **Nature Of Work**

This is limited technical work in the operation of rotary and planetary microfilm cameras, microfilm readers, film processors and related micrographic equipment.

### Micrographics Technician 2 (000076)

#### Minimum Qualifications

High school. One year of experience operating microfilm equipment and processing film is required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the operation of advanced rotary and planetary cameras, microfilm duplicators, readers, film processors and related micrographic equipment.

Employees in this class perform micrographic work requiring the use of specialized equipment and techniques in the reproduction of official records and legal instruments. Duties require the operation of adjustable cameras, duplicators, densitometers, splicers and other microfilm equipment. This class is distinguished from that of the Micrographic Technician 1 in that employees operate a variety of microfilm equipment including numerous types of planetary and rotary cameras, make copies of original film using a microfilm duplicator and splice microfilm. Supervision may be exercised over equipment operators and supporting clerical staff by assignment of work, periodic review of work in progress and occasional verification of finished copies for quality. Work is reviewed by an administrative superior for satisfactory completion of production schedules and compliance with departmental policy.

##### ILLUSTRATIVE TASKS

Operates a variety of rotary and planetary microfilm cameras; adjusts for photographic areas, reduction ratios and settings; inspects documents and records to be copied for wrinkles, smudgings, rips and legal stamps; operates readers and reader printers to verify microfilm copy with official records for completeness and legibility.

Develops microfilm with film processors; mixes chemicals; adjusts water filters and temperature controls; rinses and drains machines; makes minor adjustments to processors.

Splices microfilm where it is necessary to insert missing frames or delete duplicates; makes copies of original film using a microfilm duplicator and operates advanced photo duplicating equipment.

Researches questions concerning filmed documents and makes copies using reader/printer equipment.

Insures that finished microfilm reels are properly labeled for retrieval of documents.

Determines density of microfilm with a densitometer to control film quality.

Recommends the servicing, repair and replacement of equipment and changes in reproduction methods and techniques.

Coordinates reproduction schedules with other departments requesting service; informs supervisor on scheduling, indexing, filing and ordering necessary supplies.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of microfilm, film processing and photostatic techniques and procedures.

Considerable knowledge of the operating principles and maintenance needs of microfilm machines, readers, duplicators, film processors, and related photo duplicating equipment.

Knowledge of developing solutions and techniques used in microfilm photo-chemical and photostatic reproduction processes.

Knowledge of various types of governmental records reproduced in a records management program.

### Micrographics Technician 2 (000076)

Ability to determine the filming characteristics of a variety of records and legal instruments.

Ability to assign and review work of subordinates, as delegated.

Ability to maintain assigned production standards and schedules.

Ability to make minor adjustments to reproduction equipment and to recognize malfunctions immediately.

Skill in the operation of basic microfilm equipment.

REV 10-78

#### **Nature Of Work**

This is technical work in the operation of advanced rotary and planetary cameras, microfilm duplicators, readers, film processors and related micrographic equipment.

### Micrographics Supervisor (000077)

#### Minimum Qualifications

High school. Three years of experience operating microfilm, photo-chemical, and photostatic equipment are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and skilled work in the operation of micrographic equipment for the purpose of recording and retrieving legal documents and records in the county courts.

Employees in this class coordinate micrographic work requiring specialized equipment and techniques in the reproduction of official records and legal instruments. Duties involve the supervision of a group of technical employees who perform micrographic duties utilizing microfilm cameras, microfilm readers, microfilm printers, "copy flo's", photostatic machines, densitometers, microfilm developers, document duplicators, electric retrieval devices, and other micrographic equipment. Responsibilities require the exercise of independent judgment on technical matters pertaining to the preparation and miniaturization of documents and the operation and maintenance of related equipment. Supervision is exercised over subordinate personnel by assignment of work, designation of equipment to be operated, review of work in progress, and verification of finished copies for quality. Work is reviewed by an administrative superior for timely completion of work schedules and micrographic service efficiency.

##### ILLUSTRATIVE TASKS

Supervises and participates in the operation of microfilm cameras, readers, printers, and film processors; establishes and implements operating procedures for equipment, recording, processor and recall systems.

Determines method of reproduction; schedules work flow.

Plans and develops new cooperative programs and special microfilm projects with departments; coordinates reproduction schedules with departments requesting service; advises on equipment requirements and related records management matters.

Calculates job costs for various types of reproduction techniques, materials and quantities.

Approves all processes for general compliance with policies, procedures, rules and statutes.

Supervise;s the cleaning, oiling and adjusting of micrographic equipment; recommends the servicing, repair and replacement of equipment; repairs and maintains microfilm equipment; recommends equipment requirements and related records management procedures.

Trains subordinates in the proper utilization of duplicating equipment.

Maintains responsibility for all technical matters pertaining to the field of micrographics.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of microfilm recording, reproduction and retrieval techniques.

Thorough knowledge of the operating principles and maintenance needs of microfilm machines, readers, duplicators, film processors and related photo duplicating equipment.

Considerable knowledge of developing solutions and techniques used in microfilm, photochemical and photostatic reproduction processes.

Considerable knowledge of various types of governmental records reproduced in a records management program.

### Micrographics Supervisor (000077)

Ability to plan, assign and supervise subordinates in a manner conducive to full performance and high morale.

Ability to determine the filming characteristics of a variety of records and legal instruments.

Ability to plan, schedule and organize work to meet fluctuations in work load.

Ability to maintain records and to prepare reports.

Ability to make minor maintenance repairs on equipment used.

Skill in the operation of micrographic equipment.

REV 10-74

#### **Nature Of Work**

This is supervisory and skilled work in the operation of micrographic equipment for the purpose of recording and retrieving legal documents and records in the county courts.



### CADD Technician (000078)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Computer Science, Cartography, Geography or related field. Additional related experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is entry level technical computer programming, systems analysis, or operating systems programming work.

Employees in this new classification will be responsible for performing a myriad of functions in various platform environments, to include writing code, testing, debugging, writing documentation or performing work for new or existing information systems, assisting with the analysis of recommendations submitted by departments concerning proposed automated systems, assisting with the maintenance and modification of existing applications, and with writing system proposals, assisting with diagnosing and resolving software and hardware problems, and defining users and security levels. Incumbents will be working under the close supervision of an information technology professional.

##### ILLUSTRATIVE TASKS

Designs program logic and code using approved programming languages; creates program code for reporting requirements; participates in the analysis and development of new computer systems; assists in preparing database logical designs; assists in preparing program and system test data to validate programs and systems.

Assists with resolving various hardware and software problems; troubleshoots hardware malfunctions and provides appropriate solutions; designs and creates statistical or graphical applications according to departmental needs; prepares programming status reports; maintains hardware inventory.

Participates in the preliminary analysis of small scale projects; assists in determining the need for information, type of information required, probable cost and preparation of preliminary systems proposals; assists in identifying and correcting errors in program documentation; assists with the installation of new hardware and software and customizing configuring components to the needs of the user and department; conducts problem resolution with users.

Assists in troubleshooting the upgrade and maintenance of local area networks, including hardware/software problems; assists in setting-up users, directories and security systems configuration documentation; maintains system data security tables; assists in analyzing hardware systems to ensure peak performance.

Performs related work as required.

##### MINIMUM QUALIFICATIONS

Completion of 60 semester credits to include 15 semester credits in a computer, cartography, or geography related field is required. Additional related experience may substitute for the required education on a year-for-year basis.

NEW 10/01

#### Nature Of Work

This is entry level technical computer programming, systems analysis, or operating systems programming work.

## Human Resources Department

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### Telephone Console Operator 1 (000084)

#### Minimum Qualifications

High school diploma or GED. Three months of experience in telephone console or switchboard operations or completion of a training program in switchboard or telephone console operations are required.

#### Job Specifications

##### NATURE OF WORK

This is routine work in the operation of a private branch exchange telephone switchboard.

Employees in this class do routine and repetitive work in the operation of a large private branch exchange cord switchboard carrying a heavy traffic load. Work primarily requires alertness and accuracy in placing, answering and transferring calls. Operators must also remember names and location of personnel in the department and be generally familiar with departmental routines. Employees work under general supervision, occasionally of a superior operator, and refer problems to the supervisor.

##### ILLUSTRATIVE TASKS

Operates on an assigned shift, a private branch exchange switchboard having a large number of trunk lines and numerous extensions.

Answers all incoming local and long distance calls and makes proper connection to person requested; places local and long distance outgoing calls; places interoffice calls.

Answers routine and non-technical questions and refers other questions to proper persons.

May keep records of long distance and collect calls, telegrams received, and messages which cannot be delivered at once.

Occasionally does related receptionist work, directing people to proper offices and giving routine information.

Does simple clerical work such as filing, posting simple data, and taking inventories.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operation of standard PBX switchboard with several trunks and numerous extensions.

Ability to speak clearly and distinctly in a well modulated and pleasant voice, and to use correct grammatical construction and choice of words.

Ability to remember accurately, within a reasonable training period, the names and locations of personnel in the organization served, and to understand essential departmental operations.

Ability to react quickly and calmly in placing and receiving calls of an emergency nature.

Ability to operate a large switchboard under conditions of heavy load calmly and efficiently.

Ability to keep simple records accurately.

Ability to understand and follow oral and written instructions.

## Human Resources Department

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### Telephone Console Operator 1 (000084)

#### **Nature Of Work**

This is routine work in the operation of a private branch exchange telephone switchboard.

## Human Resources Department

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### Telephone Console Operator 2 (000085)

#### Minimum Qualifications

High school diploma or GED. One year of experience in telephone console or switchboard operation is required.

#### Job Specifications

##### NATURE OF WORK

This is routine and supervisory work in the operation of a private branch exchange telephone switchboard.

Work requires scheduling the work of personnel assigned to operation of switchboards and for training new employees in their duties. Employees participate in all aspects of the work of subordinate operators and perform related clerical work in maintaining records and delivering messages. In a small installation, work is under the supervision of an administrative superior. In a very large installation, the Switchboard Operator 2 acts as a shift supervisor under the general supervision of a superior operator who is usually on another shift.

##### ILLUSTRATIVE TASKS

Instructs new employees in the operation of a telephone switchboard having a large number of trunks and extensions; assigns, schedules and checks the work of subordinate operators.

Participates in operation of switchboard; answers incoming interoffice, local, and long distance calls and makes proper connections; places outgoing calls.

Furnishes general information on departmental functions, refers more technical questions to proper persons for reply.

Listens to complaints and tries to appease callers.

Maintains a record of outgoing long distance calls, incoming collect calls, and does routine clerical work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation of a standard PBX cord switchboard with several trunks and numerous extensions.

Knowledge of office practices and procedures.

Ability to instruct new operators and to plan, schedule, assign and review their work in a manner conducive to full performance and high morale.

Ability to speak clearly and distinctly, to use a well modulated and pleasing voice, and to use correct grammatical construction and choice of words.

Ability to operate a large switchboard under conditions of heavy load calmly and efficiently.

Ability to react quickly and calmly in placing and receiving calls of an emergency nature.

Ability to remember accurately within a reasonable training period, the names and locations of personnel in the organization served, and to understand essential departmental operations.

Ability to understand and follow oral and written instructions.

Ability to keep simple records accurately.

#### Nature Of Work

## Human Resources Department

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### Telephone Console Operator 2 (000085)

This is routine and supervisory work in the operation of a private branch exchange telephone switchboard.

## Human Resources Department

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### Secretary to Senior Deputy Clerk (000087)

#### Minimum Qualifications

High school. Three years of advanced secretarial experience are required. May be required to take and pass a typing skills test with a score of 40 WPM. Photo identification is required to take the typing skills test.

#### Job Specifications

##### NATURE OF WORK

This is advanced secretarial and related clerical work for a Senior Deputy Clerk of the circuit and county courts.

Employees in this class perform a variety of complex secretarial and clerical duties for a Senior Deputy Clerk of the circuit and county courts. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the Senior Deputy Clerk's responsibilities and an understanding of the policies, programs, procedures and regulations of the circuit and county courts. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgement in relieving supervisor of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Senior Deputy Clerk who reviews work for satisfactory performance of secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs advanced secretarial duties for a Senior Deputy Clerk ; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to insure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

## Human Resources Department

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### Secretary to Senior Deputy Clerk (000087)

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performance related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of advanced secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of the circuit and county courts.

Considerable knowledge of the responsibilities of a Senior Deputy Clerk and the relationship with other courts executives, managers and supervisors.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with a Senior Deputy Clerk.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of County and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 10/00

#### **Nature Of Work**

This is advanced secretarial and related clerical work for a Senior Deputy Clerk of the circuit and county courts.

## Human Resources Department

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### Executive Secretary to Clerk (000088)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and highly responsible executive secretarial and related clerical work for the Clerk of the Circuit and County Courts.

Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from the Clerk of the Circuit and County Courts who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs executive secretarial duties for the Clerk of the Circuit and County Courts; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations.

Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents.

Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees.

Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office.

Composes correspondence from verbal instructions and independently drafts replies to inquiries.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by the Clerk.



### **Executive Secretary to Clerk (000088)**

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding supervisor's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Extensive knowledge of executive secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of the Clerk of the Circuit and County Courts and the relationships with elected representatives, senior County management, officials and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of the circuit and county courts.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with the Clerk of the Circuit and County Courts.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

## Human Resources Department

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### Executive Secretary to Clerk (000088)

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 10/00

#### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for the Clerk of the Circuit and County Courts.

Must take and pass a typing skills test with a score of 40 WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### Senior Executive Secretary to Clerk (000089)

**Minimum Qualifications**

High school diploma or GED. Four years of advanced secretarial experience are required. Must take and pass a typing skills test with a score of 40 WPM.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for the Clerk of the Circuit and County Courts.

## Human Resources Department

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### Administrative Secretary (000094)

#### Minimum Qualifications

High school diploma or GED. Three years or secretarial or related word processing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

### Administrative Secretary (000094)

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow.

Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various county departments.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationships with an executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other office machines with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

### Nature Of Work

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

# Human Resources Department

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## Executive Secretary (000095)

### Minimum Qualifications

High school diploma or GED. Three years of advanced secretarial experience are required.

### Job Specifications

#### NATURE OF WORK

This is executive secretarial and related clerical work for an Assistant Director or a Deputy Director of a County Department or comparable executive official.

Employees in this class perform a variety of complex secretarial and clerical duties for an Assistant Department Director, Deputy Department Director or comparable executive official. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the department. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgement in relieving supervisor of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from an Assistant Department Director, Deputy Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Performs executive secretarial duties for an Assistant Department Director, Deputy Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to insure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies;

## Human Resources Department

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### Executive Secretary (000095)

performs arithmetic calculations for budget requests and other matters.

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of the responsibilities of an Assistant Department Director, Deputy Department Director or comparable executive official and the relationship with other department executives, managers and supervisors.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with an Assistant Department Director, Deputy Department Director or comparable executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of County and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

### Nature Of Work

## Human Resources Department

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### **Executive Secretary (000095)**

This is executive secretarial and related clerical work for an Assistant Director or a Deputy Director of a County Department or comparable executive official.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.



## Human Resources Department

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### Senior Executive Secretary (000096)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations.

Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives.

Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents.

Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees.

Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office.

Composes correspondence from verbal instructions and independently drafts replies to inquiries.

## Human Resources Department

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### Senior Executive Secretary (000096)

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official..

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

## Human Resources Department

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### Senior Executive Secretary (000096)

Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 10/00

### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

### Senior Executive Secretary, Mayor's Office (000098)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required. Must take and pass a typing skills test with a score of 40 WPM.

#### Job Specifications

##### NATURE OF WORK

This is advanced and highly responsible executive secretarial and related clerical work for Assistant County Manager, Senior Special Assistant to the County Manager or comparable executive official.

Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs executive secretarial duties for the Assistant County Manager, Senior Special Assistant to the County Manager or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives.

Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents.

Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees.

Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Manages the executive office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office.

Composes correspondence from verbal instructions and independently drafts replies to inquiries.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to

## Human Resources Department

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### Senior Executive Secretary, Mayor's Office (000098)

established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of a executive supervisor and the relationships with elected representatives, senior County management, Department Directors and officials and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 08/04

#### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for Assistant County Manager, Senior Special Assistant to the County Manager or comparable executive official.

## Human Resources Department

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### Senior Property Appraiser Clerk (000101)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

### Property Appraiser Clerk 1 (000102)

#### Minimum Qualifications

High school diploma or GED. Six months of clerical experience in a tax assessment, property appraisal, or real estate sales abstracting titles are required. Completion of 30 semester credits may substitute for the required experience.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in preparation of countywide property tax rolls.

Employees in this class are responsible for the initiation and maintenance of various property records in a large property appraisal department. Emphasis of the work is on performance of varied independent clerical tasks involved in assessing just value on real and personal property. Work involves the use of predetermined evaluation schedules, established depreciation computations, legal ownership records, and established tax exemption criteria. Employees must exercise judgment and initiative in accurately carrying out assigned tasks. Duties may also include the use of standard office equipment for which some prior experience is required. Supervision is received from a technical superior who reviews work for completeness and accuracy.

##### ILLUSTRATIVE TASKS

Receives and processes building construction cards, computer printouts, permit cards, legal records of property and verification of legal descriptions by maps or plats; maintains a roster of buildings under construction, modifications, additions, dates of inspections and stage of completion; records information from field data and other sources and computes value computations according to established procedures, as required.

Processes and maintains land sales data, assessment rates, zoning changes and municipal resolutions, property ownership, metes and bounds folio numbers, new plats, tax exempt properties and related data; prepares mass land change forms; checks and verifies mass land change updates and posts changes to the land master appraisal history print.

Reviews personal property returns with special emphasis as to correctness of location and mailing address; verifies information against evaluator's field checks; assigns established property assessment and posts to taxpayer's account file; maintains current records on commercial and taxable residential accounts.

Assists taxpayers by answering questions concerning assessments, exemptions, tax billings and related matters; compiles necessary records for review with taxpayer and requests field check, if necessary; compiles and verifies specific information required by the Property Appraiser Adjustment Board.

Assists the public with filing of homestead and related exemption applications; explains established legal provisions and determines if these requirements are satisfied referring questionable cases to supervisors; files exemption applications for those who qualify but are confined to home, hospital or nursing facility.

Codes changes to building and land files which are submitted for data processing; performs continuous maintenance of master assessment files; performs control functions to insure changes to various master assessment files are correct; processes transfer of property ownership, correspondence and new homestead applications.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the general principles and practices used in determining land and building values for assessment purposes.

Knowledge of statutes and ordinances governing property assessment, exemptions and various established legal instruments used to convey property title.

### Property Appraiser Clerk 1 (000102)

Knowledge of the principles and practices used in making personal property evaluations.

Knowledge of legal descriptions, metes and bounds and related means of locating property in an atlas.

Knowledge of various established departmental procedures for the processing of property appraisal records in the area of assignment.

Some knowledge of building types and construction methods used in residential and commercial structures as they relate to appraisal information.

Some knowledge of standard office equipment and practices.

Ability to graphically portray information onto strip maps, subdivision plats or aerial photographs.

Ability to follow established departmental procedures with accuracy and appropriate attention to detail.

Ability to maintain roster, logs, record cards and other records completely and accurately.

Ability to make arithmetic computations with speed and accuracy.

Ability to meet and deal tactfully with property owners, businessmen and the general public.

Ability to express ideas clearly and concisely, orally and in writing.

REV 10-79

#### **Nature Of Work**

This is specialized clerical work in preparation of countywide property tax rolls.



### Property Appraiser Clerk 2 (000103)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience in a tax assessment, property appraisal, real estate sales, or abstracting titles is required. Completion of 30 semester credits in Real Estate and/or Appraisal related coursework may substitute for the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work with public contact and supervisory responsibilities related to the preparation of countywide property tax rolls.

Employees in this class are responsible for the initiation, maintenance and audit process of various property records in the Property Appraisal Department. Emphasis of the work is on assigning and reviewing the work of the Property Appraiser Clerk 1 classification. Work involves the use of predetermined evaluation schedules, established depreciation computations, legal ownership records and established tax criteria. Supervision is received from a clerical superior who advises incumbents of procedural changes, assists with unusual or complex work problems and periodically checks completed work for accuracy and adherence to established procedures.

##### ILLUSTRATIVE TASKS

Plans, assigns, reviews and supervises the work of a small clerical staff engaged in receiving and processing building construction cards, permit cards, legal records of property and verification of legal descriptions.

Trains and assists Property Appraiser Clerk 1s in the performance of their duties.

Maintains productivity and workload logs.

Performs audit checks on changes in ownership, address, exemptions, property improvements and subdivisions to real and personal property assessment records for an assigned area of the county.

Confers with attorneys and surveyors on transfer of title instruments where discrepancies in legal descriptions and breaks in the chain of title occur.

Assists various county departments, agencies, attorneys, developers and the general public; compiles necessary records for review with public and county agencies.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the general principles and practices used in determining land and building values for assessment purposes.

Knowledge of principles and practices used in making personal property evaluations.

Knowledge of statutes and ordinances governing property assessment, exemptions and various established legal instruments used to convey property title.

Knowledge of office practices and procedures.

Knowledge of building types and construction methods used in residential and commercial structures as they relate to appraisal information.

Knowledge of the procedures governing back-assessments, Value Adjustment Board hearings and cost schedule applications for assessed equipment.

## Human Resources Department

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### Property Appraiser Clerk 2 (000103)

Knowledge of the operating characteristics of an on-line computer terminal, personal computer and other standard office equipment.

Ability to recognize, research and correct discrepancies in a property's chain of title as conveyed in established legal instruments.

Ability to determine property location on strip maps, subdivision maps, subdivision plats or aerial photographs.

Ability to follow established departmental procedures with accuracy and appropriate attention to detail.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to make minor decisions in accordance with procedures, laws and regulations and apply these to work problems.

Ability to maintain rosters, logs, record cards and other records completely and accurately.

Ability to make arithmetic computations with speed and accuracy.

Ability to meet and deal tactfully with property owners.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to work with minimum supervision.

Ability to operate standard office equipment, including personal computers and mainframe terminals.

NEW 03/30/2007

#### **Nature Of Work**

This is advanced clerical work with public contact and supervisory responsibilities related to the preparation of countywide property tax rolls.

## Human Resources Department

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### Realty Change Clerk (000104)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience in tax assessment, property appraisal, real estate sales, or abstracting titles to include experience with complex legal descriptions is required. Completion of 30 semester credits in Real Estate and/or Appraisal related coursework may substitute for the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical, technical and public contact work processing and maintaining the property assessment roll for the Property Appraisal Department.

Employees in this class perform a variety of detailed clerical and computer graphic work involving the use of maps, surveys, aerial photographs and subdivision plats. Emphasis of the work is on reading and interpreting complex legal descriptions and accessing and accurately updating the GIS layers to reflect changes in real property legal descriptions, property assessments, waiver of plats, new subdivision plats, municipal zoning and resolution of GIS overlay. Supervision is received from an administrative superior who reviews work for technical accuracy and conformance to established procedures and regulations.

##### ILLUSTRATIVE TASKS

Prepare and process realty changes and collectors cutouts for separations and groups, right-of-way takings, dedications, street and/or alley closings, new subdivisions' plat, waiver of plats and annexations; maintain and process resolutions/ordinance received from the county and other municipalities; access and update the GIS property layers to accurately reflect changes.

Calculate tax pro-rations involving court cases from the County Attorney's Office and other government agencies' takings and acquisitions such as Everglades National Park, Corps of Engineers, and South Florida Water Management.

Prepare and process exempt government deeds, corrections of tax roll errors-in-fact, delinquent cutouts and property separations requested by the Tax Collector.

Review and take appropriate action on deeds and correspondence received from various outside sources requesting separations and groupings of real property; confer with attorneys and surveyors when discrepancies in legal description and/or chain of title appear; prepare realty change and access and update the GIS property layer to reflect the requested separation or grouping.

Use GIS parcel base map maintenance applications to plot complex metes and bounds to describe a parcel using coordinated geometry (COGO); create, cancel or re-activate folio numbers to update parcel polygons; add or delete annotations, such as lot/block numbers, dimensions and acreage for all parcels over one acre.

Review complex deeds to determine if deed is a straight or fee interest transfer or requires a separation or grouping of the legal description; notifies the district lead worker of type of action required and prepares appropriate realty change documents required to reflect correction of legal description and ownership of parcel on assessment roll and update GIS layers to reflect the change.

Assist various county departments, agencies, attorneys, developers and the public as required; compile necessary records for review with taxpayers and attorneys or agents; request field check through districts as required establishing location and condition of existing buildings; explain established legal provisions and department procedures as necessary, referring questionable problems to supervisor.

Maintain records and compiles necessary data.

Perform other related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the general principles, practices and procedures used in determining land and building values for assessment purposes.

## Human Resources Department

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### Realty Change Clerk (000104)

Knowledge of Florida statutes and ordinances governing property assessments, exemptions and the tax collection process.

Knowledge of various types of legal instruments used to convey property titles.

Knowledge of automatic data processing equipment and graphic computer drawing techniques used in the maintenance of GIS property and zoning layers.

Knowledge of standard office rules, practices and procedures.

Ability to read and understand complex metes and bounds descriptions and locate property in property atlas, section maps and aerial photographs.

Ability to perform mathematical computations to determine area of lots, tracts and irregular parcels of land as they relate to complex legal descriptions and new plats.

Ability to follow established departmental procedures with a high degree of accuracy and appropriate attention to detail.

Ability to graphically portray parcel information onto section maps, subdivision plats and aerial photographs.

Ability to understand and follow complex verbal and written instructions.

Ability to operate automatic data processing equipment and use applicable graphic computer drawing techniques to maintain GIS property and zoning layers.

Ability to maintain rosters, logs, record cards and other records neatly and accurately.

Ability to assist in the processing of new subdivision plats in accordance with established department procedures.

Ability to understand and interpret zoning resolutions and ordinances.

Ability to work with minimal supervision and make minor decisions in accordance with office procedures and county and state statutes and regulations

Ability to communicate clearly and concisely, both verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private organizations.

NEW 04/02/2007

#### **Nature Of Work**

This is advanced clerical, technical and public contact work processing and maintaining the property assessment roll for the Property Appraisal Department.

## Human Resources Department

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### Property Appraiser Field Evaluator (000107)

#### **Minimum Qualifications**

High school diploma or GED. One year of experience in construction, tax assessment, property appraisal, or real estate sales. Completion of 30 semester credits in Construction, Real Estate and/or Appraisal related coursework may substitute for the required experience. Must possess a driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is field work performing re-inspections of property for the Property Appraisal Office.

## Human Resources Department

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### PA Personnel Support Specialist (000108)

#### Minimum Qualifications

Bachelors degree.

#### Job Specifications

#### Nature Of Work

This is professional work in the preparation, development and implementation of personnel management processes and professional training programs for the Office of the Property Appriaser.

## Human Resources Department

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### PA Personnel Specialist 3 (000109)

#### **Minimum Qualifications**

Bachelor's degree. Two years of professional personnel experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional and supervisory work managing a complex departmental personnel program and related functions.

### Real Estate Evaluator 1 (000110)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Real Estate, Accounting, Finance or a related field; or two years of experience as a Registered Trainee Appraiser; or a high school diploma or GED, two years of advanced clerical experience in a governmental tax assessment department and completion of three required or accepted substitute courses for the Certified Florida Evaluator (CFE) designation. Educational courses taught by the International Association of Assessing Officer and the Appraisal Institute

#### Job Specifications

##### NATURE OF WORK

This is specialized technical work in the appraisal of all types of property for Ad Valorem taxation.

Employees in this class are responsible for applying cost, market and income approaches to estimate the value of various kinds of real estate for purposes of Ad Valorem taxation. Duties include compiling necessary records, inspecting property, analyzing sales data, explaining assessment criteria to property owners and calculating real estate values using appropriate data. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing tax assessment. Supervision is received from a technical superior who reviews work after completion for accuracy and thoroughness and for effective application of appraisal methods and techniques.

##### ILLUSTRATIVE TASKS

Compiles all records necessary for field appraisals including zoning classification, legislative resolutions, variances, deed restrictions, special permits and folios.

Inspects properties for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities, and compliance with zoning and other regulations.

Compiles sales data from local government records, title and abstract sources, newspaper reports and real estate listings; determines sales price and equalizes data by comparison with similar transactions.

Analyzes the allocation of sale prices between real estate and personal property.

Derives land and building rates to appropriately reflect market value.

Analyzes special-types market transactions necessitating investigation as to grantor-grantee relationship and type of financing.

Explains assessment criteria to property owners and answers questions relative to property values and appraisal techniques prescribed by state statutes.

Draws buildings to scale on property cards indicating value and depreciation of component parts.

Calculates building values by using applicable data and techniques.

Prepares for and attends Property Appraisal Adjustment Board hearings to explain techniques and criteria used in estimating value.

Performs various duties related to completion of the annual tax roll.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS



### Real Estate Evaluator 1 (000110)

Knowledge of real estate appraisal methods and techniques.

Knowledge of the Statutes and Ordinances governing tax assessment of real property.

Knowledge of general land values and land use characteristics of the Dade County Metropolitan area.

Knowledge of the general methods, products and workmanship typically used in residential and commercial construction.

Knowledge of legal descriptions, metes and bounds, and related means of locating property in an atlas.

Ability to understand the relationship between real estate and personal property.

Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation.

Ability to make rapid and accurate mathematical calculations.

Ability to perform simple drafting tasks with clarity.

Ability to tactfully answer questions and provide information to the public.

Ability to perform assignments in the field with a minimum of supervision in all types of neighborhoods.

REV 02/99

#### **Nature Of Work**

This is specialized technical work in the appraisal of all types of property for Ad Valorem taxation.

### Real Estate Evaluator 2 (000111)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Real Estate, Accounting, Finance or related field; or a high school diploma or GED and one year of experience as a Real Estate Evaluator 1 with Miami-Dade County; or a high school diploma or GED and a Florida Certified Residential Appraiser License.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized technical work with some supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation.

Employees in this class are responsible for applying cost, market and income approaches to complex appraisal problems to estimate the value of various kinds of Real Estate for purposes of Ad Valorem taxation. Duties include compiling necessary records, inspecting property, analyzing sales data, explaining assessment criteria to property owners and calculating real estate values using appropriate data. Additional responsibilities include reviewing the work of subordinate evaluators and conducting appraisals of large structures used for various purposes. Responsibility differs from that of the next lower class in that more difficult appraisals are independently performed and incumbents have some supervisory responsibility. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing tax assessment. Supervision is exercised over subordinate evaluators through a review of daily work. Supervision is received from an administrative and technical superior who reviews work for the effective application of appraisal methods and techniques to complex appraisal problems.

##### ILLUSTRATIVE TASKS

Review daily work with subordinate evaluators, checks accuracy of computations and examines data collected in the field.

Conducts appraisals of large hotels, office buildings, industrial plants, and similar structures by determining architectural characteristics, size, age of building, mechanical equipment provided, design, type and cost of materials, electrical and plumbing features, depreciation and replacement.

Compiles all records necessary for field appraisals including zoning classification, legislative resolutions, variances, deed restrictions, special permits and folios.

Inspects properties for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities, and compliance with zoning and other regulations.

Analyzes the allocation of sale prices between real estate and personal property.

Derives land and building rates to appropriately reflect market value.

Analyzes special-type market transactions necessitating investigation as to grantor-grantee relationship and type of financing.

Explains assessment criteria to property owners and answers questions relative to property values and appraisal techniques prescribed by State Statutes.

Draws building outline to scale on property card, indicating fractional value percentage for prescribed structural variations; applies construction material costs from standard data; computes cost and square footage proration using predetermined information; computes assessment.

Prepares reports on property sales, values and economic trends affecting assessments.

Prepares for and attends Property Appraisal Adjustment Board hearings to explain techniques and criteria used in estimating value.

### Real Estate Evaluator 2 (000111)

Performs various duties related to completion of the annual tax roll.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of real estate appraisal methods and techniques.

Considerable knowledge of the statutes and ordinances governing tax assessment of real property.

Knowledge of general land values and land use characteristics of the Dade County Metropolitan area.

Knowledge of the general methods, products and workmanship typically used in residential and commercial construction.

Knowledge of legal descriptions, metes and bounds, and related means of locating property in an atlas.

Some knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand the relations between real estate and personal property.

Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation.

Ability to determine the accessibility and value of leasehold improvements.

Ability to make rapid and accurate mathematical calculations.

Ability to perform simple drafting tasks with clarity.

Ability to tactfully answers questions and provide information to the public.

Ability to perform simple drafting tasks with clarity.

Ability to perform assignments in the field with a minimum of supervision in all types of neighborhoods.

REV 02/99

#### **Nature Of Work**

This is advanced specialized technical work with some supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation.

## Human Resources Department

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### PA Administrative Secretary (000113)

#### Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

### PA Administrative Secretary (000113)

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow.

Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various county departments.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationships with an executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other office machines with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

#### **Nature Of Work**

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

## Human Resources Department

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### Property Appraiser Executive Secretary (000114)

#### Minimum Qualifications

High school diploma or GED. Three years of advanced secretarial experience are required.

#### Job Specifications

##### NATURE OF WORK

This is executive secretarial and related clerical work for an Assistant Director or a Deputy Director of a County Department or comparable executive official.

Employees in this class perform a variety of complex secretarial and clerical duties for an Assistant Department Director, Deputy Department Director or comparable executive official. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the department. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgement in relieving supervisor of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from an Assistant Department Director, Deputy Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs executive secretarial duties for an Assistant Department Director, Deputy Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to insure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies;

## Human Resources Department

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### Property Appraiser Executive Secretary (000114)

performs arithmetic calculations for budget requests and other matters.

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of the responsibilities of an Assistant Department Director, Deputy Department Director or comparable executive official and the relationship with other department executives, managers and supervisors.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with an Assistant Department Director, Deputy Department Director or comparable executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of County and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

#### Nature Of Work

## Human Resources Department

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### **Property Appraiser Executive Secretary (000114)**

This is executive secretarial and related clerical work for an Assistant Director or a Deputy Director of a County Department or comparable executive official.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.



## Human Resources Department

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### Property Appraiser Senior Executive Secretary (000115)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations.

Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives.

Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents.

Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees.

Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office.

Composes correspondence from verbal instructions and independently drafts replies to inquiries.

## Human Resources Department

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### Property Appraiser Senior Executive Secretary (000115)

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official..

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

## Human Resources Department

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### Property Appraiser Senior Executive Secretary (000115)

Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 10/00

#### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### Senior Realty Change Clerk (000118)

#### **Minimum Qualifications**

High school diploma or GED. Two years of clerical experience in tax assessment, property appraisal, real estate sales, or abstracting titles to include experience with complex legal descriptions is required. Completion of 60 semester credits in Real Estate and/or Appraisal related coursework may substitute for the required experience.

#### **Job Specifications**

#### **Nature Of Work**

### Income Evaluation Specialist (000120)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Real Estate, Finance, Economics, or Accounting; or completion of 60 semester credits, Certified Florida Evaluator certification or equivalent, and two years of experience in real estate appraisal; or high school diploma or GED, Certified Florida Evaluator certification or equivalent, and two years of experience in mass appraisal in residential, industrial, commercial or personal property is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized technical work in planning and conducting specialty income assessments and programs.

Employees in this class are responsible for mass appraisal work in technical income assessment specialties involving all phases of real estate and personal property assessments. Responsibilities include establishing and applying appropriate capitalization rates, analyzing market data for rents and operating expenses used to develop assessments for income-producing properties, and recommending market value assessments for multi-million dollar properties. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing assessment, and incumbents exercise considerable independent judgment in recommending market value assessments for high value properties. Supervision is received from a professional superior who reviews work for the effective application of technical appraisal methods to complex income assessment specialties.

##### ILLUSTRATIVE TASKS

Establishes and applies appropriate capitalization rates that are prepared annually, based on local economic trends, property types, location, and other physical factors affecting value.

Compiles information on local economic trends, property types, location, and other financial factors affecting value.

Analyzes market data for rents and operating expenses to be used in the development of assessments for income-producing properties in accordance with statutes that provide that income from commercial property must be considered as one of the criteria for just value assessments.

Develops recommendations for market value assessments for multi-million dollar properties such as hotels, shopping centers and office towers.

Analyzes special-type market transactions necessitating investigation as to grantor-grantee relationship and type of financing.

Prepares for and attends Property Adjustment Board hearings to explain techniques and criteria used in estimating all three approaches to value.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of real estate appraisal methods and techniques.

Considerable knowledge of the Statutes and Ordinances governing tax assessment and real property.

Considerable knowledge of balance sheets, operating statements, tax returns, present worth concepts and discounted cash flows.

Knowledge of the principles of accounting.

### Income Evaluation Specialist (000120)

Knowledge of general land values and land use characteristics of the Dade County Metropolitan area.

Knowledge of public relations principles and techniques.

Ability to develop effective recommendations for assessments of income-producing property.

Ability to make income projections based on market trends.

Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation.

Ability to analyze a variety of market data for rents and operating expenses to use in the development of recommendations for assessments.

Ability to answer questions tactfully and provide information to the public.

Ability to understand and analyze a variety of financial statements, reports and schedules.

NEW 1-84

#### **Nature Of Work**

This is advanced specialized technical work in planning and conducting specialty income assessments and programs.

## Human Resources Department

### Property Evaluation Specialist (000122)

#### Minimum Qualifications

Bachelor's degree in Real Estate, Finance, or Business Administration; or Bachelor's degree and two years of experience in real estate appraisal are required. Must possess a Certified Florida Evaluator designation or equal coursework\* provided by various professional associations; or high school diploma or GED and two years of experience in mass appraisal of residential, industrial, commercial, personal property or computer-assisted mass appraisal is required. Must possess a Certified Florida Evaluator designation or equal coursework\* provided by various professional associations. \*Equal coursework is the completion of four appraisal courses including Introduction to Appraising, Income Approach to value, and two elective courses such as Mass Appraisal of Residential Property taught by the International Association of Assessing Officers, the Appraisal Institute, or the American Society of Appraisers.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work with supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation.

Employees in this class are responsible for supervising and participating in complex property appraisal work to estimate the value of various kinds of real estate for the purposes of Ad Valorem taxation. Responsibilities include planning and distributing field and office assignments to subordinates, assessing large and complex properties, interviewing taxpayers or their representatives, coordinating work with other property appraisal units and other County departments, assisting internal auditors with their examination of the tax roll, and representing the County before the Value Adjustment Board. Some incumbents in this class may assist with the development of computerized data systems. Incumbents exercise independent judgment in applying knowledge of appraisal methods and techniques, and in dealing tactfully and diplomatically with taxpayers. Supervision is exercised over a staff of property appraisal evaluators and property appraisal clerks assigned to various phases of operations. Supervision is received from an administrative and technical superior who reviews work for technical quality and effectiveness of unit activities.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate property appraisal evaluators and property appraisal clerks; plans and distributes field and office assignments; trains employees and assists with difficult or unusual problems; prepares regular reports on work progress.

Coordinates appraisal activities with other departmental property appraisal units, internal auditors, tax collection officials, County attorney, and others as required.

Reviews cut-outs prepared by evaluators and writes more difficult cut-outs; assists internal auditor with explanations of cut-outs; assesses large and complex accounts; analyzes income tax returns, leases, affidavits, and contracts; reviews and presents assessment appeals to special master.

Verifies large cancels; interviews taxpayers, their agents, attorneys and accountants; approves reductions; prepares for and attends Value Adjustment Board hearings; performs special field inspections and field visits.

Audits possible cancellations of large accounts and reassesses related accounts, when necessary; implements back assessments as required; investigates comparable properties to assure equalization of assessments; testifies under oath.

Inspects agricultural areas to determine eligibility for agricultural classification; reviews new and renewal applications; consults with applicants denied agricultural classification to explain or adjust; represents the County before the Value Adjustment Board.

Assures the correct and timely assessment of buildings in Dade County valued at one million dollars or more; trains evaluators, performs field inspections, and conducts interviews; assists in preparing for legal hearings.

Supervises the Realty Change, Zoning, Resolution and Ordinance unit; checks all cut-outs and separations for land calculation and legal

### Property Evaluation Specialist (000122)

descriptions.

Assists taxpayers in person and by telephone; prepares correspondence to provide information and resolve problems.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of audit appraisal methods and techniques used in the cost approach to value.

Considerable knowledge of statutes, ordinances, court rulings, and other regulations pertaining to the appraisal of personal property for Ad Valorem tax.

Considerable knowledge of public relations principles and techniques.

Knowledge of furniture, fixtures, and equipment used in business including operating conditions, trends and technological changes, and the effect upon economic life expectancy.

Knowledge of supervisory principles and practices.

Knowledge of the records, reports, and forms used in the area of assignment.

Knowledge of general office practices and procedures.

Knowledge of accounting and bookkeeping practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to accurately assess the value of real property for purposes of Ad Valorem taxation.

Ability to exercise tact and diplomacy in dealing with taxpayers.

Ability to make rapid and accurate mathematical calculations.

Ability to prepare reports and tabulations of office activities.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 7-92

#### **Nature Of Work**

This is advanced technical work with supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation.



## Human Resources Department

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### PA Information Technology Analyst (000123)

#### **Minimum Qualifications**

Bachelor's degree in Computer Science, Management Information Systems, Business Administration, or related field. Two years of experience as a business analyst/programmer is required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced work in systems analysis in a centralized data processing operation in the Property Appraiser's Office.

## Human Resources Department

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### PA Constituent & Public Relations Assistant (000127)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional experience in journalism, advertising, community outreach, constituent services or public relations are required.

#### **Job Specifications**

#### **Nature Of Work**

This position involves coordinating marketing, promotional and community outreach programs, and constituent support for the Office of the Property Appraiser.

## Human Resources Department

### Personal Property Evaluator 1 (000131)

#### Minimum Qualifications

One year of experience appraising personal property, performing inventory management of capitalized assets, or appraising and adjusting insurance claims and policies involving tangible personal property, and completion of six semester credits in Accounting are required; Completion of 60 semester credits to include three credits in Finance, Economics, or Accounting and three credits in Statistics or Mathematics are required; or One year of advanced clerical experience in a governmental personal property appraisal operation, completion of three semester credits in Accounting, and completion of one real estate or personal property appraisal class from an institution or taught by professional organizations such as the International Association of Assessing Officers, the Appraisal Institute, or the American Society of Appraisers are required. Must present a Driver license during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is specialized field work in the appraisal of tangible personal property for tax assessment purposes.

Employees in this class are responsible for the evaluation of all fixtures, inventory and equipment used in stores, offices, factories, warehouses and other commercial establishments within an assigned territory. Work involves the verification of ownership of commercial properties, recognizing taxable items, reviewing inventory and sales records and determining fair value after applying the necessary discounts and allowances. Duties require use of tact and independent judgment in contacting business representatives and in appraising property through use of various inventory evaluation formulas and price manuals. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal provisions governing tax assessment. Supervision is received from a superior who checks work upon completion for accuracy and thoroughness and who personally assists on difficult field appraisals.

##### ILLUSTRATIVE TASKS

Contacts owners of commercial properties or their designated representatives and arranges for access to the fixtures, equipment and inventory or the records pertaining to these items.

Lists all taxable items in office buildings such as business machines, furniture and equipment; evaluates property taking note of original cost, replacement cost, obsolescence, condition, utility value, depreciation and similar factors affecting assessment.

Physically inspects apartment houses, hotels and motels evaluating furnishings such as carpeting, kitchen appliances, air conditioning, linens, and similar items.

Appraises industrial items noting factors such as condition of goods, time in storage, shrinkage, obsolescence, pilferage and damage to property.

Audits sales records of retail establishments to verify data on gross sales, mark-up, inventory turnover or computes floor space square footage as a basis of assessment.

Computes assessment using property evaluation manuals and formulas based on gross sales ratios, stock turnover rates and square footage, calculations; applies appropriate allowances and discount schedules.

Explains assessment criteria to business owners and their agents, answers questions relative to property values, appraisal techniques and statutory provisions regarding tax assessment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of personal property appraisal methods and techniques.

## Human Resources Department

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### Personal Property Evaluator 1 (000131)

Knowledge of the statutes and ordinances governing tax assessment of personal property.

Knowledge of the various types of equipment, fixtures and inventories typically used in commercial establishments.

Knowledge of the general operating characteristics of the various types of commercial business enterprises.

Ability to tactfully answer questions and give information to the public.

Ability to make rapid and accurate mathematical calculations.

Ability to prepare and submit concise records on field inspections.

Ability to perform field assignments with a minimum of supervision in all types of neighborhoods.

REV 10-65

#### **Nature Of Work**

This is specialized field work in the appraisal of tangible personal property for tax assessment purposes.

## Human Resources Department

### Personal Property Evaluator 2 (000132)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Real Estate, Accounting, Finance or related field OR a high school diploma or GED and one year experience as a Personal Property Evaluator 1 or Real Estate Evaluator 1 with Miami-Dade County. Must possess a valid Florida driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized work in the appraisal of tangible personal property for tax assessment purposes.

Employees in this class are responsible for conducting field appraisals of the larger and more specialized commercial establishments, assisting in tax litigation cases and supervising subordinate evaluators in difficult assignments. Work involves the coordination of field evaluators and office clerical staff, carrying out administrative directives on assessment and assisting a superior with the office procedures required in producing a personal property tax roll. Positions allocated to this class differ from the Personal Property Evaluator 1 level in that complex field appraisals are performed independently or responsible supervisory office tasks are required. Duties require the use of tact and independent judgment in conducting discussions with business representatives and in evaluating difficult commercial properties requiring specialized knowledge of furnishings, fixtures and inventory types. Supervision is exercised over subordinate evaluators by assignment and review of work and by providing assistance in difficult or unusual field appraisals. Supervision is received from an assessment administrative superior who reviews work for general effectiveness by review of appraisal data, analysis of operating reports and satisfactory completion of field schedules.

##### ILLUSTRATIVE TASKS

Evaluates the larger and more specialized types of commercial enterprises such as luxury type hotels, cooperative apartment houses, regional shopping centers, manufacturing plants, heavy equipment users, electronics equipment producers and similar business organizations; assists subordinate evaluators in difficult appraisals.

Reviews assessment appeals, compiles necessary records, request field rechecks of property and provides data for Board of Equalization hearings.

Supervises and coordinates the work of the clerical staff in maintaining commercial personal property, assessment records; approves changes to the tax roll, verifies data and investigates discrepancies.

Discusses tax evaluation information with business owners, managers, attorneys, accountants and similar individuals; explains assessment criteria, statutory requirements and the various inventory appraisal formulas and discount schedules.

Assists the Sheriff's Office in foreclosures on personal property tax levies; computes delinquent tax and accrued interest due.

Assists administrative superiors in such areas as selection, training and assignment of staff, methods and procedures studies, forms improvement and similar functions of office management.

Replies to written correspondence and personal inquiries received in the department and presents detailed information in report form as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of personal property appraisal methods and techniques.

Considerable knowledge of the statutes and ordinances governing tax assessment of personal property.

### **Personal Property Evaluator 2 (000132)**

Knowledge of the various types of equipment, fixtures and inventories typically used in commercial establishments.

Knowledge of the general operating characteristics of the various types of commercial business enterprises.

Ability to supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to make rapid and accurate mathematical calculations.

Ability to tactfully answer questions and give information to the public.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to prepare simple reports and tabulations of office activity.

NEW 10-65

#### **Nature Of Work**

This is advanced specialized work in the appraisal of tangible personal property for tax assessment purposes.

## Human Resources Department

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### Property Appraiser Tax Roll Coordinator (000133)

#### Minimum Qualifications

Bachelor's degree. Three years experience in property assessment or related work. Must possess designation as a Certified Florida Evaluator or other Florida Certified Residential Appraiser license.

#### Job Specifications

#### Nature Of Work

This is advanced technical and administrative work providing coordination and guidance for the compilation and administration of the annual tax roll, Computer Aided Mass Appraisal (CAMA) Operations and quality assurance of data related to each of these areas.

## Human Resources Department

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### Property Appraiser Procurement Manager (000134)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Finance, or a related field. Three years of experience in a centralized purchasing operation to include preparation of technical specifications, bids and contract documentation are required. Must be able to obtain one of the following professional certifications within two (2) years of hire: Professional Public Buyer Certification (CPPB); Certified Professional in Supply Management (CPSM); Certified Purchasing Manager (CPM); or Certified Public Purchasing Officer (CPPO).

#### Job Specifications

#### Nature Of Work

This is advanced professional work in the planning and management of procurement activities for the Office of the Property Appraiser.



## Human Resources Department

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### Property Appraiser Systems Administrator (000135)

#### **Minimum Qualifications**

Bachelor's degree in Computer Science, Management Information Systems, Business Administration or related field.  
Five years experience in Computer Assisted Mass Appraisal (CAMA) applications or a complex information system environment is required.

#### **Job Specifications**

#### **Nature Of Work**

### Property Appraiser Legal Specialist 1 (000137)

#### Minimum Qualifications

Three years of experience as a Personal Property Evaluator 1 or 2, or as a Real Estate Evaluator 1 or 2; or one year of experience as a Property Evaluation Specialist or Income Evaluation Specialist is required. Must possess certification as a Florida Evaluator.

#### Job Specifications

##### NATURE OF WORK

This is technical work assisting in handling legal actions for the Property Appraiser.

An employee in this class is responsible for assisting in the preparation of files for litigation for cases filed by the County Attorney or filed against the Property Appraiser by taxpayers. Responsibilities include assembling case files for litigation, providing data for discovery and interrogatories, producing documents for litigants, assisting in preparation of settlement discussions, and reviewing documents for settlement. The incumbent exercises some independent judgment in the application of property appraisal knowledges and techniques to cases involving property appraisal disputes. Supervision is received from an administrative superior who reviews work through personal conferences for effective assistance in preparation of files for litigation and performance of related duties.

##### ILLUSTRATIVE TASKS

Assists in preparing and assembling files for the Property Appraiser and County Attorney on court cases filed by taxpayers against the Property Appraiser and on court cases filed by the Property Appraiser against taxpayers.

Provides responses to complex discovery questions including answering interrogatory requests for production and admissions submitted to the Property Appraiser by the opposing attorney.

Produces documents to opposing attorneys; reviews subject property and selects appropriate documents, files and books.

Assists in the preparation of interrogatories.

Assists in the preparation of settlement discussions.

Reviews documents and proposals submitted by the taxpayer for settlement purposes.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad Valorem taxation.

Considerable knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property and land for the purposes of tax assessment.

Knowledge of legal procedures related to litigation filed by taxpayers against the Property Appraiser or by the Property Appraiser against taxpayers.

Knowledge of legal descriptions, deeds, contracts and closing statements, pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes.

Knowledge of public relations principles and techniques.

Ability to provide assistance in the handling of legal actions for the Property Appraiser.

## Human Resources Department

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### Property Appraiser Legal Specialist 1 (000137)

Ability to apply advanced principles of property appraisal to accurately assess the value of property for purposes of tax assessment.

Ability to assist in the preparation of files for the Property Appraiser and the County Attorney on court cases filed by taxpayers or cases filed by the Property Appraiser.

Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax assessment litigation.

Ability to communicate clearly and concisely, verbally and in writing.

#### **Nature Of Work**

This is technical work assisting in handling legal actions for the Property Appraiser.

## Property Appraiser Legal Specialist 2 (000138)

### Minimum Qualifications

Bachelor's degree in Real Estate, Business Administration, Public Administration or a related field. Two years of experience in mass appraisal of real or personal property to include one year in a supervisory capacity are required.

### Job Specifications

#### NATURE OF WORK

This is advanced technical and supervisory work in the handling of legal actions for the Property Appraiser.

An employee in this class is responsible for preparation of files for litigation for cases filed by the County Attorney or filed against the Property Appraiser by taxpayers. Responsibilities include responding to interrogatory requests, reviewing documents and proposals submitted by taxpayers, assisting in the negotiation of settlements, preparing files for court cases, producing documents for opposing attorneys, and attending depositions and trials. The incumbent exercises considerable independent judgment in the application of property appraisal knowledges and techniques to cases involving property appraisal disputes. Supervision is exercised over subordinate technical and clerical employees assisting with various phases of the work. General supervision is received from an administrative superior who holds the incumbent responsible for effective assistance in a variety of litigation processes.

#### ILLUSTRATIVE TASKS

Prepares files for the Property Appraiser and County Attorney on court cases filed by taxpayers; assists in answering the court complaint, reviewing the court complaint for errors or possible dismissal, describing the subject property and any unusual circumstances surrounding the case, and selecting documents to be included in the file.

Prepares files for the Property Appraiser and the County Attorney on court cases filed by the Property Appraiser; explains reasons for filing the court case, describes subject property, and selects documents to be included in the file.

Provides responses to complex discovery questions including answering interrogatory requests for production and admissions submitted to the Property Appraiser by the opposing attorney.

Reviews documents and proposals submitted by the taxpayer for settlement purposes.

Discusses possible resolutions of court cases with Property Appraiser officials and the County Attorney; attends mediation and settlement meetings; calculates taxes and interest due on settlement values; assists in the negotiation of settlements.

Produces documents to opposing attorneys; reviews subject property and selects appropriate documents, files and books.

Attends depositions and trials with the County Attorney; suggests strategies and lines of questioning.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad Valorem taxation.

Thorough knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property and land for the purposes of tax assessment.

Considerable knowledge of legal procedures related to litigation filed by taxpayers against the Property Appraiser or by the Property

## Human Resources Department

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### Property Appraiser Legal Specialist 2 (000138)

Appraiser against taxpayers.

Considerable knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements, pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to apply advanced principles of property appraisal to accurately assess the value of property for purposes of tax assessment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare files for the Property Appraiser and the County Attorney on court cases filed by taxpayers or cases filed by the Property Appraiser.

Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax assessment litigation.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced technical and supervisory work in the handling of legal actions for the Property Appraiser.

## Human Resources Department

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### Property Appraiser Supervisor 1 (000140)

#### Minimum Qualifications

Currently employed by Miami-Dade County with three years of experience as a Personal Property Evaluator 1, Personal Property Evaluator 2, Real Estate Evaluator 1 or Real Estate Evaluator 2; or One year of experience in the County service as a Property Evaluation Specialist and/or Income Evaluation Specialist is required. Must possess Certified Florida Evaluator certification.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work in planning work activities of a specialized section in the Property Appraisal Department.

Employees in this class are responsible for planning, assigning and reviewing the work of technical and clerical subordinates engaged in varied activities for purposes of estimating the value of real property for Ad Valorem taxation. Responsibilities include planning and scheduling field and office work to meet deadlines, monitoring work progress, assisting subordinates with work-related problems, responding to taxpayer correspondence and telephone calls, performing research and analyzing assessments, and preparing cases for and attending Value Adjustment Board hearings. Some incumbents may be assigned to specialized combinations of responsibilities with emphasis in data processing operations, litigation preparation, or other areas. Independent judgment is exercised in the application of property appraisal methods and techniques, in dealing tactfully with taxpayers, and in ensuring the efficient operation of the unit. Supervision is exercised over a staff of technical and clerical employees engaged in real property assessment activities or in various support capacities. Supervision is received from a technical and administrative superior who reviews work for achievement of unit goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate property appraisal evaluators, specialists and clerks; plans and schedules field and office assignments; conducts meetings to explain instructions and discuss changes; trains employees in methods and procedures, and assists with difficult and unusual problems; prepares regular reports on work progress.

Responds to taxpayer correspondence and telephone calls; interviews taxpayers and agents to explain assessments; conducts research on claims for adjustments and for defense of assessed values.

Supervises subordinates engaged in formulating assessments for income-producing properties, preparing for Value Adjustment Board hearings, verifying and analyzing real estate sales transactions for the commercial sales database, and performing surveys and analyses involving ratio studies related to income and expenses for various property types.

Reviews staff recommendations and negotiates settlements with taxpayers and agents, in lieu of Value Adjustment Board hearings or litigation; explains methods and procedures used and regulations related to assessments.

Assists in preparing cases for litigation; reviews special master's reductions; conducts research to assist case and produce required documents; reviews cases for possible settlement, attends Value Adjustment Board meetings, calculates settlement figures including taxes interest and penalties; assists County Attorney's Office as required.

Coordinates work with other sections of the Property Appraisal Department.

Keeps informed on changes in regulations related to assessments, conditions in the real estate market, and the economy.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Property Appraiser Supervisor 1 (000140)

Considerable knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad Valorem taxation.

Considerable knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property, and land for purposes of Ad Valorem taxation.

Considerable knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes.

Considerable knowledge of public relations principles and practices.

Knowledge of supervisory principles and practices.

Knowledge of modern office administration practices and procedures.

Ability to plan, assign and review the work of subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced principles of property appraisal to accurately assess the value of real property for purposes of Ad Valorem taxation.

Ability to exercise tact and diplomacy in dealing with taxpayers concerning assessments for Ad Valorem taxes.

Ability to interpret and explain complex property appraisal methods and the provisions of property appraisal statutes and ordinances.

Ability to defend assessments before the Value Adjustment Board or at court hearings.

Ability to communicate clearly and concisely, verbally and in writing.

REV 9-94

#### **Nature Of Work**

This is advanced technical and supervisory work in planning work activities of a specialized section in the Property Appraisal Department.

## Human Resources Department

### Property Appraiser Supervisor 2 (000141)

#### Minimum Qualifications

Must possess designation as a Certified Florida Evaluator. Four years of experience as a Personal Property Evaluator 1, Personal Property Evaluator 2, Real Estate Evaluator 1 or Real Estate Evaluator 2; or High school diploma or GED. Two years of experience as a Property Evaluation Specialist, Income Evaluation Specialist, or Property Appraiser Supervisor 1 are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work in planning and managing multiple functions of the Property Appraisal Department.

Employees in this class are responsible for supervising, through subordinate supervisors, the work of technical and clerical employees engaged in evaluating property for tax assessment purposes or functioning in various support capacities. Responsibilities include assisting in organizing resources and establishing priorities to complete scheduled departmental work assignments, developing new and revised methods and procedures, assisting subordinates with complex issues, preparing significant Value Adjustment Board cases and providing expert testimony, coordinating work with other departmental units and other County departments, directing the processing of Homestead Exemption applications, and assisting taxpayers, their agents and attorneys with a variety of assessment issues. Incumbents exercise considerable independent judgment in the application of property appraisal knowledges and techniques to tax assessment problems, in dealing tactfully and diplomatically with taxpayers, and in managing work to meet required deadlines. Supervision is exercised over supervisory, technical and clerical employees engaged in various phases of operations. Supervision is received from an administrative superior who reviews work for efficient and effective management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate supervisory employees, property appraisal evaluators, specialists, and clerks engaged in evaluating property or serving in various support capacities.

Assists in organizing resources and establishing priorities to complete work products and meet deadlines; establishes and revises methods and procedures.

Provides assistance to subordinates on complex tax assessment cases and those with multi-million dollar impact.

Prepares significant Value Adjustment Board cases; conducts negotiations and provides expert testimony, as required.

Approves or denies proposed changes to assessment rolls.

Meets with taxpayers, their agents and attorneys to discuss, resolve and clarify tax assessment issues and problems.

Coordinates work among sections of the Property Appraisal Department and with other County departments involved in property appraisal and tax assessment activities.

Supervises processing of Homestead Exemption applications; evaluates procedures and recommends enhancements; assists in resolving complex questions and problems.

Receives and processes new applications for Ad Valorem Tax Exemptions; coordinates field inspections of properties, confers with County attorneys on granting or denying exemptions, responds to taxpayers, testifies at depositions and in court actions, as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad



## Human Resources Department

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### Property Appraiser Supervisor 2 (000141)

Valorem taxation.

Thorough knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property, and land for purposes of tax assessment.

Considerable knowledge of the principles and practices of public administration.

Considerable knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements, pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Ability to plan, assign and review the work of subordinates in a manner conducive to full performance and high morale.

Ability to devise and install new and revised procedures and methods to improve efficiency and effectiveness of office and field operations.

Ability to apply advanced principles of property appraisal to accurately assess the value of property for purposes of tax assessment.

Ability to exercise tact and diplomacy in dealing with tax- payers and their representatives concerning tax assessment issues and problems.

Ability to interpret and explain complex property appraisal methods and the provisions of property appraisal statutes and ordinances.

Ability to defend assessments before the Value Adjustment Board or at court hearings.

Ability communicate clearly and concisely, verbally and in writing.

NEW 10/93

#### **Nature Of Work**

This is advanced technical and supervisory work in planning and managing multiple functions of the Property Appraisal Department.

## Human Resources Department

### Property Appraiser Supervisor 3 (000142)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Real Estate, or a related field. Three years of experience in mass appraisal of real estate or personal property to include one year of experience in a supervisory capacity are required. Must possess designation as a Certified Florida Evaluator.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative and supervisory work in planning and directing diversified functions of the Property Appraisal Department.

Employees in this class are responsible for directing, through subordinate supervisors, the work of technical and clerical employees engaged in evaluating property for tax assessment purposes or functioning in various specialized or support capacities. Responsibilities include organizing resources and establishing priorities to complete scheduled work assignments, overseeing staff participation in Value Adjustment Board hearings, performing advanced technical work in property appraisal, preparing significant Value Adjustment Board cases, directing public service activities, coordinating work with other departmental units and other County departments, and assisting taxpayers, their agents and attorneys with a variety of assessment issues. Incumbents exercise considerable independent judgment and technical expertise in directing property appraisal activities and functions, and in applying advanced property appraisal methods and techniques to tax assessment problems. Supervision is exercised over supervisory, technical and clerical employees engaged in a variety of appraisal functions or specialized activities. General supervision is received from an administrative superior who holds the incumbent responsible for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisory employees, technical field and office personnel and clerical employees engaged in a variety of activities including making and recording evaluations of tangible and intangible personal property for tax assessment purposes, assessing buildings and land, maintaining maps and records in conformance with legal descriptions, processing Homestead Exemption applications, participating in Value Adjustment Board processes and hearings, and performing other duties.

Interprets and explains statutory requirements, rules, regulations and procedures pertaining to the appraisal/assessment process, including administrative and judicial review procedures, to employees, taxpayers, their agents and attorneys.

Personally determines the value for assessment of special or complex properties, including public utilities, major airlines, cable TV companies, and similar properties.

Oversees staff participation in Value Adjustment Board hearings, and presents and defends Property Appraiser's position where high values and/or important issues are involved.

Coordinates work among sections and divisions of the Property Appraisal Department and with other County departments involved in property appraisal and tax assessment activities.

Coordinates departmental data processing activities; plans development and monitors current projects; prepares design criteria and participates in analysis, programming and implementation phases of projects.

Develops guidelines and procedures for physical and audit appraisal methods, Homestead Exemption processing, and other functions, and trains employees.

Keeps informed on current developments affecting property appraisal functions, including legislative changes in local and state policies and procedures.

Prepares detailed reports, summaries and correspondence.

## Human Resources Department

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### Property Appraiser Supervisor 3 (000142)

Meets with and assists municipalities in compliance with uniform tax roll; explains techniques used in arriving at assessments.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for tax assessment purposes.

Extensive knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property, and land for purposes of tax assessment.

Thorough knowledge of the principles and practices of public administration.

Thorough knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate the work of field and office employees in a manner conducive to full performance and high morale.

Ability to devise and install new and revised procedures and methods to improve efficiency and effectiveness of office and field operations.

Ability to apply advanced principles of property appraisal to accurately assess the value of property for purposes of tax assessment.

Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax assessment issues and problems.

Ability to interpret and explain complex property appraisal methods and the provisions of property appraisal statutes and ordinances.

Ability to defend assessments before the Value Adjustment Board or at court hearings.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-93

#### **Nature Of Work**

This is advanced responsible administrative and supervisory work in planning and directing diversified functions of the Property Appraisal Department.

## Human Resources Department

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### Senior Property Appraiser Supervisor (000144)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to six years professional experience in mass appraisal or personal property to include supervisory experience is required. Must possess a Certified Florida Evaluator Designation.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible managerial work planning and organizing all operations of the Public Service and Exemptions Division of the Property Appraisal Department.

An employee in this class is responsible for the maintenance and completion of assessment roll recapitulation reports required by the Department of Revenue and completion of all elements relating to Truth in Millage (TRIM) compliance and the annual property tax assessment notice. Responsibilities include coordinating all TRIM compliance and recapitulation reports with all taxing authorities; acting as the liaison with the State of Florida Department of Revenue, municipalities, other taxing authorities, the Office of Strategic Business Management (OSBM) and all other state and county offices; and coordinating the department's Public Outreach Program. Additional responsibilities include overseeing the operation of the department's exemption investigations and lien process and maintenance of all records; liaising with the Finance Department to insure coordination with the Tax Collectors Office on all assessment matters; determination of exempt status on government property; preparing defense of exemptions for circuit court litigation and compliance with Amendment 10 legislation. The incumbent exercises considerable independent judgment and technical expertise in directing property appraisal activities and functions and in applying advanced property appraisal methods and techniques to tax assessment problems. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in a variety of appraisal functions. General supervision is received from an administrative superior who holds the incumbent responsible for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans and organizes the operations of the Exemption and Public Service Division.

Maintains and ensures completion of recapitulation reports, TRIM compliance and annual assessment notices; assists in budget preparation.

Acts as liaison with municipalities, other taxing authorities, Florida Department of Revenue, OSBM, and other state and county offices.

Oversees Amendment 10 compliance operations.

Oversees exemption investigation operations.

Oversees government exemption litigation to include court preparation and depositions; maintains exemptions and reviews applications.

Acts as the department's public relations coordinator.

Oversees special projects including productivity studies, Amendment 10 compliance and training activities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of administrative and technical operations in a mass appraisal operation.

Thorough knowledge of State of Florida statutes and regulations governing the mass appraisal process.

## Human Resources Department

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### Senior Property Appraiser Supervisor (000144)

Thorough knowledge of county administrative operations.

Thorough knowledge of supervising principles and techniques.

Thorough knowledge of data processing requirements and activities pertaining to tax assessment functions.

Through knowledge of public relations principles and techniques.

Ability to provide accurate reconciliation reports for the Florida Department of Revenue reporting and assessment roll approval.

Ability to provide accurate TRIM notices to inform the public of their overall property tax situation.

Ability to make determinations of exempt status on government property and defend exemptions in court.

Ability to plan, direct and coordinate the work of subordinates in a manner conducive to full performance and high morale.

Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax assessment issues and problems.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 04/02/2007

#### **Nature Of Work**

This is advanced responsible managerial work planning and organizing all operations of the Public Service and Exemptions Division of the Property Appraisal Department.

## Human Resources Department

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### Property Appraiser Projects Administrator (000146)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Economics, Finance or related field.

Two years experience in budget preparation and procurement procedures is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible project management work in the study of mass appraisal operating systems for the Miami-Dade County Property Appraisal Department.

An employee in this class is responsible for conducting complex studies of departmental mass appraisal operating systems which control cost, market and income approaches to value and other elements of tax roll preparations. Responsibilities include preparing mass appraisal study recommendations, evaluating departmental data processing operations, supervising implementation of new or revised computer systems, preparing and monitoring the annual departmental budget, managing departmental records in accordance with state regulations, and coordinating training in mass appraisal processes and related techniques. The incumbent exercises considerable independent judgment in the analysis of mass appraisal operating systems and in the development of effective recommendations for improvements in departmental operations. Supervision may be exercised over subordinates on a project basis. General supervision is received from an administrative superior who holds the incumbent responsible for effective project management and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Conducts studies of complex departmental mass appraisal operating systems which control cost, market and income approaches to value and other elements of tax roll preparation and makes recommendations for improvements.

Assists in the planning and management of departmental data processing operations.

Supervises the implementation of computer system changes or implementation of new systems; coordinates development of computer programs for assessment system changes; monitors revised system operations.

Supervises clerical and specialized property appraisal employees on a project basis as required.

Prepares and monitors annual departmental budget; analyzes expenses and informs superiors of budget status.

Manages departmental records in conformance with state regulations governing assessment records; advises superiors on need for changes or other actions in documents used in the computer-assisted mass appraisal process or other functions of the department.

Assesses training needs and plans for training of departmental staff in cost, market and income approaches to value, the mass appraisal process, assessment administration and management techniques; prepares department newsletter.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of property tax assessment and the mass appraisal process.

Thorough knowledge of research techniques and sources and availability of current information pertaining to mass appraisal operating systems.

Thorough knowledge of data processing systems in use in the Property Appraisal Department.

Considerable knowledge of departmental legal, procedural and administrative regulations.

### Property Appraiser Projects Administrator (000146)

Knowledge of supervisory principles and practices.

Knowledge of budget preparation and administration.

Knowledge of the development and installation of specialized training programs.

Knowledge of state statutes pertaining to tax assessment records and documents.

Ability to analyze complex mass appraisal operating systems and make effective recommendations for improvements.

Ability to assist in directing the implementation of new or revised computer systems.

Ability to analyze expenditures in relation to established budgets and furnish budget information to management officials.

Ability to analyze departmental records and documents and assure conformance with state requirements.

Ability to plan and develop specialized training programs related to mass appraisal operating systems.

Ability to exercise resourcefulness and ingenuity in the design and improvement of work systems and methods.

Ability to establish and maintain effective working relationships with a variety of departmental and County officials.

NEW 10-95

#### **Nature Of Work**

This is advanced responsible project management work in the study of mass appraisal operating systems for the Miami-Dade County Property Appraisal Department.

## Human Resources Department

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### Manager, PA Administration (000147)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to six years of professional administrative experience to include budget preparation, personnel administration, finance and supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative work developing and administering the budget for the Property Appraisal Department.

An employee in this class is responsible for developing and submitting the departmental budget to the State of Florida Department of Revenue as required by Chapter 195.087 Florida Statutes. Responsibilities include managing the department's procurement system to include bids, contracts and ADPICS operations; managing salary and fringe expenditures; the oversight of all personnel operations; conducting operating system studies for department divisions, recommending system changes and assisting in the establishment of productivity standards; assisting the divisions with their training needs; acting as the department's Affirmative Action Officer and ensuring compliance with state record retention laws. The incumbent exercises considerable independent judgment in determining adequate, but not excessive funding and staffing to maintain operations and enhance the potential for savings. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in a variety of administrative support activities. General supervision is received from an administrative superior who holds the incumbent responsible for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Develops department budget for submission to OSBM and the State of Florida Department of Revenue; monitors all fiscal operations.

Supervises personnel management operations to include performance evaluation operations and appeals, disciplinary actions and appeals, payroll operations, recruitment operations, reclassifications, labor relations, table of organization, tuition refunds and all other personnel matters.

Conducts operating system studies; recommends changes and production standards.

Plans and supervises record retention program for the department.

Manages all aspects of the county's affirmative action program for the department.

Plans and coordinates all departmental training operations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of budgeting, personnel and productivity analysis operations in a mass appraisal setting.

Thorough knowledge of the organization and operations of the Property Appraisal Department.

Thorough knowledge of Florida Statutes and Florida Department of Revenue rules and regulations relating to the property assessment process.

Thorough knowledge of all county rules and regulations relating to personnel administration, budgeting and procurement.

Thorough knowledge of the State of Florida Record Retention laws.



## Human Resources Department

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### Manager, PA Administration (000147)

Thorough knowledge of Affirmative Action laws.

Thorough knowledge of supervisory principles and techniques.

Ability to determine adequate funding and develop the department budget to enhance productivity gains and insure a property tax revenue stream sufficient for county operations.

Ability to insure that departmental expenditures do not exceed funding.

Ability to insure adequate staffing to maintain departmental operations.

Ability to review and improve operating systems and establish productivity standards to ensure efficiency of operations and enhance revenue.

Ability to make fair determinations regarding claims of discrimination or harassment.

Ability to plan, direct and coordinate the work of subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 04/02/2007

#### **Nature Of Work**

This is responsible professional administrative work managing the budgetary, personnel, and procurement activities for the Office of the Property's Appraiser's.

## Director, PA Commercial Valuation Division (000149)

### Minimum Qualifications

Bachelor's degree. Five years of supervisory experience in real estate assessment operations to include experience in mass appraisal of commercial property are required. A Certified Florida Evaluator designation or equivalent is required.

### Job Specifications

#### NATURE OF WORK

This is advanced responsible managerial work directing activities of the Commercial Valuation Division of the Miami-Dade Property Appraisal Department.

An employee in this class is responsible for planning and organizing the operations of the Commercial Assessments District, the Value Adjustment Board and the Sales Verification section. Responsibilities include preparing annual assessments on all types of commercial properties; monitoring the statistical analysis resulting from assessed value changes and making decisions on final value estimates; managing and coordinating the scheduling of appeal hearings and assignment of cases and monitoring the appeal hearing results; and planning and organizing the operations of the Sales Verification section responsible for the validity of real estate deed data, interpreting the data contained on the deed and verification of the data from the principals. The incumbent exercises considerable independent judgment in effectively managing areas of responsibility to ensure the accuracy of commercial real estate assessments. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in a variety of commercial real estate assessment functions. General supervision is received from an administrative superior who holds the incumbent responsible for achievement of established goals and objectives.

#### ILLUSTRATIVE TASKS

Plans, directs and supervises subordinates engaged in various phases of divisional operations.

Plans and supervises the annual market analysis of commercial real estate.

Reviews market data and sales districts.

Supervises assessment changes.

Prepares assessments/appraisals on high value properties.

Supervises the Value Adjustment Board hearings and schedules; reviews preparation of cases for the Value Adjustment Board and the results of the hearings.

Supervises the Sales Verification section; analyzes sales verification data and monitors preparation of sales analysis database.

Meets with Property Appraiser and other agents.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of all aspects of the real estate industry and appraisal practices.

Thorough knowledge of the principles of management and business administration.

## Human Resources Department

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### Director, PA Commercial Valuation Division (000149)

Thorough knowledge of computer operations used by the department.

Thorough knowledge of the "Income, Cost, and Market Approach" to value used to prepare annual assessments on all types of commercial property.

Thorough knowledge of the organization and operations of the Property Appraisal Department.

Thorough knowledge of Florida Statutes and Florida Department of Revenue rules and regulations relating to the property assessment process.

Thorough knowledge of supervisory principles and techniques.

Ability to prepare assessments on high value commercial properties.

Ability to recommend goals based on market data, direct market research via market and income data gathering, establish benchmark income approach relative to market classes and activity and assign tasks to staff.

Ability to monitor the statistical analysis resulting from assessed changes and make decisions on final estimates.

Ability to direct the preparation of cases scheduled before the Value Adjustment Board.

Ability to analyze sales verification data and monitor the preparation of the sales analysis database.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private organizations.

Ability to plan, direct and coordinate the work of subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 04/03/2007

#### **Nature Of Work**

This is advanced responsible managerial work directing activities of the Commercial Valuation Division of the Miami-Dade Property Appraisal Department.

## Human Resources Department

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### Director, PA Residential Valuation Division (000150)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of supervisory experience in real estate appraisal operations to include experience in mass appraisal of residential property is required. Must possess a Certified Florida Evaluator designation.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible managerial work directing activities of the Residential Valuation Division of the Miami-Dade Property Appraisal Department.

An employee in this class is responsible for planning and organizing the operations of the Residential Valuation Division. Responsibilities include planning the short and long range production cycles of the division; assisting in the determination of market areas to be reviewed for assessment changes and approving changes recommended by staff and staff development. The incumbent exercises considerable independent judgment in effectively managing areas of responsibility to ensure the accuracy of residential real estate assessments. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in a variety of residential real estate assessment functions. General supervision is received from an administrative superior who holds the incumbent responsible for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises subordinates engaged in various phases of divisional operations; supervises assistants and reviews their operational areas; plans the weekly, monthly or operational cycles of the division.

Plans production standards and deadlines for division sections.

Analyzes department wide production; analyzes section task systems for enhancement or change.

Conducts market studies; directs real estate districts as to market studies.

Reviews recommendations for assessment change via the Property Appraiser Adjustment Board (PAAB) or tax roll; meets with tax payers or agents.

Confers on assessment litigation with staff; supervises staff training programs.

Coordinates assessment projects with other divisions.

Assists in data processing reviews and enhancements.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for tax assessment purposes.

Thorough knowledge of Florida Statutes and Florida Department of Revenue rules and regulations relating to the property assessment process.

## Human Resources Department

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### Director, PA Residential Valuation Division (000150)

Thorough knowledge of all aspects of the real estate industry and appraisal practices.

Thorough knowledge of the computerized mass appraisal database and other computer programs used by the department.

Thorough knowledge of the mass appraisal process and property tax assessment procedures.

Thorough knowledge of the "Income, Cost and Market Approach" to value used in the assessment of real estate and land for purposes of tax assessment.

Thorough knowledge of the organization and operations of the Property Appraisal Department.

Thorough knowledge of supervisory principles and techniques.

Thorough knowledge of the principles of public relations.

Ability to prepare assessments on residential properties.

Ability to conduct production, time and motion, and work standard studies.

Ability to prepare tax roll projections and tax roll statistical knowledge.

Ability to monitor the statistical analysis resulting from assessed changes and make decisions on final estimates.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private organizations.

Ability to plan, direct and coordinate the work of subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 04/04/2007

#### **Nature Of Work**

This is advanced responsible managerial work directing activities of the Residential Valuation Division of the Miami-Dade Property Appraisal Department.

## Human Resources Department

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### Chief, Property Appraiser Information Services Division (000153)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of progressively responsible experience in a complex data processing organization to include one year of experience in a supervisory capacity is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible technical, administrative and managerial work directing activities of the Property Appraiser Information Services Division of the Miami-Dade Property Appraisal Department.

An employee in this class is responsible for planning and organizing all departmental information technology resources and staff. Responsibilities include the formulation of policy, plans and objectives for information technology; integrating and planning technology for operational efficiency; and developing and maintaining department wide strategic and information technology tactical plans. Additional responsibilities include communicating and discussing complex technical issues with both technical and non-technical audiences, working with management and staff to maintain effective channels of communication and proactive involvement with the Florida Department of Revenue information technology initiatives. The incumbent exercises considerable independent judgment in effectively managing areas of responsibility to ensure that department wide strategic and information technology tactical plans align department technology investments with business needs and processes. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in a variety of information technology functions. General supervision is received from an administrative superior who holds the incumbent responsible for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Studies departmental business processes and develops and implements strategic plans and projects to align information technology needs with department's business functions; conducts feasibility studies, cost/benefit analysis and prioritizes information technology projects; formulates objectives and system development requirements to implement strategies and tactical plans; plans for proper staffing levels; coordinates projects with the Chief Information Officer to implement cohesive integration of departmental technology with county wide technology projects.

Plans and administers the information technology budget for the department and the division; prepares annual budget and supportive documents; monitors monthly performance comparing actual expenses to budgeted funds; administers information technology operating budget to include monthly monitoring of expenditures.

Plans, assigns and reviews the work of professional and technical subordinates engaged in systems design, analysis, programming, operations, systems management, network management and training and support of all departmental technology systems and applications; assures that systems developed, designed and implemented meet departmental goals and needs; sets priorities for the work unit and establishes the vision, goals and objectives for the unit's daily work; provides technical guidance and long term direction.

Develops and maintains departmental information technology standards and policies; ensures proper software development tools, hardware and software standards and proper network infrastructure to ensure proper growth for technology equipment; acts as liaison for countywide applications and establishment of proper policy.

Develops Professional Services and Maintenance Agreements; monitors all contracts to ensure department has the proper agreements in place with sufficient funding to satisfy the department's business needs; evaluates and procures all departmental hardware and software technology.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

## Human Resources Department

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### Chief, Property Appraiser Information Services Division (000153)

Thorough knowledge of systems analysis and design, and computer programming.

Thorough knowledge of the design, capabilities, cost effectiveness and technical maintenance of vendor hardware and software.

Thorough knowledge of the technical maintenance of vendor hardware and software.

Thorough knowledge of complex data processing operations.

Thorough knowledge of advanced computer software and hardware including programming languages, software packages and modern peripheral equipment.

Thorough knowledge of the capabilities and cost of hardware and software resources.

Considerable knowledge of principles and practices of supervision applicable to technical staff.

Considerable knowledge of the theory of management and the installation and evaluation of administrative procedures.

Thorough knowledge of State of Florida Department of Revenue statutory requirements in the tax roll submission; annual assessment notices and production and submission of tax roll related reports

Thorough knowledge of the organization and operations of the Property Appraisal Department.

Thorough knowledge of supervisory principles.

Ability to make decisions based on sound judgment and to evaluate progress of the overall service.

Ability to interpret system statements; develop general and detailed flow charts and to prepare descriptions of hardware and software configurations.

Ability to define application and operation problems and to develop solutions.

Ability to detect malfunctions in vendor hardware and software and to coordinate effectively with vendor representatives in the solution of equipment related problems.

Ability to furnish competent technical advice on systems capability in the design of complex systems.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private organizations.

Ability to plan, direct and coordinate the work of subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 04/04/2007

#### **Nature Of Work**

This is advanced responsible technical, administrative and managerial work directing activities of the Property Appraiser Information Services Division of the Miami-Dade Property Appraisal Department.

## Property Appraiser (000156)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of the Miami-Dade County Property Appraiser Department.

An employee in this class is responsible for serving as a constitutional officer and directing all County operations required for the production and defense of the annual property tax roll. Responsibilities include planning and directing all tax roll functions in conformance with Florida Statutes and Department of Revenue rules and regulations, establishing and installing departmental policies, directing complex divisional property appraisal operations, supervising fiscal activities and preparation of the annual departmental budget, and maintaining contacts with other property tax officials, taxing authorities and appraisal associations. The incumbent exercises extensive independent judgment and professional managerial knowledge in the administration of a large and complex property appraisal operation. Supervision is exercised through subordinate executives and supervisors over a large staff of professional, technical and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and completion of the annual property tax roll in accordance with applicable regulations.

#### ILLUSTRATIVE TASKS

Plans, directs and coordinates, through subordinate executives and supervisors, complex property appraisal activities including making and recording evaluations of tangible and intangible personal property for tax assessment purposes, assessing buildings and land, maintaining maps and records in conformance with legal descriptions, processing Homestead Exemption applications, and participating in Value Adjustment Board processes and hearings.

Establishes department programs, functions and direction; sets goals and objectives and monitors their achievement; evaluates departmental operations and their effectiveness in meeting statutory requirements and the needs of the citizens of Dade County.

Reviews organizational patterns, work relationships, data reporting systems and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Reviews and approves division budgets, disbursements, capital expenditures and departmental charges; directs preparation of departmental annual budget; analyzes expenditures to ensure maximum production at minimum cost.

Attends meetings with property owners and their agents to discuss and resolve property appraisal issues; meets with County Attorney's with regard to property appraisal litigation.

Coordinates property appraisal activities with the Mayor's Office, Board of County Commissioners and other County departments as required.

Directs preparation of resolutions and reports for the Board of County Commissioners.

Attends local, state and national professional meetings and conferences to keep abreast of current developments in the field of property taxes.

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, policies and procedures, proposed legislation, new or revised property appraisal regulations, work progress, and other subjects.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County



## Human Resources Department

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### Property Appraiser (000156)

personnel rules and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the organization, interrelationships and activities of the Miami-Dade Property Appraiser Department.

Extensive knowledge of the mission, goals and objectives of the department in meeting the needs of the citizens of Dade County and statutory requirements.

Extensive knowledge of the principles of general management, business and public administration.

Thorough knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property, and land for purposes of tax assessment.

Thorough knowledge of Florida Statutes and the Department of Revenue rules and regulations pertaining to the production of the annual property tax roll.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management and public administration in directing, supervising and coordinating a large and complex County property appraisal operation.

Ability to plan, organize and coordinate, through subordinate executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with subordinates, senior County management, elected officials, the public, and officials of other public and private organizations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to determine if departmental standards, objectives and goals are being met and to redirect priorities as necessary.

REVISED 01/98

The Property Appraiser of Miami-Dade County shall serve as the head of the Office of the Property Appraiser with the following specific powers and responsibilities:

(1) The Property Appraiser of Miami-Dade County shall perform the duties and functions pertaining to assessing all property in Miami-Dade County as required by and in accordance with the Florida Constitution and Florida Statutes, including but not limited to the following specific responsibilities:

a. Annual determination of exempt status, classification and valuation of real and personal property in Miami-Dade County;

## Human Resources Department

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### Property Appraiser (000156)

- b. Preparation of real and personal property tax rolls.
  - c. Delivery of real and personal property tax rolls to the Department of Revenue and taxing authorities within Miami-Dade County;
  - d. Certification of value to all taxing authorities for purposes of preparation of budget[s] and adoption of millage[s].
  - e. Mailing of TRIM ("Truth and Responsibility in Millage") notices to all property owners in Miami-Dade County under the mark, brand or seal of the Property Appraiser of Miami-Dade County.
  - f. Certification of the assessment rolls to the Tax Collector.
  - g. Completion of any pending or unfinished tasks or duties that were originally begun or undertaken by the Miami-Dade County Property Appraisal Department or the predecessor Property Appraiser.
- (2) The Property Appraiser may sue and be sued in his or her name and official capacity in cases involving assessment challenges or related issues. Any suit by or against the Property Appraiser may be settled or compromised by the Property Appraiser and the County Attorney or their designees, if the Property Appraiser and County Attorney determine that said settlement or compromise is in the best interests of Miami-Dade County after considering the legal liability, potential litigation expenses, potential financial exposure of the County and the precedential effect of such litigation. The settlement of all such litigation shall be reported quarterly to the County Commission.
- (3) The Property Appraiser, upon request of the Mayor and/or the County Manager, shall provide the proposed budget for purposes of preparing the budget for the Office which will be considered by the Board of County Commissioners in its adoption of the County's annual budget.
- (4) The Property Appraiser may enter into interdepartmental agreements with other County departments as may be necessary to carry out the purposes and provisions of this ordinance.
- (5) The Property Appraiser may enter into agreements with third parties, subject to approval by the Board of County Commissioners.
- (6) The Property Appraiser may submit proposed resolutions, ordinances or reports related to his or her duties to the Clerk of the Board of County Commissioners and such items shall be placed on the next available agenda of the Board of County Commissioners.
- (7) The Property Appraiser may become associated with The Florida Association of Property Appraisers; The Property Appraisers' Association of Florida and/or such other organizations dedicated to supporting and advocating on behalf of Property Appraisers in the State of Florida.
- (8) The Property Appraiser may perform any other lawful acts which the Property Appraiser may consider necessary or desirable in carrying out the purposes and provisions of this ordinance.

### **Nature Of Work**

## Human Resources Department

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### ISD Records Custodian (000167)

#### **Minimum Qualifications**

High school diploma or GED. Four years of advanced secretarial experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced clerical work involving some administrative responsibility coordinating and processing all requests for information for public records requests.

## Human Resources Department

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### Procurement Vendor Services Specialist (000168)

#### Minimum Qualifications

Bachelor's degree. Two years of procurement or contract related experience. Additional experience may substitute for education on a year-to-year basis. Professional purchasing certification must be attained within a two year period.

#### Job Specifications

#### Nature Of Work

This is advanced specialized procurement work in the purchase of goods, commodities, and services in the central procurement operation of the county.

## Human Resources Department

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### Procurement Contract Technician (000170)

#### Minimum Qualifications

High school diploma or GED. One year of procurement related or relevant experience is required. Bachelor's degree may substitute for required experience.

#### Job Specifications

##### NATURE OF WORK

This is entry level procurement work involving some administrative responsibilities within the Department of Procurement Management.

Employees in this class are responsible for working with County Departments to develop and evaluate solicitations for a wide range of products and services. Emphasis of work is on developing vendor requirements, contract specific language, evaluation criteria for basic acquisitions, and ensuring that all purchases are made in accordance with established legal and procedural requirements. Employees in this class perform a wide range of responsibilities. Supervision is received from professional supervisor who periodically reviews work for technical accuracy and provide technical assistance on complex purchasing assignments.

##### ILLUSTRATIVE TASKS

Prepares and completes all contract files for senior procurement professionals and their assigned solicitations and contracts, performs general office duties such as making copies, coordinating meetings and assisting senior procurement professionals with the meeting preparations.

Reviews client department requests and evaluates justification/input documents submitted by client departments to assess appropriate use of processes.

Assists in preparation of responses to various requests, conducts market research to identify alternative sources of supply, and performs special assignments.

Prepares solicitations to promote an open, fair, and competitive selection processes; formulates or creates worksheets in accordance with the method of award, under the guidance of the contract owner, and creates formulas to facilitate analysis of pricing; creates tallies and completes data tabulation for solicitations.

Reviews requests for non-competitive solicitations (sole sources and bid waivers).

Consults with senior procurement contracting professionals to establish the selection and evaluation criteria in sufficient detail.

Handles simple acquisitions and prepares contract and solicitation documents; prepares requests to advertise and award recommendation packages; generates memoranda for review and approval.

Collaborates with management in preparation for protest hearings; coordinates with the Department of Small Business Development for establishment of Small Business Enterprise (SBE) and Micro Business Enterprise (MBE) measures; and consults with the County's Risk Management Unit to establish insurance requirements for contracts.

Performs contract administration including advising on contractual requirements to contractor and client departments, under the supervision of senior procurement contracting professionals.

Provides documentation in preparation to resolve contract disputes, supplemental agreements and contract modifications; negotiates simple contracts, provisions and prices; and prepares responses for public records requests.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of large scale purchasing methods and procedures in an assigned commodity grouping.

## Human Resources Department

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### Procurement Contract Technician (000170)

Knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by departments in the area of assignment.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to analyze and process a large volume of procurement records and to perform a variety of related clerical work.

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to maintain effective relationships with departmental officials and vendors.

Ability to prepare invitations to bid and to tabulate and analyze bids.

Ability to communicate effectively, verbally and in writing.

REV 05/11

#### **Nature Of Work**

This is procurement work in the purchase of commodities and services in the central procurement office of the County.

## Human Resources Department

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### Procurement Contracting Associate (000171)

#### Minimum Qualifications

High school diploma or GED. One year of procurement related or relevant experience is required. Bachelor's degree may substitute for required experience.

#### Job Specifications

##### NATURE OF WORK

This is entry level procurement work involving some administrative responsibilities within the Department of Procurement Management.

Employees in this class are responsible for working with County Departments to develop and evaluate solicitations for a wide range of products and services. Emphasis of work is on developing vendor requirements, contract specific language, evaluation criteria for basic acquisitions, and ensuring that all purchases are made in accordance with established legal and procedural requirements. Employees in this class perform a wide range of responsibilities. Supervision is received from professional supervisor who periodically reviews work for technical accuracy and provide technical assistance on complex purchasing assignments.

##### ILLUSTRATIVE TASKS

Prepares and completes all contract files for senior procurement professionals and their assigned solicitations and contracts, performs general office duties such as making copies, coordinating meetings and assisting senior procurement professionals with the meeting preparations.

Reviews client department requests and evaluates justification/input documents submitted by client departments to assess appropriate use of processes.

Assists in preparation of responses to various requests, conducts market research to identify alternative sources of supply, and performs special assignments.

Prepares solicitations to promote an open, fair, and competitive selection processes; formulates or creates worksheets in accordance with the method of award, under the guidance of the contract owner, and creates formulas to facilitate analysis of pricing; creates tallies and completes data tabulation for solicitations.

Reviews requests for non-competitive solicitations (sole sources and bid waivers).

Consults with senior procurement contracting professionals to establish the selection and evaluation criteria in sufficient detail.

Handles simple acquisitions and prepares contract and solicitation documents; prepares requests to advertise and award recommendation packages; generates memoranda for review and approval.

Collaborates with management in preparation for protest hearings; coordinates with the Department of Small Business Development for establishment of Small Business Enterprise (SBE) and Micro Business Enterprise (MBE) measures; and consults with the County's Risk Management Unit to establish insurance requirements for contracts.

Performs contract administration including advising on contractual requirements to contractor and client departments, under the supervision of senior procurement contracting professionals.

Provides documentation in preparation to resolve contract disputes, supplemental agreements and contract modifications; negotiates simple contracts, provisions and prices; and prepares responses for public records requests.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of large scale purchasing methods and procedures in an assigned commodity grouping.

## Human Resources Department

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### Procurement Contracting Associate (000171)

Knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by departments in the area of assignment.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to analyze and process a large volume of procurement records and to perform a variety of related clerical work.

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to maintain effective relationships with departmental officials and vendors.

Ability to prepare invitations to bid and to tabulate and analyze bids.

Ability to communicate effectively, verbally and in writing.

REV 05/11

#### **Nature Of Work**

This is procurement work in the purchase of commodities and services in the central procurement office of the County.



## Human Resources Department

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### Senior Procurement Contracting Officer (000180)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of procurement contracting or related procurement experience is required. Master's Degree is preferred.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing the activities of a unit in the Department of Procurement Management.

## Human Resources Department

### Procurement Contracting Manager (000181)

#### Minimum Qualifications

Bachelor's degree. A minimum of four years of procurement contracting experience in a large centralized purchasing environment or related managerial experience to include analytical work with contracts and one year of experience with the RFP and RFQ process is required. Professional purchasing certification must be attained within a three year period.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative and supervisory work in developing Requests for Proposals, Requests for Qualifications and Requests for Information in the central procurement operation of the County.

Employees in this class are responsible for supervising a subordinate staff of professional employees and working in conjunction with a variety of County officials to develop and evaluate Requests for Proposals and Requests for Qualifications for a wide range of services. Responsibilities include developing and evaluating RFP's and RFQ's for financial and accounting services; test selection, evaluation and other specialized personnel services; investigative services; training and instructional services; research and feasibility studies; special medical, veterinary and psychological services; computer software development; facility operations; lease or rental of real property; concession agreements; franchise agreements; management consulting services, and others. Related responsibilities include developing vendor requirements, contract specific language, and detailed evaluation criteria for each RFP and RFQ. The incumbent exercises an extensive degree of independent judgment and technical expertise in assuring the integrity of contracting processes, accountability, clear audit trails, and clarity of and justification for evaluation and selection criteria. Supervision is exercised over a staff of professional subordinates engaged in various phases of contract development and evaluation. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for the professional management of procurement contracting activities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional subordinates engaged in developing Requests for Proposals (RFP's), Requests for Qualifications (RFQ's) and Requests for Information (RFI's).

Coordinates work with various County departments in developing Requests for Proposals, Requests for Qualifications, and Requests for Information; conducts preliminary discussions with departmental officials; determines if RFP/RFQ is proper procurement method and recommends alternate procurement methods if appropriate.

Reviews and analyzes complex scopes of work for flexibility, type of contract language needed, vendor requirements and other factors; determines whether scope of work provides a basis for evaluation.

Develops contract specific language necessary to meet the needs of each RFP and RFQ.

Coordinates contracting work with various senior County officials to obtain approvals to advertise and award contracts and to establish race-conscious measures and insurance requirements.

Develops and assists County departments in developing detailed evaluation criteria including qualitative appraisal, mathematical formula and weighting of criteria based on the scope of work and departmental needs; provides assistance to evaluation committee on technical, procurement and procedural matters.

Prepares and issues agenda.

Assists in the negotiation of complex contracts to obtain certain adjustments or refinements related to terms and conditions and cost of deliverables, as necessary.

Assists the County Attorney's Office in the review of RFP/RFQ evaluation criteria and in preparing bid appeal cases and responses to bid

### Procurement Contracting Manager (000181)

protests.

Maintains detailed records of meetings with all parties involved in contracting processes; conducts pre-proposal or pre-qualification conferences when applicable.

Prepares contract document resolution and recommendation memorandum from the County Manager to the appropriate Board of County Commissioner's committee and the full Board; notifies proposers of the County Manager's recommendation and the decision of the Board of County Commissioners.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of large-scale procurement methods, practices and procedures.

Extensive knowledge of the County Administrative Order governing Requests for Proposals and Requests for Qualifications.

Thorough knowledge of County regulations and ordinances pertaining to the purchase of commodities and services.

Thorough knowledge of the principles of business and public administration.

Considerable knowledge of contract negotiation strategies and techniques.

Considerable knowledge of documentation requirements pertaining to County contracting processes.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to develop and evaluate Requests for Proposals, Requests for Qualifications and Requests for Information to meet the needs of County departments.

Ability to determine if RFP/RFQ is an appropriate procurement method and make recommendations for alternate procurement methods as necessary.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to develop contract specific language to meet the needs of RFP's and RFQ's.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a complex scope of work and devise appropriate evaluation criteria.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare resolutions for approval by the Board of County Commissioners.

## Human Resources Department

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### Procurement Contracting Manager (000181)

Ability to effectively participate in the negotiation of complex contracts.

NEW 10-94

#### **Nature Of Work**

### AE Consultant Selection Coordinator (000183)

#### Minimum Qualifications

Bachelor's degree. A minimum of three years of professional administrative experience to include experience in procurement, project management or coordination, contracts administration, or contracts compliance are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency. Employees in this class are responsible for performing diversified administrative duties or specializing in assigned administrative work of a more complex nature. Duties or combinations of duties performed vary, depending on the department to which assigned. Some employees in the class are assigned to assist an administrative division head in a major operating department, performing a variety of administrative duties including preparing, scheduling and coordinating Miami-Dade County's process for acquisition of professional architectural, engineering, and design/build consultant services.

##### ILLUSTRATIVE TASKS

Schedules, coordinates and advertises all selection activities.

Prepare notices to professional consultants containing a brief description of the desired services; the areas of work in which Miami-Dade County technical certification is required; instructions on how to obtain said certification; and other response requirements such as deadlines, professional registrations, and acceptable team nomenclature in relation to certification categories.

Prepares invitation letters to consultants and the Officials Performance Data Sheets for each selection.

Prepares notice to professional consultants' publication requests for local and out of town newspapers, as well as the Miami-Dade Calendar.

Assembles selection packages to be picked up by consultant firm.

Reviews consultant submittal for compliance requirements and files with the Clerk of the Board the original Lobbyist Registration for Oral Presentation Affidavits and original proposals.

Prepares summaries of consultant responses.

Records the Committees' decisions.

Orders summaries of previous County work for each selection from the Department of Business Development's Contract Review & Compliance Division for distribution to Committee members.

Assembles packages containing selection committee schedules, appointment memos, selections notice advertisement requests, Selection Committee appointment requests, selection packages mailed to consultants and distributes these packages to Committee members at the prescreening meetings.

Assist in preparing for and conducting monthly professional workshops for the A/E industry to discuss the procurement policies, procedures, etc.

Attends pre-submittal and pre-bid meetings to answer any questions from the consultants regarding submittal requirements, as well as prepare and issue corresponding addenda's.

Attends pre-screening meeting to distribute selection materials and answer any Committee questions that may arise consultant submittal.

### AE Consultant Selection Coordinator (000183)

#### ILLUSTRATIVE TASKS (cont'd)

Prepares minutes of pre-screening meetings, the Public Hearing notices and its publication requests; the Public Hearing schedule of presentations and invitation letters to "short listed" consultants; letter to disqualified consultants; and the Public Hearing Voting Tabulation Sheets, as well as other supporting documents.

Drafts and mails public hearing invitations and rejection letters to consultants.

Coordinates Public Hearings and verified lobbyist registrations; records voting results; and prepares Public Hearing minutes. Conducts public hearings as chair person including negotiation sessions. Prepares Consultant Selection Reports and files original Report with County manager's Office and a copy with the Clerk of the Board.

Prepares and mails letters to firms that made presentations notifying them of the manager's final recommendations to the Board of County Commissioners (BCC).

Maintains permanent records of architectural services.

Maintains close contact with other County departments, outside agencies and organizations as it relates to the architectural and engineering selection process.

Advises and makes recommendations to Department Director through the division director and Division Chief on matters relating to the selection process.

#### KNOWLEDGE, SKILLS, and ABILITIES

Considerable knowledge of the principles and practices of selection processes involving construction work.

Knowledge of applicable laws and regulatory codes relative to construction and design.

Knowledge of professional services contract language and terms.

Ability to plan, schedule, coordinate and review the work of technical and clerical assistants in a manner conducive to full performance and morale.

Through knowledge of County and State legislation regulatory the A/E consultant selection process.

REV 3/09.

#### Nature Of Work

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Human Resources Department

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### Senior AE Consultant Selection Coordinator (000184)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of professional administrative experience to include one or a combination of the following: procurement, contract development and/or compliance, planning or design, or management of commercial or public building projects is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced administrative work with supervisory responsibility in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Human Resources Department

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### Procurement Contracting Officer 1 (000188)

#### **Minimum Qualifications**

High school. A minimum of two years of procurement or contract related experience is required. Professional purchasing certification must be attained within a three year period.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced specialized procurement work in the purchase of goods, commodities, and services in the central procurement operation of the county.



## Human Resources Department

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### Procurement Contracting Officer 2 (000189)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three years of procurement or contract related experience is required. Professional purchasing certification must be attained within a three year period.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible administrative work in developing Requests for Proposals, Requests for Qualifications and Requests for Information in the central procurement operation of the County.

## Human Resources Department

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### Procurement Analyst (000190)

#### **Minimum Qualifications**

Bachelor's degree. Three years of experience in a large centralized purchasing operation to include experience in the preparation of technical specifications, bids, and contract documentation are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work providing assistance with complex purchasing issues to county staff, other governmental agencies, vendors and organizations and making recommendations for effective action.

## Human Resources Department

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### Procurement Quality Control Specialist (000191)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional and/or administrative experience to include procurement related experience is required. Any equivalent combination of applicable experience and college coursework may substitute for the requirements on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work ensuring quality assurance of the bidding process.

## Human Resources Department

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### Procurement Contracts Specialist (000193)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Rail Procurement Contracting Officer (000194)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of managerial or professional procurement experience in a large centralized purchasing environment or additional related experience may substitute for education on a year-to-year basis is required. Must possess certification as a Certified Public Purchasing Officer (CPPO) or be able to obtain certification within two year of employment.

#### **Job Specifications**

No Job Description is available

#### **Nature Of Work**

This is advanced responsible administrative and supervisory work in developing Requests for Proposals, Requests for Qualifications and Requests for Information in the central procurement operation of the County.

## Human Resources Department

### Director, Purchasing Division/Competition Advocate (000195)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to eight years of professional or administrative experience in the procurement of goods and services, development of contractual specifications, contract award and management to include procurement negotiations and supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible and professional level work directing and administering activities within the Strategic Acquisition Planning Division of the Department of Procurement Management.

An employee in this class is responsible for promoting the use of full and open competition in the award of County-wide contracts and challenging procedures that may be impeding the competitive procurement process. Emphasis of the work include directing operational activities involving the development and implementation of performance based contract specifications, determination of appropriate acquisition methods based on product analysis and industry market research, competitive sourcing and supervising and/or personally conducting negotiations with vendors under the County's most sensitive or complex purchases. Supervision is exercised through subordinate managers and supervisors over a staff of professional, technical and clerical subordinates assigned to divisional activities. Direction is received from the Department Director and the Deputy Director who review work through personal conferences and various reports and hold the incumbent responsible for efficient and effective management of divisional operations and attainment of goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and supervises the work of professional, technical and clerical employees through subordinate managers and supervisors the development and implementation of nonrestrictive advanced acquisition planning, the Request for Proposal/Request for Qualification procurement process and the formulation of terms and conditions.

Approves County and service contract processes to include Request for Qualifications, Request for Proposals and the amendment/supplemental agreements process.

Confers regularly with the DPM Director and Deputy Director, County Manager's Office staff and County departments' procurement professional and managerial staff.

Provides County departments with technical assistance, which includes conducting proposal conferences, selection committee meetings, and the evaluation of proposals, in addition to assisting in developing negotiation strategies for the procurement of negotiated commercial and non-commercial contracts and agreements.

Develops procedures for the Department of Procurement Management's Strategic Acquisition Planning Division's procurement activities to include performance standards for optimal quality assurance, automated measurement tracking systems, and effective acquisition strategies.

Develops and implements policies and procedures pertaining to Request for Proposal and Request for Qualification and related procurement, and as required by legislative mandate.

Establishes ethical business procurement practices through the investigation of complaints from vendors, competitors and other entities concerning barriers to full and open competition.

Interacts on behalf of the DPM Director with County Commissioners, the County Manager's Office, the County Attorney's office, vendors on issues and initiatives to increase full and open competition and small and minority business participation in the solicitation and award of County contracts.

Consults, responds and advises County's Senior Managers, County Attorney's Office and elected officials on issues and policies that affect the Strategic Acquisition Planning Division's operations. Coordinates the preparation of legislation designed to strengthen the use of full and open competition to include the writing of amendments and administrative orders.

Makes decisions and recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime, reviews performance reports prepared by subordinates and rates employee's performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Director, Purchasing Division/Competition Advocate (000195)

- Extensive knowledge of County's procurement process such as Requests for Proposals and Requests for Qualifications.
- Extensive knowledge of departmental procedures pertaining to negotiating and selecting contract award processes; analyzing contracts and awarding contracts.
- Through knowledge of public relations principles and techniques.
- Through knowledge of departmental and County Administrative policies and procedures.
- Through knowledge of supervising principles and practices.
- Considerable knowledge of County's personnel policies, procedures and regulations.
- Ability to supervise subordinates in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.
- Ability to express ideas clearly and concisely, verbally and in writing.
- Ability to analyze a variety of complex administrative and operational problems and make sound recommendations for their resolution.
- Ability to establish a variety of administrative and operational policies and procedures pertaining to terminal operations management.

REV 03/05

#### **Nature Of Work**

This is highly responsible and professional level work directing and administering activities within the Strategic Acquisition Planning Division of the Department of Procurement Management.

## Human Resources Department

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### Chief Negotiator/Enterprise Specification Developer (000196)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of professional management or administrative experience to include five years of experience in leading complex, multi-party negotiations for the procurement of goods and services, and/or contract award management is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is a highly responsible senior level position within the Department of Procurement Management responsible for leading negotiations, formulating negotiation strategies, developing complex specifications, conducting market research and assisting in the development of training materials for countywide procurement staff.



### Stores Clerk (000201)

#### Minimum Qualifications

High school diploma or GED. One year of warehousing, stockroom, or inventory experience is required. Must possess a Driver license. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is routine manual and clerical work in the receipt, storage and issue of various commodities in a county supply area.

Employees in this class perform both manual and clerical tasks in the receipt, storage and issuance of maintenance supplies, hospital goods, foodstuffs, clothing or related items in central warehouses, outlying storerooms or supply sections of various departments. Duties typically combine warehousing manual labor tasks, related clerical duties and general knowledge of supply procedures. Supervision is received from a storekeeper or other supply official who inspects work for rate of progress and accuracy.

##### ILLUSTRATIVE TASKS

Receives, unloads and counts stores such as groceries, spare parts, medical supplies, clothing or other stock delivered in a receiving area; locates packing ticket or invoice and posts to show kind and number of items received; assists in checking incoming materials against invoices or purchase orders.

Posts appropriate shipping receipts or other documents to show if delivery is a full or partial shipment; packages various items for shipment out for repair, or repackages stock for return of defective goods as assigned; labels items with proper stock numbers for movement to storage area.

Places goods on appropriate shelves or in various bins; calls supervisor's attention to any defective items; issues supplies in response to authorized requisitions based on knowledge of goods in storage; disburses materials or issues tools to workmen as required by work orders; marks stock or perpetual inventory records as items are issued; refers to supervisor if supplies required are in short supply.

Assembles, packs and transports or arranges for transporting stored goods or materials to floors or other storage areas; assists in moving supplies from one area to another as stock is reclassified to different numbers or codes; rearranges stock in bulk storage area as assigned, lifting heavy weights such as large boxes of linen manually, by means of mechanical stock moving equipment or by means of motor driven vehicle within a confined area when the occasion demands; climbs ladders as needed to arrange materials on shelves.

Cleans storeroom area and keeps stock in order; maintains proper security precautions by locking cabinets and doors; monitors storage equipment such as refrigerators.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of established procedures in the receipt, shelving and storage of supplies.

Knowledge of types of supplies in the area of assignment.

Knowledge of established record keeping procedures.

Ability to count incoming stock and post records accurately.

Ability to issue stock and post records accurately.

## Human Resources Department

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### Stores Clerk (000201)

Ability to shelve stock according to established procedures.

Ability to carry out oral and written instructions.

Sufficient physical strength and agility to permit climbing of ladders and lifting and moving of heavy stock.

REV 1-78

### **Nature Of Work**

This is routine manual and clerical work in the receipt, storage and issue of various commodities in a county supply area.

## Inventory Clerk (000202)

### Minimum Qualifications

High school diploma or GED. Two years of experience in the receipt, storage, and inventory of materials to include the operation of materials handling equipment or delivery vehicles are required. Must possess a CDL/Class B. Must have and maintain a good driving record.

### Job Specifications

#### NATURE OF WORK

This is inventory work in the receipt, storage and issue of various commodities and the maintenance of control records in a county supply area.

Employees in this class are responsible for operating a departmental storeroom or assisting in the operation of a large warehouse facility. Duties involve receiving, coding, storing and issuing items and posting, balancing and auditing inventory records. Some incumbents receive and transmit purchase requests and maintain status of purchase requisitions. Work may require familiarity with a specialized commodity grouping such as electronic components, pharmaceuticals or hospital supplies. Supervision may be exercised over Stores Clerks or other clerical personnel assigned to the supply unit. Supervision is received from a supply official who inspects work for the timely and accurate filling of supply requisitions and proper maintenance of inventory records.

#### ILLUSTRATIVE TASKS

Operates a central storeroom for supplies and materials used in a building maintenance division including plumbing, electrical, carpentry, refrigeration and related supplies.

Receives meats, produce, frozen foods and related goods; checks goods for quality and quantity; selects proper procedure for storage, placing items in refrigerated rooms and deep freezers where temperatures are daily monitored and logged; supervises rotating of stock and issues foods and supplies to kitchens, cafeterias and other designated area manually, by means of mechanical stock moving equipment or by means of motor driven vehicle within a confined area when the occasion demands.

Checks deliveries by vendors against requisitions for correctness and completeness; answers telephone inquiries concerning materials in stock.

Maintains varied stock records such as inventory cards, invoices, purchase requests received, and the status of requisitions; verifies input and output records for computer; identifies and codes stock items.

Supervises a small crew of subordinate personnel in stockroom or warehouse storage and inventory operations and housekeeping of storage areas.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of storeroom or warehouse receipt, storage and inventory practices and procedures.

Knowledge of detailed inventory record keeping practices and procedures.

Knowledge of computerized inventory record system applicable in the area of assignment.

Knowledge of characteristics and use of items in the commodity grouping to which assigned.

Some knowledge of centralized purchasing procedures used by the county.

## Human Resources Department

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### Inventory Clerk (000202)

Ability to carry out daily activities with a minimum of supervision.

Ability to carry out oral and written instructions.

Ability to supervise a small crew of workers in a manner conducive to full performance and high morale.

Ability to maintain complete and accurate inventory records.

Ability to make routine calculations with speed and accuracy using calculator and adding machine.

Sufficient physical strength and agility to permit climbing of ladders and lifting and moving of heavy stock.

REV 1-78

#### **Nature Of Work**

This is inventory work in the receipt, storage and issue of various commodities and the maintenance of control records in a county supply area.

## Electronic Parts Specialist (000206)

### Minimum Qualifications

High school diploma or GED. Four years of inventory management and procurement experience with electronic parts and components are required.

### Job Specifications

#### NATURE OF WORK

This is specialized and supervisory supply work in the receipt, storage and issuance of materials and equipment required for the installation and maintenance of countywide telecommunications systems.

The incumbent in this class is responsible for planning, coordinating and implementing procedures of requisitioning, receiving, storing, issuing, and recording all materials utilized. Work requires initiative and independent judgment in cooperation with various technical and administrative superiors to provide for the timely flow of proper supplies according to demand. Supervision is exercised over a staff of Inventory Clerks or clerical personnel by assignment and review of work and by assisting in difficult or unusual work situations. Supervision is received from an administrative superior who reviews work for conformity with departmental policy and for efficient operation of the facility through personal inspections and conferences.

#### ILLUSTRATIVE TASKS

Plans, assigns and supervises all employees engaged in receiving, checking, storing and issuing a large volume of specialized telecommunications supplies.

Develops, implements, and evaluates methods and procedures for the storage and issuance of telecommunications stock items.

Supervises and participates in the maintenance of perpetual inventory records; checks for uniformity and accuracy of postings; determines optimum stock levels.

Initiates and reviews requisitions for supplies; questions unusual requisitions; coordinates requisitioning with central purchasing agency; advises on commodity specifications, bid quotations, vendor selection and billing transactions.

Reviews reports of supplies received and inspects merchandise to verify conformance to purchase order specifications.

Contacts vendors on certain telecommunications items to discuss deliveries, shortages, improper goods, charges, discounts, and to arrange for demonstrations of equipment.

Supervises or participates in physical inventory of all stock items; balances with control records, and reconciles differences.

Arranges for testing of competitive products; prepares reports of findings covering comparative costs, relative efficiency, labor savings and other areas.

Prepares reports on current and projected usage of telecommunications supplies.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the receipt, storage and issuance of telecommunications materials and equipment and the proper procedures for supply and inventory operations.

Thorough knowledge of perpetual inventory record keeping.

## Human Resources Department

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### Electronic Parts Specialist (000206)

Considerable knowledge of centralized purchasing procedures.

Knowledge of commodity specification writing and bid analysis.

Knowledge of basic accounting principles, procedures and cost accounting techniques.

Ability to plan, assign, and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to evaluate the merits of competitive products and make effective reports to superiors.

Ability to apply supply and inventory management procedures and practices effectively in the purchase, storage, issuance and inventory of materials and equipment.

Ability to plan and maintain supply of materials and equipment so as to insure timely and effective service to users.

Ability to maintain effective relationships with supply sources and departmental personnel.

NEW 10-78

#### **Nature Of Work**

This is specialized and supervisory supply work in the receipt, storage and issuance of materials and equipment required for the installation and maintenance of countywide telecommunications systems.

## Mail Center Clerk 1 (000209)

### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required. Must possess a CDL/Class C. Must be able to lift 50 pounds.

### Job Specifications

#### NATURE OF WORK

This is specialized clerical work in a centralized county mailroom facility.

Employees in this class perform a variety of duties in the collection, processing and distribution of interoffice and U.S. Mail in a centralized county mailroom operation. Emphasis of the work is on the accurate and rapid processing of mail, operation of motor vehicles, the use of lightweight conveyance equipment such as dollies and hand trucks, and the use of mail processing equipment. Some employees may be required to receive and dispatch mail using an automatic conveyor distribution system. Duties occasionally involve physical exertion and exposure to adverse weather conditions. Supervision is received from an administrative or clerical supervisor who provides advice and assistance on difficult problems and reviews work for satisfactory performance in accordance with U.S. Postal regulations.

#### ILLUSTRATIVE TASKS

Operates automobiles, vans, trucks and lightweight conveyance equipment to collect and distribute interoffice and U.S. Postal Service mail on established county routes; transports registered, insured, express and other forms of signature service mail to U.S. Postal facilities and obtains documented receipt; transports office supplies and materials to interoffice facilities and obtains documented receipt; conducts route service to nearby locations by walking; delivers items requiring hand-to-hand service upon request of an approved county official inclusive of after-hours deliveries.

Operates standard and/or computerized mail processing equipment; determines proper class and zone for U.S. Postal Service mail on standard or computerized mail scales to determine correct rate; measures letters and packages to determine applicable U.S. mail requirements and/or surcharges; enters correct budget codes into computerized accounting terminal or records correct budget code and transactions on daily logs; inserts mail into computerized mail machine, removes mail from conveyor tray, places mail in marked bins.

Wraps packages for parcel post processing; consolidates multiple packages into a single unit for shipment or delivery to common destination.

Sorts and places interoffice mail into customer destination boxes both in a central mailroom facility and on delivery routes; sorts U.S. mail prior to processing; separates items suitable for interoffice delivery; pre-sorts, bulk-rate or other forms of reduced rate mailing; separates certified, registered, insured and express mail for special mail processing; sorts metered pre-sort mail by zip codes at pre-sort station; packages and labels pre-sorted mail in accordance with U.S. Postal service requirements.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of U.S. Postal Service rules, regulations, rates and documentation mandatory for processing U.S. mail.

Knowledge of the operation of standard and computerized mail processing equipment.

Knowledge of the geographical locations of county and U.S. Postal Service facilities.

Knowledge of the geography of Dade County and its road numbering system.

Knowledge of County budget codes and transactions.

Knowledge of office practices and procedures.

### Mail Center Clerk 1 (000209)

Ability to read and comprehend instructional manuals, regulations and other official U.S. Postal Service materials.

Ability to operate a variety of motor vehicles in a safe manner.

Ability to lift heavy items, use hand trucks and similar equipment to transport heavy loads.

Ability to operate equipment with speed and accuracy while standing.

Ability to follow verbal and written instructions.

Ability to deal effectively with mailroom users.

Physical agility and strength sufficient to perform assigned duties.

NEW 1-85

#### **Nature Of Work**

This is specialized clerical work in a centralized county mailroom facility.



### Mail Center Clerk 2 (000211)

#### Minimum Qualifications

High school. Two years of clerical experience are required. Must possess a CDL/Class C.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical work in a centralized mailroom facility.

Employees in this class perform advanced duties in the collection, processing and distribution of interoffice and U.S. Postal Service mail in a centralized county mailroom operation. Emphasis of the work is on assigning and monitoring the work of employees engaged in the processing of mail, maintaining a variety of related postal service and office records and equipment, responding to routine requests for mail service and assisting in the collection, processing and distribution of mail. Supervision is received from an administrative superior who assists in resolving problems and evaluates work for adherence to county and U.S. Postal Service rules, regulations and requirements.

##### ILLUSTRATIVE TASKS

Assigns the work of subordinate clerical employees engaged in the collection, distribution, processing and transporting of mail; monitors daily work flow and adjusts schedules as needed; advises supervisor of employee productivity and efficiency; completes statistical reports of work output.

Obtains county check to purchase meter postage from the U.S. Post Office; maintains required usage records; obtains meter readings from mail machines and log books; enters meter readings and makes daily openings and closings in U.S. Postal Service meter control books; completes forms related to special mail handling; assures all other required documentation related to mail handling is properly completed.

Operates control panel of mail processing equipment; turns equipment on and off, makes minor adjustments such as changing broken belts, resetting overload breakers, changing envelope sealers; operates control panel of Computerized Vertical Conveyor Distribution System; makes system status checks and refers to CRT problem/error display panel to pinpoint source of malfunction; notifies supervisor if further repair action is required.

Responds to routine requests for service from county officials and agencies that require short-term service delivery adjustments; advises customers on routine mail handling matters; explains procedures and requirements for special handling.

Assists in the completion of all tasks assigned to other Mail Center Clerks.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of U.S. Postal Service rules, regulations, rates and documentation mandatory for processing U.S. mail.

Knowledge of the operation of standard and computerized mail processing equipment.

Knowledge of the geographical locations of county and U.S. Postal Service facilities.

Knowledge of the geography of Dade County and its road numbering system.

Knowledge of county budget codes and transactions.

Knowledge of office practices and procedures.

Some knowledge of supervisory principles and practices.

### Mail Center Clerk 2 (000211)

Ability to maintain accurate records of mail volume, postage utilization, postal charges and other records.

Ability to interpret instructional manual, regulations and other official U.S. Postal Service materials.

Ability to operate a variety of motor vehicles in a safe manner.

Ability to lift heavy items, use hand trucks and similar equipment to transport heavy loads.

Ability to operate equipment with speed and accuracy while standing.

Ability to follow verbal and written instructions.

Ability to maintain effective working relationships with mailroom users.

Physical strength and agility sufficient to perform assigned duties.

NEW 1-85

### **Nature Of Work**

This is advanced specialized clerical work in a centralized mailroom facility.

## Human Resources Department

### Mail Center Supervisor (000213)

#### Minimum Qualifications

High school diploma or GED. Two years of supervisory experience in the processing of United States mail, mail center operations or the equivalent are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the coordination of mail center activities for the Miami-Dade Water & Sewer Dept.

An employee in this class is responsible for supervising mail center, Mail courier services and supply distribution functions for the Miami-Dade Water & Sewer Dept. Responsibilities include supervising clerical subordinates engaged in the collection and distribution of inter-office and U.S. Mail, coordinating the collection and distribution in a centralized county mailroom operations, scheduling work of subordinates, and establishing and revising procedures for mail center functions. Supervision is exercised over a staff of clerical subordinates with assigned duties in the collection and distribution of U.S. Mail, inter-office mail, and departmental supplies. Supervision is received from an administrative superior who reviews work for accuracy, timeliness, and effectiveness of mail center activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of clerical subordinates engaged in the collection and distribution of interoffice and U.S. Postal Service Mail

Supervises the collection and delivery of U.S. Mail and inter-office mail to County departments and agencies; develops employee work schedules to ensure delivery schedules are met and that outgoing U.S. Mail is processed in a timely manner; monitors daily work flow and adjusts schedules to avoid delays.

Provides critical messenger and mail courier services to the various branches of the Water & Sewer department and other departments and agencies.

Purchases meter postage from the U.S. Postal Service and maintains required usage records; obtains payment checks for the U.S. Postal Service.

Establishes techniques and procedures for the proper loading, unloading and dispatching of departmental supplies and materials.

Establishes and revises mail center procedures to resolve problems and enhance operational efficiency.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental requirements for the collection and distribution U.S. postal and interoffice mail.

Considerable knowledge of U.S. Postal Service postal regulations and requirements.

Considerable knowledge of the contents and use of U.S. Postal Service manuals.

Knowledge of the geographical locations of offices of the Miami Dade Water & Sewer Offices, County departments and agencies.

Knowledge of the geographical locations of count and U.S. Postal Service Facilities.

Knowledge of supervisory principles and practices.

Ability to supervise and coordinate a variety of mail center operations for the Miami-Dade Water & Sewer dept.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop, implement and revise clerical procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other County departments and agencies.

Ability to operate modern postal machines and equipment.

Ability to schedule employees to meet established requirements for collection and distribution of U.S. Mail, inter-office mail.

## Human Resources Department

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### Mail Center Supervisor (000213)

NEW 03/00

#### **Nature Of Work**

This is supervisory work in the coordination of mail center activities for the Miami-Dade Water & Sewer Dept.

## Human Resources Department

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### Storekeeper 1 (000220)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in an inventory and warehousing operation to include experience in inventory control and the receipt and issuance of supplies and equipment are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory supply work in a large, diversified commodity warehousing operation.

Employees in this class are responsible for managing a major supply facility serving operating units with a complete range of goods used in varied maintenance activities, hospital supply, park and recreation services and airport operations. Duties involve planning, coordinating and implementing the procedures of requisitioning, receiving, storing, issuing and records keeping for all commodities and materials utilized. Work requires the use of initiative and judgment in cooperating with various supervisory specialists to provide for the timely flow of the proper supplies according to departmental demands. Direct supervision is exercised over a staff of inventory and stores clerks by assignment and review of work and by assisting in difficult or unusual work situations. Supervision is received from an administrative superior who reviews work for conformity with departmental policy and for the efficient operation of the supply operation.

##### ILLUSTRATIVE TASKS

Supervises employees engaged in all functions of a central warehouse and supply facility.

Develops methods and procedures for the storage and issue of stock items, implements and evaluates procedures.

Supervises the maintenance of perpetual inventory records, checks for uniformity and accuracy of postings and the order of items when necessary.

Devises and implements precautionary measures to protect stock items for loss, damage, deterioration or spoilage.

Provides techniques and equipment for the proper loading, unloading and dispatching of supplies.

Coordinates requisitioning with central purchasing agency, advises on commodity specifications, bid quotations, vendor selection and billing transactions.

Coordinates various maintenance shop units engaged in automotive parts supply; inspects quantity and quality of parts received for conformity with contract specifications.

Contacts vendors on certain items to discuss delivery, shortages, improper goods and charges; purchases specified items directly from vendor.

Supervises periodic inventory of all stock items, balances with control records and reconciles differences.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of storekeeping and supply methods and practices.

Considerable knowledge of perpetual inventory records keeping including use of data processing and cost accounting systems.

Knowledge of commodity specification writing and bid analysis.

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### Storekeeper 1 (000220)

Ability to perform arithmetic calculations quickly and accurately.

Ability to maintain effective working relationships with supervisory personnel.

Ability to evaluate the condition of the various goods received.

REV 12-69

#### **Nature Of Work**

This is supervisory supply work in a large, diversified commodity warehousing operation.

## Human Resources Department

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### Storekeeper 2 (000221)

#### Minimum Qualifications

High school. Three years of experience in an inventory and warehousing operation to include experience in supervision, inventory control, and the receipt and issuance of supplies and equipment are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory supply work in the purchase, receipt, storage and issuance of commodities for a group of warehouses.

Employees in this class are responsible for supervising and managing a group of warehouse facilities stocking diversified commodities, equipment and supplies for departmental operations. Responsibilities include preparing and monitoring the warehousing commodities budget, writing product specifications and analyzing bids, verifying receipt and issuance of supplies, maintaining inventory control records, assuring the proper storage and disposal of environmentally sensitive materials, conferring with departmental officials concerning equipment and supply requirements, and analyzing warehousing operations to improve efficiency. Supervision is exercised over supervisory and warehousing employees engaged in the management or operation of various warehouse facilities. Supervision is received from an administrative superior who reviews work through conferences, reports and personal observations for effective management of warehousing and related activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors and warehousing employees engaged in the receipt, storage and issuance of construction equipment and supplies, building and grounds maintenance supplies, vehicular supplies, chemicals and other similar items.

Initiates purchase requests and contacts vendors for competitive bid quotations; confers with central purchasing employees, departmental officials and vendors concerning purchase requests, billing, contract renewals and extensions.

Verifies receipt and issuance of supplies; approves invoices for payments; prepares reports concerning distribution activities and related matters.

Supervises and maintains computerized inventory and record keeping systems.

Develops, implements and evaluates methods and procedures for purchasing, receiving and storing a large variety and volume of commodities and supplies; develops and implements improvements in warehousing and distribution activities.

Confers with maintenance and construction supervisors and other field personnel concerning equipment and supply requirements.

Prepares and monitors commodity warehousing budget; plans, schedules and conducts annual inventories.

Maintains required records of environmentally sensitive materials on site including fertilizers, chemicals, paints, petroleum products and similar items.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental policies and procedures pertaining to the purchase, receipt, storage and issuance of various commodities, materials and supplies.

Considerable knowledge of the management of multiple warehousing and distribution facilities.

### Storekeeper 2 (000221)

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of computerized purchasing and inventory control systems.

Considerable knowledge of product specifications, types and grades of commodities and materials used in the area of assignment.

Knowledge of County centralized procurement methods and procedures.

Ability to manage the efficient and effective operation of multiple warehousing and distribution facilities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop and implement new and revised warehousing policies and procedures.

Ability to determine the sizes, types, grades and quantities of materials and supplies required by field supervisors for departmental construction, maintenance or operational activities.

Ability to establish and maintain effective working relationships with subordinates, superiors, vendor representatives, and other County and departmental officials.

Ability to develop and prepare detailed technical specifications for various commodities.

NEW 10-94

#### **Nature Of Work**

This is advanced supervisory supply work in the purchase, receipt, storage and issuance of commodities for a group of warehouses.



### Capital Inventory Clerk (000223)

#### Minimum Qualifications

High school diploma or GED. One year of experience in inventory control and accountability, capital asset inventory, or inventory related accounting is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in the accountability of county owned tangible personal property in a centralized property control activity.

Employees in this class are responsible for identifying capital equipment items and for maintaining current records on transactions affecting such property in departments assigned. Work also involves conducting periodic physical inventories of property in departments assigned and reporting on the custody, condition and use of such items. Incumbents must apply state and county regulations for property accountability as well as basic bookkeeping principles and data processing procedures used in inventory control. Supervision is received from a technical superior who reviews work by means of field inspection and review of completed records and reports to determine compliance with regulations and procedures.

##### ILLUSTRATIVE TASKS

Inspects all new property purchased by assigned departments; attaches identifying numbers using metal discs, paint and stencil, etcher, dies or hammer and nails; uses electrical drill, hand riveter and set punch in attaching numbers, as needed.

Instructs departmental property custodians on required record keeping procedures; conducts periodic physical inventories of assigned departmental accounts; verifies accuracy of records and reports any irregularities to supervisor.

Prepares source documents for new equipment; establishes new property records as part of data processing accountability system.

Maintains assigned departmental property records on a current basis indicating transfers, deletions, condition, use and final disposition of capital items.

Originates journal entries; prepares vouchers for capital account deletions and transfers; initiates capital expenditure code entries and reconciles capital expenditure ledger to final inventory totals.

Assists with auction sales and disposal of surplus county owned property as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of state and county regulations for property accountability.

Knowledge of departmental regulations and procedures for property accountability.

Knowledge of basic property inventory control recordkeeping procedures.

Knowledge of physical property inventory procedures.

Knowledge of current data processing requirements for property transactions and controls.

Ability to assist departmental employees in property custody and reporting procedures.

Ability to conduct physical property inventories thoroughly and efficiently.

## Human Resources Department

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### Capital Inventory Clerk (000223)

Ability to apply current regulations and procedures relating to property control and record keeping efficiently.

Ability to maintain property records on a current basis.

Sufficient manual dexterity to apply identification markings to various types of property.

REV 10-77

#### **Nature Of Work**

This is specialized clerical work in the accountability of county owned tangible personal property in a centralized property control activity.

### Surplus Property Clerk (000224)

#### Minimum Qualifications

High school diploma or GED. Three years of warehousing experience to include surplus furniture and equipment reissue and disposal are required. Must obtain a CDL/Class B within the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is warehousing and retail sales work in a large surplus property facility.

An employee in this class is responsible for the receipt, storage, issuance, sale and safeguarding of surplus county furniture and equipment. Duties include making determinations of the most cost effective means for disposition of excess and surplus county property issued and received, inventory control, warehousing and the showing of furniture and equipment available for reallocation to county departments and the public. Work requires the use of judgment in determining the fair market value for surplus and salvage items and in complying with accountability requirements issued by the State of Florida. Supervision is exercised over clerical and semi-skilled employees engaged in the receipt, storage, issue and sale of furniture and equipment. Supervision is received from an administrative superior who reviews work for conformity with county policies and procedures and for the efficient operation of the facility.

##### ILLUSTRATIVE TASKS

Receives, issues and stores surplus furniture and equipment designated for reallocation, sale or disposal; provides techniques and procedures for the proper loading, unloading, turn-in and issuance of county owned personal property.

Posts appropriate property action form receipts and inventory transfer forms to accurately reflect the on-hand balance of furniture and equipment resulting from the issue or turn-in of property; maintains detailed records for all furniture and equipment in storage; surveys personal property to determine the most effective means of disposition.

Supervises a staff of clerical and semi-skilled employees engaged in the receipt, storage, issue, sale and safeguarding of a variety of surplus county furniture and equipment.

Plans and implements efficient storage methods and allocations of storage space; makes recommendations for improvements in warehousing and distribution activities; assures security of warehouse stock by taking precautionary measures to protect property from loss, damage and deterioration.

Assures proper placement of furniture and equipment for effective viewing and shows to prospective purchasers; labels items, calculates charges and prepares required forms.

Establishes prices for items to be sold to the public; collects cash payments and issues official receipts for items sold.

Participates in public auctions and sealed bid sales by preparing flyers announcing sales, preparing bid documents and placing legal ads for the disposal of surplus property.

Takes periodic inventories and maintains detailed files on all items in storage.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of warehousing and warehousing practices and procedures.

### Surplus Property Clerk (000224)

Considerable knowledge of inventory control techniques and practices.

Knowledge of the retail market for used equipment and furniture.

Knowledge of supervisory principles and practices.

Knowledge of retail sales operations, practices and procedures.

Ability to maintain complex inventory and warehouse records.

Ability to supervise and manage a complex warehousing and retail sales facility.

Ability to make routine arithmetic calculations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to maintain effective working relationships with officials of county departments and the public.

Ability to follow complex verbal and written instructions.

Physical strength and agility sufficient to perform assigned duties.

NEW 1-85

#### **Nature Of Work**

This is warehousing and retail sales work in a large surplus property facility.

### ISD Surplus Property Supervisor (000225)

#### Minimum Qualifications

High school diploma or GED. Four years of combined experience in large-scale warehousing, capital inventory control work and retail sales management are required.

#### Job Specifications

##### NATURE OF WORK

This is a supervisory work in the operation of a countywide warehouse and retail surplus sales facility, and property disposal yard.

An employee in this class is responsible for supervising the disposition of excess and surplus County property. Emphasis of the work is on planning, coordinating and implementing procedures for the receipt, storage, issue, display, sale and safeguarding of a large variety of property including police confiscated property. Duties include determining cost effective means for disposition of excess and surplus County property, issuing and receiving property, maintenance of a computerized inventory control system and bar-coded point-of-sale system, warehousing and displaying of property for resale, cash control and report generation. Work requires the use of judgment in arriving at the fair market value for surplus and salvage items and in complying with accountability requirements and procedures issued by the State of Florida for all Federal Surplus Property Program transactions. Supervision is exercised over subordinate employees through assignment and review of work and provision of assistance on difficult problems. Supervision is received from an administrative superior who reviews work for conformity with County policies and procedures and for the efficient operation of the facilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of warehousing and distribution employees engaged in the receipt, storage, display, issue, sale and safeguarding of a large variety of surplus County and U.S. Government furniture, equipment and property, including that obtained through the MDPD Seized and Found Property Program.

Develops, implements and evaluates efficient storage methods and allocations of storage space; makes recommendations for improvements in warehousing and distribution activities; assures security of warehouse stock by implementing precautionary measures to protect from loss, damage and deterioration; develops and enforces appropriate safety practices for employees and public.

Provides techniques and procedures for the proper loading, unloading, turn-in, and issuance of County owned personal property; receives, issues, inventories, displays and stores surplus furniture and equipment designated for reallocation, sale or disposal.

Establishes prices for items to be sold to the public; calculates charges and prepares required forms; collects cash payments and issues official receipts for items sold.

Maintains computerized inventory system with bar-code scanning to accurately reflect on-hand balance of furniture and equipment; accurately records property receipts, disbursements and price changes; maintains detailed records for all furniture and equipment in storage; utilizes basic programming skills for troubleshooting computer problems; surveys personal property to determine the most effective means of disposition.

Performs physical inventories and maintains files on all items in storage.

Balances revenue from County Store and sales revenues from Sealed Bid and Auction Sales; prepares corresponding deposit reports.

Resolves customer complaints in store or auction operations.

Supervises operation of Heavy Equipment Disposal Yard, including maintenance, repair and security of facilities; and equipment storage and placement.

Participates in public auctions and sealed bid sales; establishes and reviews descriptions and technical designations in bid specifications; reviews terms of bid documents; advises on bidder awards, contacts bidders to discuss property removals, payments, performance bond requirements and title transfers; prepares and maintains documentation.

### ISD Surplus Property Supervisor (000225)

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Administrative Orders and departmental policies and procedures concerning the receipt, storage and issuance of furniture, equipment and property to various County agencies and the public.

Considerable knowledge of warehousing and warehousing practices and procedures.

Considerable knowledge of inventory control techniques and practices.

Knowledge of computerized inventory and bar-code control systems.

Knowledge of retail security procedures.

Knowledge of the retail market for used equipment, furniture and various property items.

Knowledge of supervisory principles and practices.

Ability to supervise a complex warehousing and retail store facility, and a disposal yard in an efficient and effective manner.

Ability to plan, assign and supervise the work of subordinate in a manner conducive to full performance and high morale.

Ability to maintain effective working relationships with officials of County departments and the public.

Ability to accurately handle large quantities of cash and make routine arithmetic calculations.

Ability to follow complex verbal and written instructions.

Physical strength and agility sufficient to perform assigned duties.

NEW 6-91

#### **Nature Of Work**

This is supervisory work in the operation of a countywide warehouse and retail surplus sales facility, and property disposal yard.

## Records Center Clerk 1 (000228)

### Minimum Qualifications

High school diploma or GED. Six months of experience in the receipt, storage, issuance and filing of records are required. Must possess a Driver license. Must be able to lift and handle items weighing up to 50 pounds.

### Job Specifications

#### NATURE OF WORK

This is routine clerical and related manual work in the receipt, storage and filing of documents and records in a departmental or centralized records depository.

Employees in this class perform various duties in obtaining, shelving and repacking record containers in a departmental or central records depository. Work includes interfiling of returned documents in appropriate folders in stored record cartons and maintaining accurate records of all transactions. Employees use ladders and lifts in the shelving and movement of records, utilize hand carts, and operate light duty trucks in the transfer of records among various locations. Duties also require the loading and unloading of cartons on and off light duty vehicles. Supervision is received from a technical superior who reviews work for adherence to established policies, procedures and departmental regulations.

#### ILLUSTRATIVE TASKS

Obtains record containers from various County departments and agencies for transfer to the County's central records depository; loads cartons onto light duty vehicles; transports records to the County central records depository and unloads cartons.

Obtains record containers from departmental offices and transports them to departmental records center; transfers record containers from departmental records center to the County's central records depository.

Checks records in containers against transfer lists to assure completeness; notifies superior of missing records; notes on transfer lists the numerical location of each carton on shelves in the records center including aisle and box numbers.

Places containers in correct shelf space using ladders and lists; moves containers between shelves and re-marks as required.

Moves cartons to lower levels as needed to repack contents; repacks boxes by addition of documents to folders or addition of folders.

Retrieves documents or folders from cartons in response to authorized requests.

Refiles returned documents into correct containers and filing positions through references to charge-out tickets; corrects misfiled documents as noted.

Assists superior in the confidential destruction of records in accordance with authorized retention schedules.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the records storage system in a departmental or central records depository.

Knowledge of established procedures in the receipt, shelving, storage and retrieval of record containers.

Knowledge of refiling procedures for records in storage.

Knowledge of established safety practices in the area of assignment.

Some knowledge of the content of records in a records storage facility.

### Records Center Clerk 1 (000228)

Ability to shelve and file records accurately.

Ability to operate lifts and ladders at heights up to sixteen feet.

Ability to understand and follow verbal and written instructions.

Ability to safely operate a light duty vehicle.

Sufficient strength to permit the lifting and moving of record containers weighing up to fifty pounds.

REV 11-94

#### **Nature Of Work**

This is routine clerical and related manual work in the receipt, storage and filing of documents and records in a departmental or centralized records depository.



## Human Resources Department

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### Records Center Clerk 2 (000229)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the receipt, storage, issuance and filing of records are required. Must possess a Driver license. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical and public contact work in the retrieval and furnishing of information from document records in a departmental or centralized records depository.

Employees in this class are primarily responsible for the retrieval of information, documents or complete records from various files in storage in response to requests from sources within and outside the County. Incumbents are responsible for exercising care in releasing information and files only to authorized persons and for withholding release in instances where court order or other action is required. Supervision is received from a technical superior who assists as problems arise in the locating and furnishing of information from records in storage.

##### ILLUSTRATIVE TASKS

Receives requests for records by fax, mail, telephone and the visiting public including County, state and federal officials, attorneys, abstract company executives, insurance companies and others; screens requests to assure persons are authorized to receive information and that confidential files can be released without court order.

Retrieves folders or loose documents from record cartons based on file number and nature of documents; refers to automated or manual records center listings as needed; prepares and inserts charge-out tickets and dispatches records or carries them to a reference room.

Assists attorneys and other members of the public with more difficult record searches; retrieves various folders to trace sequence of documents; locates misplaced or missing material; locates and groups related documents on particular cases or subject matter.

Provides information from medical, legal and other documents over the telephone; answers general telephone inquiries concerning the nature of semi-active and active records maintained in the depository or established procedures in use of the facility.

Assists superior in the preparation of inactive records for microfilming by arranging documents in appropriate sequence according to court proceedings or dates; assists in preparation of records for systematic destruction.

Refiles loose documents into cartons and assists in reshelving of records by moving cartons using lifts and ladders as needed.

Supervises operation of the records center in the absence of the immediate supervisor, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of rules and regulations pertaining to the release of public records.

Knowledge of records center records management system, policies and procedures.

Knowledge of the content of records center active and semi-active records.

Knowledge of the sequence of material in legal, medical or other records in storage.

Knowledge of retention schedules for depository records.

Knowledge of public relations principles and techniques.

## Human Resources Department

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### Records Center Clerk 2 (000229)

Ability to retrieve records from storage promptly and accurately.

Ability to retrieve appropriate documents in difficult record searches.

Ability to establish and and maintain effective working relationships with fellow employees, superiors and the public.

Ability to deal courteously, tactfully and effectively with the public and officials of various public and private organizations.

Ability to exercise care in the release of information from records in storage in accordance with established regulations.

Ability to work independently with a minimum of supervision.

Ability to operate lifts and ladders at heights up to sixteen feet.

REV 11-94

#### **Nature Of Work**

This is specialized clerical and public contact work in the retrieval and furnishing of information from document records in a departmental or centralized records depository.

## Human Resources Department

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### Records Center Supervisor (000230)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in storing, indexing, filing and other records management processes are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical and public contact work in a large departmental or centralized records depository.

Employees in this class are responsible for supervising a large departmental or central records depository storing official departmental records or records from various County departments and agencies. Emphasis of the work is on planning, coordinating and supervising work of a group of clerical employees engaged in receiving, shelving, retrieving, refiling, and disposing of records in accordance with established records management regulations and procedures. Additional duties include assisting various officials with inquiries on the retirement and storage of records, recommending changes in record retention schedules, and reviewing records for special purposes such as sequencing inactive records prior to microfilming or initial incorporation into the depository. Supervision is exercised over a staff of clerical subordinates engaged in various phases of records center operations. Supervision is received from an administrative superior who reviews work for effective customer service activities and supervision of the records center.

##### ILLUSTRATIVE TASKS

Plans, coordinates and supervises the work of clerical employees in a large departmental or central records depository engaged in receiving records for storage, shelving record containers, retrieving and refiling documents and records, and destroying records in accordance with retention schedules; reviews work in progress to assure prompt service to the public; assists employees in locating files as necessary.

Supervises employees engaged in microfilming permits, plans, records, reports and other documents.

Assists members of the public and various officials with more difficult record searches; issues copies of documents to authorized personnel.

Plans efficient utilization of storage space and supervises reshelving and repacking of containers; revises index listings of records as needed; updates filing systems and revises records center procedures; supervises the systematic destruction of records and signs destruction schedules.

Assists departmental employees or employees in other departments and agencies with inquiries concerning the records management system or related procedures; reviews retrieval requests to determine which records can be transferred to semi-active areas; recommends changes in retention schedules.

Assures that subpoenas for records are processed in a timely manner; testifies in court proceedings as records custodian.

Prepares report of center activities including number of customers assisted, records received, photocopies made, and fees collected.

Reviews and reorganizes records from County departments and agencies whose documents are initially entering the central records depository, as needed.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the organization and operation of a large departmental or central records depository.

## Human Resources Department

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### Records Center Supervisor (000230)

Considerable knowledge of records center records management systems, policies and procedures.

Considerable knowledge of the rules and regulations pertaining to the release of public records.

Considerable knowledge of the content of records center active and semi-active records.

Considerable knowledge of retention schedules for records depository records.

Knowledge of supervisory principles and practices.

Ability to effectively plan record center activities to maintain daily service to requesting parties.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to deal courteously, tactfully and effectively with the public and officials of various public and private organizations.

Ability to efficiently plan and utilize storage space for the storage of a large volume of records.

Ability to exercise care in the release of information from records in storage in accordance with established rules and regulations.

REV 11-94

#### **Nature Of Work**

This is supervisory clerical and public contact work in a large departmental or centralized records depository.

## Human Resources Department

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### Materials Management Supervisor (000233)

#### Minimum Qualifications

Bachelor's degree. Two years of experience supervising inventory control and analysis, property warehousing and disposal, fixed asset management, or marketing and sales of merchandise or two years of experience supervising a quick-copy reproduction center or a large volume mailroom that provides administrative support for the preparation and printing of documents are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work assisting a superior in coordinating, planning and directing centralized materials management functions for Miami-Dade County.

An employee in this class is responsible for assisting in the supervision of subordinates engaged in a variety of materials management activities, analyzing operational problems, reviewing policies and procedures, and developing and recommending changes to improve efficiency in the delivery of services. Responsibilities include preparation and monitoring of billing procedures, analysis of expenditures in relation to the budget, and the development and application of automated systems. The incumbent exercises independent judgment in the analysis of policies and procedures and in the development of recommendations to improve operations. Supervision is exercised over a staff of specialized, administrative and clerical employees engaged in various phases of materials management activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for the attainment of desired objectives.

##### ILLUSTRATIVE TASKS

Assists a superior in supervising a staff of subordinate supervisors engaged in providing specialized support services such as central office supply, warehousing and distribution, graphics services, and mailroom activities.

Supervises accounting and charge-back billing functions; reviews and approves invoices from outside vendors for sub-contracted work; approves invoices and journal entries to charge county departments for provided services.

Prepares and monitors division budget and expenditures; projects and monitors annual revenues; analyzes the relationship between expenditures and revenues to assure proper charges are being made to cover expenses.

Reviews and analyzes policies and procedures to measure and improve operational effectiveness; conducts management analysis studies to discover problems and recommend solutions or changes; provides information to superiors.

Plans, directs and coordinates modernization and expansion of services in response to changing technology and County requirements.

Develops and coordinates manual and computerized management information systems, automated warehouse inventory controls, and other automated functions within the area of assignment.

Develops, implements and monitors an effective automated order entry system; assures that inventory status is maintained at a sufficient level.

Develops and implements systems to monitor and meet the County's changing supply needs.

Develops inspection and evaluation programs relating to office furnishings and supplies to assure compliance with specifications.

Prepares comprehensive material specifications and bid documents.

Maintains a working knowledge of new products developed for the office environment.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

## Human Resources Department

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### Materials Management Supervisor (000233)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of general management, public and business administration, and their application to governmental administration.

Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Considerable knowledge of policies and procedures used in budget preparation, monitoring and reporting.

Considerable knowledge of applicable state, federal and county regulations relating to operations within the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of accounting principles and practices of modern office administration.

Knowledge of the use of data processing applications.

Ability to plan, organize and supervise the work of subordinate administrative, clerical and supervisory personnel in a manner conducive to full performance and high morale.

Ability to exercise sound judgment and discretion in interpreting and applying policies and procedures.

Ability to establish and maintain effective working relationships with the other employees, supervisors, departmental officials and officials of other agencies.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to evaluate operating programs in relation to established goals and objectives and recommend courses in action.

Ability to analyze expenditures in relation to established budgets.

NEW 1-83

#### **Nature Of Work**

This is advanced administrative and supervisory work assisting a superior in coordinating, planning and directing centralized materials management functions for Miami-Dade County.

## Human Resources Department

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### Variable Data Printing Specialist (000240)

#### **Minimum Qualifications**

Bachelor's degree in Information Technology or related field. One year experience in variable data production printing is required. Additional related experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Graphics Typesetter (000243)

### Minimum Qualifications

High school. Two years of experience performing typesetting functions are required.

### Job Specifications

#### NATURE OF WORK

This is skilled and advanced graphics design work operating video display typesetting equipment.

Employees in this class are responsible for the operation of video display typesetting equipment to produce camera-ready printing. Emphasis of the work is on converting typewritten or handwritten copy into camera-ready printing using electronic typesetting equipment, editing typeset copy on a video screen, coordinating work with other graphics employees in the selection of typeface and fonts to be used in printed material, and maintaining typesetting equipment and supplies. Work requires a considerable knowledge of graphics design and methods used in the printing industry as well as specialized knowledge of video display typesetting equipment. Supervision is received from a technical superior who reviews work in progress and upon completion for timely production of typesetting assignments.

#### ILLUSTRATIVE TASKS

Operates video display typesetting equipment; typesets copy for commercially produced style printed flyers, pamphlets, brochures, posters and other printed documents.

Operates keyboard using initialization, typographic function, cursor manipulation and file management keys; commands entering of data, retrieval from storage, replacing of files into storage, and inserting or dividing files from equipment memory.

Coordinates typesetting work with other design or technical employees in the selection of typeface and fonts to be used in printed material; proofreads typed galleys to assure correctness and completeness of original copy.

Maintains an inventory of typesetting supplies; loads photographic materials into equipment and maintains equipment by cleaning chemical containers and machinery.

Prepares invoices to various users for phototypesetting services.

Prepares photostat copies of camera-ready art or typeset copy including slicks of line art, photographs or typeset page.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of advanced video display typesetting equipment.

Considerable knowledge of advanced graphic arts techniques and methods.

Considerable knowledge of graphic arts design.

Considerable knowledge of principles, practices and techniques used in layout for reproduction and printing.

Ability to operate video display typesetting equipment.

Ability to work effectively with design technicians in the production of camera-ready printing.

Ability to produce accurate and complete typeset flyers, brochures and other printed documents.

Skill in the care and use of phototypesetting equipment.



### Graphics Typesetter (000243)

NEW 10-81

#### **Nature Of Work**

This is skilled and advanced graphics design work operating video display typesetting equipment.

### Graphic Designer (000244)

#### Minimum Qualifications

Bachelor's degree in Graphic Design or related field. One year of advanced computer graphic design experience to include usage of specialized graphics programs, color digital pre-press, high resolution scanning, and maintenance of complex computer design systems is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled graphic design work for the General Services Administration.

Employees in this class are responsible for performing a variety of complex duties in the design and development of graphic materials. Responsibilities include conferring with customers to identify design requirements, developing designs which reflect the theme of the project, producing designs rapidly to minimize production costs, maintaining accurate records on design and production services, and operating an advanced computer design workstation and related peripheral equipment. Incumbents exercise considerable independent judgment in the interpretation of customer requirements and in the production of complex graphic design materials from concept to final execution. Supervision is received from a technical and administrative superior who reviews work for achievement of desired results and customer expectations.

##### ILLUSTRATIVE TASKS

Meets with supervisor and customers on graphic design specifications, design alterations and production schedules.

Designs and builds complex design documents including brochures, books, advertising campaigns, special event support materials, 3-D exhibits, special publications, logo design, forms and letterheads on advanced computer design equipment.

Maintains accurate records on job status, production time and component services provided to ensure revenue generation to cover all cost elements of design.

Performs image scanning, image manipulation, photo compositing, photo retouching and special effects on desktop scanning system.

Performs Color Prepress on digital files for reproduction on a lithographic press including setting traps, imposition, replacing FPO art with hi-res images, and troubleshooting output.

Prepares accurate files and documentation for external vendors; visits service bureaus to consult with vendor representatives when graphic design work requires explanation, alterations or proofing.

Maintains, supports and troubleshoots computer design system including dual platform LAN environment and peripherals (scanner, optical drives, Syquest drives and printers); lifts and moves equipment; bends and kneels to access confined spaces to configure, troubleshoot and connect equipment, cables and devices.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and methods of advanced graphic design work.

Considerable knowledge of the operating characteristics and maintenance requirements of advanced computer design systems.

Considerable knowledge of the design of various publications, documents, forms, brochures and other printed materials.

Knowledge of public relations principles and techniques.

## Human Resources Department

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### Graphic Designer (000244)

Knowledge of graphic design job specifications, production schedules and reproduction costs.

Knowledge of records and forms required in the area of assignment.

Ability to interpret customer requirements for the design of graphic materials.

Ability to operate and maintain advanced computer design systems and peripheral equipment.

Ability to establish and maintain effective working relationships with superiors and various public and private officials.

Ability to design brochures, exhibits, publications, forms, letterheads and other graphic materials in accordance with customer requirements.

Ability to advise various County officials of appropriate graphic designs and materials.

Ability to perform image scanning, image manipulation, photo compositing, photo retouching and special effects on desktop scanning system.

NEW 10-96

#### **Nature Of Work**

This is advanced skilled graphic design work for the General Services Administration.

### Offset Lithographer 1 (000245)

#### Minimum Qualifications

High school diploma or GED. One year of experience in forms printing and/or publication printing utilizing a lithographic or digitized xerographic document publishing system is required. Must be able to lift and handle items and equipment weighing up to 50 pounds. OR A minimum of four years of experience in forms printing and/or publication printing utilizing a lithographic or digitized xerographic document publishing system is required. Must be able to lift and handle items and equipment weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the operation of offset press or offset print equipment.

Employees in this class operate offset press equipment or complex offset print equipment to reproduce a variety of forms, brochures, posters, bulletins, contracts, manuals, booklets and other documents requiring mass production. Duties include operating, adjusting and maintaining offset process printing presses, operating single and double pass offset press equipment, production of paper and film plates, and operation of a variety of related duplicating and finishing equipment. Assignments are generally in the form of job specifications provided on individual work orders or by reference to mechanical art layouts and production dummys. Work is distinguished from the next higher class in that offset duplicating equipment is less complex procedurally and has limited color reproduction capability. Supervision is received from a technical or administrative superior who assigns job priorities and reviews work in progress and finished production for technical quality, timeliness and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Operates offset press and offset print equipment to reproduce a variety of forms, brochures, posters, bulletins, newsletters, manuals, catalogs and other documents.

Reviews work orders, production folders, mechanical art layouts and dummys to determine nature of printing job; selects correct paper stock, cutting to required press size as necessary; mixes specified ink colors through reference to Pantone Mixing System guide, or other system.

Sets all press operating controls including cylinder pressure, ink fountain, air blowers, guides, delivery system, paper feeder and spray attachment to produce completed products with minimal waste of stock or supplies.

Clamps printing plates onto plate cylinder and adjusts plate position for proper registration; operates automatic plate cameras to produce replacement plates when necessary due to plate breakdown.

Operates offset printing presses including blanket-to-blanket perfecting equipment in a safe manner and at production speeds appropriate for paper weight and for the individual jobs being produced.

Maintains press equipment by proper oil and grease lubrication; cleans, performs preventive maintenance and makes minor repairs as required.

Operates camera and film plate instruments to produce film plates, spaces and measures work for accuracy and centers work on camera bed; adjusts camera controls, adds equipment solution and film and produces finished product.

Assists or performs duties in finishing and binding including collating, stapling, stacking, jogging, wrapping and cutting.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of offset press and offset print equipment operation, adjustment and maintenance.

### Offset Lithographer 1 (000245)

Considerable knowledge of the papers, inks, chemicals and films used in offset press and print and in camera reproduction operations.

Knowledge of the operating characteristics and maintenance requirements of offset press and offset print equipment.

Knowledge of finishing and binding activities in a print shop.

Knowledge of printing job specifications.

Ability to operate complex offset press and print equipment and related reproduction equipment in a safe and efficient manner.

Ability to follow verbal and written instructions.

Ability to make required press adjustments to correct operating difficulties.

Ability to maintain routine records of printing production.

Physical strength and agility sufficient to lift heavy loads, stand for long periods of time and adjust equipment.

Skill in the operation of offset press, offset print and camera reproduction equipment.

Skill in printing.

NEW 10-86

#### **Nature Of Work**

This is skilled technical work in the operation of offset press or offset print equipment.

### Offset Lithographer 2 (000247)

#### Minimum Qualifications

High school. Two years of experience in the operation of large offset printing equipment are required. Must be able to lift and handle items and equipment weighing up to 50 pounds. OR A minimum of six years of experience in the operation of large offset printing equipment are required. Must be able to lift and handle items and equipment weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the operation of large offset printing presses.

Employees in this class operate, adjust and maintain offset process printing presses, two-color unit presses and perfecting presses to reproduce a variety of prints and documents requiring mass production. Duties include the production of a variety of material requiring four-color process reproduction and close registration, selection and cutting of paper stock, mixing inks according to specification, and assisting in finishing operations. Work in this class requires advanced skills in lithography in the performance of more complex duties requiring manual adjustments to equipment to acquire proper registration, more operating controls and difficult equipment maintenance tasks. Assignments are generally in the form of job specifications on work orders, job production jackets, mechanical art boards and production dummies. Supervision is received from a technical superior who reviews work in progress and upon completion for quality and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Reviews work orders, job production jackets, mechanical art boards and production dummies to determine nature of printing job; selects correct paper stock, cutting to required press size as necessary; mixes specified ink colors through reference to Pantone Mixing System guide.

Installs lithographic plates to cylinders and makes register adjustments; operates camera and plate equipment as necessary to make replacement plates.

Sets all press operating controls and adjustments and operates large offset presses to produce high quality finished products in accordance with job specifications with minimal waste of stock or supplies.

Maintains press equipment by proper oil and grease lubrication; cleans press and performs preventive maintenance to factory recommendations; performs minor repairs as required.

Maintains records of printing jobs completed.

Assists or performs duties in finishing and binding including collating, stapling, stacking, jogging, wrapping and cutting.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of offset press machinery operation, adjustment and maintenance.

Considerable knowledge of the papers, inks, chemicals and films used in offset press and camera reproduction operations.

Considerable knowledge of the operating characteristics and maintenance requirements of large offset printing machinery.

Considerable knowledge of printing job specifications.

Knowledge of finishing and binding activities in a print shop.

### Offset Lithographer 2 (000247)

Ability to operate complex offset press machinery and related reproduction equipment in a safe and efficient manner.

Ability to adjust, maintain and perform minor repairs to offset press machinery.

Ability to understand complex and detailed job specifications.

Ability to follow verbal and written instructions.

Ability to maintain routine records of printing production.

Physical strength and agility sufficient to lift heavy loads, stand for prolonged periods of time and adjust and repair machinery in a confined work area.

Skill in the operation of offset press machinery.

Skill in printing.

NEW 10-86

#### **Nature Of Work**

This is advanced skilled technical work in the operation of large offset printing presses.

### Offset Lithographer 3 (000249)

#### Minimum Qualifications

High school. Three years of experience in the operation, adjustment and maintenance of offset press machinery to include advanced 4-color process printing experience are required. Must be able to lift and handle items and equipment weighing up to 50 pounds. OR A minimum of seven years of experience in the operation, adjustment and maintenance of offset press machinery to include advanced 4-color process printing experience are required. Must be able to lift and handle items and equipment weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is highly advanced skilled technical work in the operation of large offset lithographic printing presses.

Employees in this class adjust, maintain and operate offset printing presses capable of printing sheet sizes up to 19 inches by 26 inches with multiple printing units. Incumbents use advanced press electronics and perfecting capabilities to reproduce a variety of printed matter requiring mass production. Duties involve the production of flawless four-color process printing with pinpoint registration, over-printing of inks and varnishes, and the mixing of inks according to the Pantone Matching System. Works requires an advance skill level and technical knowledge of computer press controls for producing high quality lithography. Employees control a digitized press control system and an electronically controlled and speed compensated dampening system, and produce work utilizing a stream feeder system requiring precise-register sheet transfer. Duties include making micro-adjustments for register correction, utilizing and controlling infrared radiators for optimum drying, and use of transmission densitometers and conductivity meters. Production instructions are received through written instructions, review of layouts, mechanical art impositions, production dummies, and participation in pre-press conferences with customers and design staff. Supervision is received from a technical and administrative superior who reviews work in progress and upon completion for quality and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Operates large offset multiple unit printing presses to produce complex and high quality lithography.

Installs printing plate(s) onto press and makes all adjustments necessary to achieve pinpoint accuracy.

Operates platemaking and camera equipment as required.

Performs stripping functions conducive to job specifications.

Selects raw material and cuts to size using computerized equipment.

Mixes specific inks according to Pantone Matching Systems.

Produces printed matter utilizing a wide variety of paper stocks, metallic and fluorescent inks, and varnishes.

In absence of supervisor, advises press operators on matters of press operation and provides assistance in emergency problem solving.

Maintains press equipment by proper preventive maintenance; makes minor repairs; assists in ordering replacement press parts and in coordinating major overhauls and rebuilding of press equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operation, adjustment and maintenance of large offset lithographic printing presses.



### Offset Lithographer 3 (000249)

Thorough knowledge of inks, papers, chemicals and plate materials used in offset printing.

Considerable knowledge of printing job specifications.

Knowledge of ultraviolet and aqueous coatings.

Ability to utilize infrared drying radiators to control ink drying.

Ability to strip negative flats for multi-color and process color printing.

Ability to burn negative flats to metal plates accurately for press production.

Ability to utilize densitometers for ink control.

Ability to utilize electronic and computerized in-line press controls to monitor equipment for mechanical malfunctions and quality control.

Ability to utilize conductivity meters to precisely gauge dampening system.

Skill in printing.

Skill in the operation of large offset lithographic printing presses.

NEW 6-91

#### **Nature Of Work**

This is highly advanced skilled technical work in the operation of large offset lithographic printing presses.

### Lithographic Imaging Technician (000251)

#### Minimum Qualifications

High school diploma or GED. Four years of experience in the production of high-quality color process negatives and plates are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled photolithographic work in the stripping and production of four-color photographic materials and metal plates for large-scale press operations.

An employee in this class produces line photography, halftones, reverses, duo tones, knockouts, produces bluelines, uses screens and special effect screens, works with spreads and chokes, separates negatives for various proofing methods, produces four-color negatives with the use of electronic scanners, and develops negatives and/or positives from a camera-ready mechanicals. Work involves responsibilities for all offset stripping and platemaking and related photolithographic procedures necessary to perform printing services for County departments. Duties require the production of the more complex stripping techniques and platemaking procedures conducive to the production of high quality four-color flawless printing. Supervision is received from a technical and administrative superior who reviews work in progress and examines upon completion for quality and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Operates camera by focusing lens, adjusting lighting, implementing color filters, determining and adjusting camera exposures.

Develops film conventionally or by using film processor.

Prepares film positives by contact method from negatives; duplicates film negatives; opaques film.

Mixes chemicals for development of lithographic film.

Prepares negative (multiple) flats using pin register system for excellent registration.

Prepares negatives flats for color key proofing or other pre-press proofing procedures.

Prepares layout and stripping of flats; scribes negatives, cuts windows and silhouettes; steps and repeats negatives for multiple burns.

Develops and transfers image on plate to retain specified surface; washes and applies lacquers, desensitizing etches, gum and asphaltum preservatives.

Exposes plate to a positive or negative image color-arc lamp to transfer image to plate using vacuum frame or plate processing equipment.

Prepares chemistry and solutions for platemaking production.

Performs maintenance and minor repair tasks on all photochemical platemaking equipment.

Advises other employees in pre-press photolithographic and platemaking procedures.

Performs related works as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of platemaking by positive and negative image transfer.

Knowledge of photographic lithography including layout and developing procedures.

### Lithographic Imaging Technician (000251)

Knowledge of pre-press photolithographic proofing techniques.

Knowledge of stripping techniques requiring pin-point register for process color printing.

Knowledge of process cameras and darkroom procedures.

Knowledge of electronic scanning equipment.

Knowledge of transmission and reflective densitometry.

Knowledge of color separations.

Ability to mix photographic chemistry and solutions.

Ability to hand cut film and hand cut windows.

Ability to strip flats for process color.

Ability to layout for proper pagination and impositioning.

Ability to perform work requiring a pin register system for proper stripping of flats and platemaking.

Ability to produce a variety of metal plates.

Ability to work in the absence of technical supervision.

Ability to detect equipment malfunctions and make necessary adjustments.

Skill in photographic camera and platemaking techniques.

NEW 6-91

#### **Nature Of Work**

This is skilled photolithographic work in the stripping and production of four-color photographic materials and metal plates for large-scale press operations.

## Human Resources Department

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### ISD Services Clerk (000252)

#### **Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience with customer information and mobile asset records and classifications.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced clerical work researching and processing notices of violations and citations for mobile equipment Countywide.

## Human Resources Department

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### Warehouse & Purchasing Supervisor (000253)

#### **Minimum Qualifications**

High school. Five years of experience in a large-scale warehousing operation, inventory management and purchasing a variety of commodities to include supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced supervisory work in warehouse operations to include purchasing, receipt, storage and issuance of business supplies throughout Miami-Dade County.

## Human Resources Department

### Graphics Manager (000254)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Fine Arts, or a related field. Three years of progressively responsible professional print production or graphics experience are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in management of a large centralized county graphics creation and reproduction operation.

Employees in this class are responsible for planning, organizing, directing and coordinating the work of skilled employees engaged in providing original creative art design services, typesetting, lithographic presswork, digital printing, digital imaging and graphic production finishing activities for various county departments. Emphasis of the work is on establishing production schedules and priorities for daily operations, managing personnel and equipment resources to provide high quality graphics and printing services, analyzing operational problems, reviewing policies and procedures and developing and recommending changes to improve efficiency in the delivery of departmental services. Duties involve consulting with clients to determine needs, developing artistic and creative proposals to meet identified needs, supervising the completion of artwork ready for press, managing digital workflow including variable printing from supplied data, managing job completion from imagesetter, presswork and bindery, preparing technical specifications for the specific production component supervised estimating job orders prior to completion to determine costs of production, establishing unit costs and work measurements, scheduling of work to meet delivery deadlines and establishing quality control in each area of production under the incumbent. Incumbents exercise considerable technical knowledge and independence in resolving production problems and in the management of graphics services to meet customer demands. Supervision is exercised over a staff of technical, supervisory and specialized personnel who assist with various phases of work. General supervision is received from an administrative superior through personal conferences and observation of work activities for satisfactory provision of graphics services to county departments and for efficiency of operations.

##### ILLUSTRATIVE TASKS

Confers with departmental officials regarding individual departmental graphics needs. Delineates scope of creative arts projects based on budgeted funds and time available for production. Creates artistic, creative, and original designs to meet marketing, administrative, and informational requirements of the project. Refines concepts and reaches agreement with clients on work to be produced. Supervises skilled employees in the production of art projects from concept to final design utilizing advanced electronic equipment, high resolution scanners, page layouts workstation, film and proof output devices, specialized software packages that enable employees to maximize creativity and artistic talent in design project creation and production.

Plans, assigns and reviews the work of subordinate digital imaging personnel, press operators, foremen, subordinate supervisors and skilled employees engaged in the preparation and operation of offset lithographic printing presses, digital printing devices and related equipment used in printing, digital duplication and finishing a wide variety of forms, brochures, posters, letterheads and other materials in both single and multiple colors; inspects printing and duplication work to assure conformity and multiple colors; inspects printing and duplication work to assure conformity with job order specifications and attainment of desired quality levels.

Confers with departmental officials regarding reproduction jobs, priorities, variable data digital printing (notices and statements) costs, methods and techniques. Planning to achieve postage economies by meeting postal requirements is emphasized. Recommends layouts, design, colors, grades and types of paper to be used. Establishes and revises daily production priorities in response to varying departmental demands.

Develops unit cost measurements for all elements of production based on analysis of labor, materials and overhead involved. Estimate individual jobs for departments based on proposed job specifications. Monitors work-in progress to ensure compliance with standard cost elements and estimates provided to client.

Confers with subordinates regarding workload, production problems and proper utilization of computerized composition and design

## Human Resources Department

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### Graphics Manager (000254)

equipment, scanners, printers, typesetters, presses and bindery equipment, trains subordinates in proper and safe use of equipment; implements new methods procedures to effectively utilize and improve capacity; enforces established safety measures and regulations.

Plans, organizes, directs and coordinates modernization of expansion of services in response to changing technology and county requirements.

Provides managerial oversight of subordinate supervisory personnel engaged in the operation of the Quick Copy Digital Reproduction Center. Ensures adequate resources are in place to meet County priority quick copy production including County Commission Agenda requirements. Adjusts manpower between production facilities as needed to meet workload.

Prepares and monitors section budget expenditures; projects and monitors annual revenues; analyzes relationship between expenditures and revenues to assure proper charges are being made to cover expenses.

Reviews and analyzes policies and procedures in order to measure and improve operational effectiveness and efficiencies.

Conducts management analysis studies or supervises their preparation by subordinates to discover problems, recommends solutions and changes in current policies or procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of reproduction methods and techniques applicable to the operation of offset lithographic printing, high speed digital printing and digital prepress.

Thorough knowledge of graphic design from conception, creative design and illustration, preparation of artistic layouts ready for press, typesetting, selection of papers, ink colors, finishing options such as die cutting, embossing and foil stamping to enhance effect.

Thorough knowledge of servers, computer workstation equipment, scanners, and output devices used in a modern print environment. Advanced knowledge of software packages used to produce high quality graphic design, digital printing and digital pre-press.

Considerable knowledge of the principles of management and their application to the administration of government activities.

Considerable knowledge of the principles and practices of public and business administrations.

Considerable ability to teach and instruct subordinates in effective operation of equipment used in the particular production area under incumbent's managerial responsibility.

Knowledge of supervisory principles and practices.

Ability to plan, organize, direct and control the work of subordinate administrative, technical and supervisory personnel in a manner conducive to full performance and high morale.

Ability to exercise sound judgment and discretion in interpreting and apply policies and procedures affecting other county organizations.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to establish and maintain effective working relationships with subordinates, supervisors and officials of user agencies.

## Human Resources Department

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### Graphics Manager (000254)

Ability to analyze production problems and implement new procedures to effectively utilize and improve output capacity.

Ability to keep accurate and detailed cost and job records.

NEW 6/05

#### **Nature Of Work**

This is advanced administrative and supervisory work in the management of a large centralized county reproduction operation.



### ISD Graphics Services Manager (000255)

#### Minimum Qualifications

Bachelor's degree in Fine Arts with coursework concentrated in graphic design or graphic arts, Business Administration, Public Administration, or a related field. Three years of professional experience as a graphics production manager, lithographic plant manager, or a similar position requiring experience in the commercial printing field are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

**NATURE OF WORK** This is advanced professional and technical work managing the county's outgoing mail and graphic production services.

An employee in this class is responsible for the management of the county's main printing plant, creative design, digital print facilities and mail service center. Responsibilities include developing and administering highly specialized contracts for the purchase of paper, commercial graphics services, mail services, oversized display prints, sheet fed and web press pressroom production, business forms production, bindery and finishing services. Supervision is exercised over all elements of production through a staff of subordinate operational managers and by direct coordination with multiple commercial contractors and mail houses to assure timely delivery of finished products and for adherence to job specifications, contract terms, and required quality level of finished products. Considerable independent judgment is exercised in evaluating creativity, artistic aesthetics, and presswork quality. General supervision is received from an administrative superior who holds the incumbent responsible for the attainment of desired objectives.

#### ILLUSTRATIVE TASKS

Develops both long and short term planning goals for management of the county's main printing plant, creative design, digital print facility and mail service center.

Evaluates benefits of technology acquisition; formulates bid specifications for graphic arts equipment and software including graphic design computers, peripherals and software, prepress imaging equipment, printing presses and production digital printers, finishing equipment and mail center systems and equipment.

Develops and administers highly specialized procurement contracts for the purchase of mail services, printing papers, commercial graphics services including specialized sheet fed and web press pressroom production, business forms production, bindery and, finishing services; reviews and evaluates recommendations.

Develops highly complex variable data projects such as the printing and mailing of tax bills, polling place registers, voter cards, tax delinquency e-certified mail and Animal Services citations, collaborates extensively with clients, Information Technology Department (ITD) to provide electronic records for reference or uploading to various systems.

Consults with division clients and advises on proposed project's design specifications; manages all elements of production through a staff of subordinate operational managers and by direct coordination with multiple commercial contractors.

Recommends specifications and production alternatives to reduce production times and costs; monitors actual production schedules to ensure timely delivery of finished product; and serves as primary contact for customers on all purchased printing.

Manages the collection and reporting of facility performance information; monitors and periodically adjusts service rates and charges; directs programming and utilization of computerized job tracking, history, specification and billing system.

Educates subordinates regarding new industry production methods and materials; selects and reviews training seminars for employee attendance, attends professional conferences, trade shows and industry meetings; reviews a variety of technical and trade publications and communicates with trade associations.

Performs regular inspections of work areas to monitor work in progress, housekeeping, safe work practices, and the proper use of equipment.

Formulates complete and thorough job production specifications; selects production source (in-house offset, in-house digital or vendor)

### ISD Graphics Services Manager (000255)

based on analysis of various considerations including price, ability to meet delivery timeframes, individual job complexity and skill level of contractors; conducts spot market price inquiries for large jobs and awards job by preparing written service order with complete production specifications.

Provides critical analysis of digital color proofs for color intensity, positioning, pigmentation and specifies required color corrections.

Provides essential direction for mail piece design; selects the postage class based on knowledge of postal regulations and the client's objectives assuring the lowest available postage rates are obtained.

Conducts executive level relations with the US Postal Service and awarded vendors; exercises critical independent judgment in determining the best industry accepted production methods for each job in consultation with vendor production supervisors. Inspects quality of production at all stages; during on-site visits, stops work found to be inferior, substantiates the problem to vendor executives and develops method of restitution; employs considerable judgment and negotiating skills to avoid acrimony or protests and maintain a productive working relationship between the county and vendors.

Provides crucial managerial support to senior County officials in the production of printed materials during highly sensitive or emergency situations.

Reviews vendor invoices for services received, verifies charges, and approves payments.

Supervises the proper maintenance and storage of returned artwork, dyes, and job samples.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime, reviews employee performance report prepared by subordinates, and rates performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of all aspects of creative design services including art design; page layout, illustration and image manipulation software, and the preparation of electronic files required for lithographic or digital reproduction.

Thorough knowledge of US Postal regulation, mail piece design and acceptable data formats required to achieve the client's objectives for the lowest postage rates.

Thorough knowledge of papers and inks/toners used in lithographic or digital reproduction and the technical understanding of the press/bindery running characteristics of each.

Thorough knowledge of the operating requirements of large lithographic printing presses and the ability to prepare printing order specifications to maximize press running economies.

Thorough knowledge of job finishing and the ability to supervise the preparation of designs that facilitates economical finishing.

Knowledge of technology associated with digital printing, mail room technology, electronic "pre-press" systems including page make-up, typesetting, document scanning, laser and ink jet output.

Knowledge of trade terminology used in graphics industry.

Ability to direct and understand web based print ordering systems, creating an integrated workflow of data submitted, color management practice including the development of custom software for automation, data driven production line, and database design.

Ability to establish and maintain effective working relationships with subordinates, senior County officials and other public and private

## Human Resources Department

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### ISD Graphics Services Manager (000255)

officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly, concisely, verbally and in writing.

#### **Nature Of Work**

This is advanced professional and technical work managing the county's outgoing mail and graphic production services.

### ISD Supply Specialist (000256)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the receipt, issuance and storage of inventory and supplies to include experience in the operation of materials handling equipment and/or delivery vehicles is required. Must possess a CDL/Class B with air-brake testing.

#### Job Specifications

##### NATURE OF WORK

This is routine clerical and automotive equipment operation work in the receipt, storage, sale and distribution of various commodities in a General Services Administration supply area.

Employees in this class are responsible for receiving commodities stocking display and storage shelves, filling orders, entering sales and inventory information into an electronic data information system, providing sales assistance to customers and operating a variety of vehicles for the transport and distribution of materials to County departments, governmental organizations and the general public. Duties typically combine warehousing and supply tasks with sales duties and automotive equipment operation responsibilities. Supervision is received from a supply official who inspects work for accurate filling of supply requisitions, adherence to distribution routes and procedures and compliance with customer service practices.

##### ILLUSTRATIVE TASKS

Receives, unloads and stocks vendor deliveries; pulls and packs orders for shipment; restocks shelves and transfers stock to various locations as required, cleans warehouse, loading dock and vehicles; maintains equipment and storeroom displays.

Plans efficient daily delivery routes; loads and services materials; operates a variety of delivery vehicles; operates a forklift and auxiliary equipment such as vehicle power lift gates, roll-on/roll-off carts, load receiving devices, etc.; operates two way radio equipment to resolve distribution problems enroute.

Enters order-pulling and materials handling data into electronic inventory and materials management system; uses terminal to access inventory, bulk storage, price, and related records; generates address or stock number labels.

Provides sales assistance in a retail store vehicle sales area or scrap metal facility; discusses characteristics of items in stock, demonstrates merchandise to customers; operates a cash register; calculates and collects sales tax.

Cleans warehouse, loading dock, vehicles and retail store areas; assembles and disassembles pallet racking and retail storeroom displays.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating characteristics of a variety of delivery vehicles and auxiliary equipment.

Knowledge of the types of commodities in the area of assignment.

Knowledge of established procedures in the receipt, shelving, storage, disbursement and/or sales of various commodities.

Knowledge of electronic and manual record keeping procedures.

Ability to operate radio communication systems.

Ability to learn computer terminal operating procedures and to develop keyboard proficiency.

Ability to provide satisfactory customer service.

## Human Resources Department

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### ISD Supply Specialist (000256)

Ability to operate a variety of vehicles and auxiliary equipment.

Sufficient physical strength and agility to perform assigned duties.

NEW 10-87

#### **Nature Of Work**

This is routine clerical and automotive equipment operation work in the receipt, storage, sale and distribution of various commodities in a General Services Administration supply area.

## Human Resources Department

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### ISD Supply Supervisor (000257)

#### Minimum Qualifications

High school. One year of experience in warehouse supervision, inventory management and the purchasing of a variety of supplies and materials is required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the operation of a countywide office supply storage and distribution warehouse.

An employee in this class is responsible for supervision of a delivery network and centralized supply operation stocking a wide variety of office supplies and support materials for distribution to county departments and agencies. Emphasis of the work is on planning, coordinating and implementing procedures for the requisitioning, receiving, storing, issuing and recording of a large variety of commodities. Duties include maintenance of a computerized inventory control system, monitoring stock levels of assigned facilities, reviewing bid specifications, making necessary changes to accommodate supply requirements and updating an annual merchandise catalog. Supervision is exercised over subordinate employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from an administrative superior who reviews work for conformity with departmental policies and procedures and for efficient operation of a centralized supply facility.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of warehousing and distribution employees engaged in the receipt, storage, issuance and delivery of a large variety of office, printing materials and supplies.

Develops, implements and evaluates methods and procedures for requisitioning, receiving, storing, issuing and recording supply items and materials.

Analyzes multiple routines within computer programs for inventory management and order generation; evaluates computerized subsystems of all operations; updates and modifies variables within formulas and operating routines; evaluates accuracy of functions and validity of data unit operations.

Initiates purchase requisitions; contacts vendors for competitive bid quotations; determines best method of purchase and lowest bidders.

Verifies receipt and issuance of supplies; approves invoices for payments, prepares reports concerning distribution activities and related matters; assures that merchandise is supported by billing documents, and balances revenues and expenditures.

Contacts vendors to discuss deliveries, shortages, improper goods and charges; returns merchandise and maintains documentation.

Establishes and reviews descriptions and technical designations in bid specifications; reviews terms of bid, advises on bid quotations and vendor selection.

Researches changes in office supply requirements, evaluates new products and requests from customers regarding additions or reports of unsatisfactory stock items.

Develops and enforces appropriate safety practices; implements storage and precautionary methods to protect stock from loss, damage or deterioration.

Reviews and updates merchandise catalog, acquires artwork and other descriptive materials from manufacturers.

Manages delivery network for office supplies and printing materials to multiple locations; investigates and resolves disputes or claims resulting from deliveries.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates

### ISD Supply Supervisor (000257)

employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental policies and procedures concerning the purchase, receipt, storage and issuance of various supplies for multiple county agencies.

Considerable knowledge of inventory methods, including perpetual, periodic and "two-bin" systems.

Considerable knowledge of specification writing and bid analysis.

Considerable knowledge of computerized purchasing and inventory control systems.

Considerable knowledge of inventory control and record keeping procedures.

Knowledge of centralized purchasing methods and procedures.

Knowledge of supervisory principles and practices.

Ability to plan, assign and supervise the work of subordinate employees in a manner conducive to full performance and high morale.

Ability to develop and implement warehousing and purchasing operational policies and procedures.

Ability to maintain accurate procurement and inventory records.

Ability to analyze and review a large volume of procurement requests on a timely basis.

Ability to manage a warehouse supply operation in an efficient and effective manner.

NEW 10-86

#### **Nature Of Work**

This is supervisory work in the operation of a countywide office supply storage and distribution warehouse.

## Human Resources Department

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### ISD Asset Management & Development Officer (000258)

**Minimum Qualifications**

Bachelor's degree. Two years of professional administrative experience in commercial real estate development, commercial real estate finance, commercial real estate sales, commercial mortgage banking, or commercial asset management are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced specialized real estate management work for the Department of General Services Administration.



## Human Resources Department

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### Manager, ISD (000260)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of professional or managerial experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work managing the activities of a section in GSA.

### Auto Parts Specialist 1 (000261)

#### Minimum Qualifications

High school diploma or GED. One year of experience in automotive parts supply and inventory control is required.

Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the receipt, storage, inventory and issuance of parts, supplies and equipment in a large county fleet equipment operation.

Employees in this class are responsible for implementing procedures for the efficient and economical requisitioning, receiving, storage, issuing and recording of parts and materials for a large county fleet of heterogeneous vehicles and equipment. Duties require some independent judgment in providing timely acquisition of parts and supplies according to demand, and considerable knowledge of a wide variety of auto parts. Incumbents use manual and computerized inventory control systems for processing inventory transactions. Supervision is received from a technical supervisor who reviews work for satisfactory performance of assigned duties and adherence to operating policies and procedures.

##### ILLUSTRATIVE TASKS

Participates in the operation of a stockroom engaged in receiving, checking, storing, issuing and posting a large volume of parts and supplies necessary for support requirements of a large county fleet management operation.

Maintains perpetual and computerized inventory records; monitors stock consumption and adjusts stock levels accordingly to maintain optimum on hand availability consistent with fleet demands.

Conducts physical inventories of all stock balances with control records and reconciles differences.

Initiates requisitions for parts and supplies; directs contacts between stockroom and maintenance activities.

Arranges emergency and timely purchase of all special parts or supplies which are not normally stocked.

Checks deliveries against requisitions and purchase orders to verify that proper count and product, as specified, are received.

Maintains records of outside labor performed on County equipment by outside contractors.

Maintains a limited library of catalogs to provide stock numbers of those parts which can be most readily and accurately ordered by number rather than by noun.

Physical strength and agility sufficient to perform assigned duties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the receipt, storage, issuance and inventory practices of a large volume auto parts supply warehouse.

Considerable knowledge of computerized inventory recordkeeping.

Knowledge of central purchasing procedures applicable to auto parts and supply requisitioning.

Knowledge of basic accounting principles and practices.

### **Auto Parts Specialist 1 (000261)**

Knowledge of the source and availability of auto parts and supplies, supply catalogs and stock nomenclature systems.

Ability to evaluate the merits of competitive auto part and supply products.

Ability to apply supply and inventory management procedures and practices effectively in the storage and issuance of materials and parts.

Ability to plan and maintain the supply of parts and material that will assure timely and effective support of maintenance requirements.

Ability to carry out required activities and duties with minimal supervision.

Ability to carry out oral or written instructions and maintain accurate and legible inventory and stock records.

Physical strength and agility sufficient for lifting and handling of heavy auto parts and supply stock.

NEW 10-87

#### **Nature Of Work**

This is specialized work in the receipt, storage, inventory and issuance of parts, supplies and equipment in a large county fleet equipment operation.

### Auto Parts Specialist 2 (000262)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in automotive parts supply and inventory control work to include cost recordkeeping are required. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the receipt, storage and issuance of auto, truck, motorcycle and heavy equipment parts for a large mobile equipment operation.

Employees in this class are responsible for the operation of an auto parts departmental supply room including the proper maintenance of inventory control records. Work involves dispensing parts for diversified equipment and auditing perpetual records of requisitions, invoices and goods distributed. Duties require considerable knowledge of auto parts and related supplies. Limited supervision may be exercised over clerical or storeroom assistants assigned to the supply unit. Supervision is received from an Auto Parts Supervisor who establishes operating procedures, policies and inspects work primarily for the timely and accurate filings of supply requisitions.

##### ILLUSTRATIVE TASKS

Operates storeroom for automotive parts, supplies and related commodities used in auto, truck, motorcycle and heavy equipment repair.

Receives and issues automotive and heavy equipment parts; checks catalogues and numbers; matches part descriptions to catalogue and initiates orders; maintains stocks and inventory records for all parts used in a larger maintenance shop.

Checks deliveries by vendors against requisitions for correctness, completeness and superficial quality.

Supervises a small crew of clerks engaged in receiving and shipping supplies or maintaining inventory records.

Responsible for maintaining the correct perpetual inventory level consistent with auto part demands.

Directs the emergency purchase of all parts not in stock to the proper vendor who can supply items meeting the department's requirements.

Directs contacts between stockroom and the Public Works Accounting Office and the Purchasing Division of the General Services Administration.

Maintains records and reports for outside labor performed on county equipment by other than county personnel.

Maintains an up-to-date file on Florida State Motor Vehicle Inspection stickers and applications.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of auto parts supply and inventory practices and procedures.

Considerable knowledge of record keeping procedures used for auto parts control including some basic electronic data processing and cost accounting techniques.

Knowledge of centralized purchasing procedures used in large government or nongovernment operations.

Ability to carry out daily activities with a minimum of supervision.

Ability to make mathematical calculations with speed and accuracy.

## Human Resources Department

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### Auto Parts Specialist 2 (000262)

Ability to carry out oral and written instructions and to manage routine operations.

Ability to maintain various inventory and store records.

Sufficient physical strength and agility to permit the lifting and moving of those items used in this field of work.

NEW 10-73

#### **Nature Of Work**

This is specialized work in the receipt, storage and issuance of auto, truck, motorcycle and heavy equipment parts for a large mobile equipment operation.

### Graphics Technician 1 (000267)

#### Minimum Qualifications

High school diploma or GED, and one year of experience in graphic arts are required; or Completion of 30 semester credits to include six semester credits in Architecture, Landscape Architecture, or Urban Design is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is moderately skilled graphic technical work in the illustration and presentation of data.

Employees in this class perform a variety of graphic technical duties in assisting professional staffs in the illustration and presentation of data in surveys, planning proposals and other studies. Responsibilities typically include use of various graphic arts techniques including map preparation and revision, preparation of special graphs and charts to illustrate narrative material, preparation of exhibits, taking and mounting of photographs and related work. Incumbents must have knowledge of the use of various media such as ziptone, ink, oils, acrylic paints, leroy pens, paint brushes, standard drafting and other tools such as xacto knives. Incumbents must also exercise creative ability in interpreting data and abstract ideas in graphic and illustrative forms. Work is performed under a technical superior who assists in completion of projects and reviews completed assignments for technical quality and completeness.

##### ILLUSTRATIVE TASKS

Completes various illustrations for use in brochures or pamphlets such as maps to appropriate scale from rough sketches, or statistical charts or graphs to explain textual material; uses appropriate colors and legend symbols; discusses completed work with planners or other staff personnel concerned.

Prepares book brochure cover designs from rough sketches or outlines; draws designs and inserts appropriate lettering or printing for reproduction.

Photographs buildings, parks, recreational areas, street scenes and other material relevant to planning, housing or other studies by use of black and white and color 35 millimeter cameras; develops film by darkroom techniques; enlarges film; indexes slide files; mounts enlarged photos and performs related photographic tasks.

Prepares exhibits for annexation, zoning changes, zoning waiver requests or other studies, such as maps to refined scale; shows streets by free hand lettering and property by use of color; matches maps with aerial photos for exhibits.

Uses standard drafting techniques in preparing drawings, plates and maps to refined scale in pen and ink or other media; shows lot lines, structures, streets or other data as needed for urban renewal or other uses.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of various graphic art techniques pertinent to the area of assignment.

Knowledge of the use of standard drafting and commercial art tools.

Knowledge of basic principles and techniques of drafting and layout.

Some knowledge of the basic principles and concepts of public planning and development.

Ability to present data in graphic, pictorial, tabular and cartographic form.

Ability to interpret abstract ideas in pictorial, graphic and related illustrative forms.

## Human Resources Department

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### Graphics Technician 1 (000267)

Ability to utilize various graphic arts media effectively and creatively.

Ability to maintain effective intradepartmental relationships.

NEW 10-70

#### **Nature Of Work**

This is moderately skilled graphic technical work in the illustration and presentation of data.

### Graphics Technician 2 (000268)

#### Minimum Qualifications

High school. Two years of experience in graphics design and production using computer-aided graphic design software or other graphics related equipment are required. Completion of coursework in Computer Graphics Design, Commercial Art, or related field may substitute for the required experience to a maximum of one year.

#### Job Specifications

##### NATURE OF WORK

This is skilled and advanced graphic technical work in the illustration and presentation of data.

Employees in this class perform a variety of advanced graphic technical duties in assisting professional staffs in the illustration and presentation of data in surveys, planning proposals and other studies. Responsibilities typically include layout of complete brochures, construction of original maps, series preparation of complicated illustrative maps, or design of enlarged displays and exhibits. Incumbents frequently confer with members of the professional staff in the layout and development of graphics arts projects or the completion of illustrations required on an emergency basis. Work of this class differs from that of Graphics Technician 1 in that employees utilize advanced techniques such as use of scribing tools, color separation methods, air brushes for lettering, stripping and related skills, and possess considerable knowledge of graphic design and methods used in the printing industry. Work is performed under a technical superior who reviews completed assignments for timeliness in meeting design requests.

##### ILLUSTRATIVE TASKS

Designs and lays out complete brochures of book or folding type; discusses with professional staff use of graphics which would best illustrate narrative material; decides on type, size and color of illustrations; completes maps, graphs and charts as appropriate; lays out pages; inserts graphic designs and completes project accompanied by instructions for printing.

Prepares layout drawings for the construction of large exhibits and displays for public presentation; designs and letters large signs and showcards using air brush technique; drafts large scale maps for further enlargement; uses ziptone, or other media to illustrate and contrast map portions, such as population densities, original and current zoning districts and other data.

Artistically depicts proposed park developments and recreation facilities; draws buildings, athletic areas and landscaping characteristics to scale.

Discusses with professional personnel illustrations to accompany various long range studies such as mobility studies of traffic statistics and patterns; designs a series of maps illustrating traffic movements, trends of movement, auto accessibility and other information; decides on color to be used for each map; uses overlays for completion, and sets up material for reproduction by county service duplicating or outside printing firms.

Constructs original maps as needed, using cartographic skills; completes difficult modifications or extensions of base maps such as those for transportation, drawing enlargements to scale as necessary; uses color separation techniques for title and legend.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of basic principles of drafting.

Considerable knowledge of the use of standard drafting and a variety of commercial art tools.

Considerable knowledge of advanced graphic art techniques pertinent to the area of assignment.

Considerable knowledge of graphic arts design.



### Graphics Technician 2 (000268)

Knowledge of methods, practices and materials used in layout for reproduction and printing.

Knowledge of the basic principles and concepts of public planning and development.

Ability to advise professional personnel on appropriate graphic design to illustrate material.

Ability to present data in complete graphic, pictorial, tabular and cartographic form.

Ability to interpret abstract ideas in pictorial, graphic and related illustrative forms.

Ability to utilize various graphic arts media effectively and creatively.

Ability to maintain effective intradepartmental relationships.

NEW 10-70

#### **Nature Of Work**

This is skilled and advanced graphic technical work in the illustration and presentation of data.

## Graphics Supervisor (000269)

### Minimum Qualifications

High school. Two years of advanced graphic design experience to include one year at a supervisory level are required.

### Job Specifications

#### NATURE OF WORK

This is supervisory graphic technical work in the illustration and presentation of data.

Graphics Supervisors are responsible for the administrative and technical supervision of a small group of graphic technicians engaged in the presentation and illustration of data for various county departments. Related responsibilities include participation in more difficult graphic designs such as layout of complete brochures, as the need demands. Emphasis of the work is on receiving requests for graphic designs, setting up priorities, assisting employees in completion of maps, illustrations and other projects, coordinating work with the county central duplicating service, and evaluating competitive bids for purchase of printing and reproduction. One incumbent in the class supervises the preparation of various site development studies which illustrate graphically housing densities and related information for redevelopment purposes. Incumbents frequently give technical advice to professional staff personnel in the appropriate graphic design suitable for the presentation and illustration of special data. Work is performed under an administrative superior who evaluates work for quality of results.

#### ILLUSTRATIVE TASKS

Reviews and coordinates requests for graphic arts technical work from various county departments; distributes work to staff and assists employees as necessary in preparation of pictorial, cartographic and technical drawings and other work; explains the purpose and quality of projects, layout design, color choices, special maps for urban renewal use and other phases of work; reviews completed projects for technical quality of results.

Trains new employees in various graphic arts technical skills; approves leave requests; evaluates employee performance and counsels with employees as work related problems arise.

Plans schedules so that emergency requests are met, relative priorities are established and work for public presentation and display or public conference is completed on a timely basis.

Confers with the professional staff and superiors on appropriate graphic art designs which will best illustrate textual or other material; discusses long range projects requiring more extensive preparation.

Personally participates in or completes projects such as layout of folding brochures, completing color separation for maps or preparing complicated maps for reproduction.

Prepares purchase requests for outside printing, typesetting and photography; evaluates bids and makes recommendations; consults with printers on specifications outlined in bids.

Coordinates with personnel in the county central service duplicating unit on graphics work referred for completion.

Orders various commercial art and drafting supplies for the work of the section.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of basic principles of drafting.

Thorough knowledge of the use of standard drafting and a variety of commercial tools.

Thorough knowledge of advanced graphic art techniques pertinent to the area of assignment.

Thorough knowledge of graphic arts design.

Considerable knowledge of methods, practices and materials used in layout for reproduction and printing.

Considerable knowledge of the basic principles and concepts of public planning and development.

Ability to supervise subordinate staff in a manner conducive to full performance and high morale.

Ability to advise professional personnel on a variety of appropriate graphic designs.

Ability to present data in complete graphic, pictorial, tabular and cartographic form.

Ability to utilize various graphic arts media effectively and creatively.

Ability to interpret abstract ideas in pictorial, graphic and related illustrative forms.

Ability to maintain effective inter and intra departmental relationships.

Ability to prepare appropriate specifications for bids and deal effectively with personnel of printing companies.

## Human Resources Department

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### Graphics Supervisor (000269)

NEW 10-70

#### **Nature Of Work**

This is supervisory graphic technical work in the illustration and presentation of data.

### Buyer (000270)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in large-scale purchasing to include purchasing commodities and services through a bidding process are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the purchase of assigned commodities in a central procurement operation of the county.

Employees in this class are responsible for purchasing various items in assigned commodity groups for one or more departments. Emphasis of the work is on review of requisitions, preparation of bid invitations, analysis of bids, recommendation of awards and preparation of purchase orders. Duties include communication with vendors and departmental officials on purchasing, shipping, receiving and invoicing problems and processes. Some employees in this class perform procurement work in a hospital facility and may be assigned to purchase of certain groups of commodities, such as hospital drugs. Incumbents must apply knowledge of specifications of frequently purchased commodities, sources of supply, current prices and market trends in the timely purchasing of a large volume of goods. Supervision is received from a technical or administrative superior who reviews work progress and completed work to assure conformance with established policies and procedures.

##### ILLUSTRATIVE TASKS

Reviews purchase requests; contacts departmental officials to clarify amounts or nature of items requested; refers to current supply catalogues and other references for sources of supply.

Reviews specifications used as the basis for bids on all commodities within an assigned commodity group.

Obtains competitive bid quotations from vendors; maintains mailing lists of vendors; tabulates and analyzes bids to determine lowest and best bidders; prepares purchase orders; maintains files of vendors to whom bids have been sent.

Makes studies and collects data on current market conditions to keep informed on market trends; interviews salesmen regarding ordering of supplies.

Schedules delivery dates and follows-up on delayed deliveries.

Selects and purchases a limited variety of merchandise items for resale.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of large scale purchasing methods and procedures in an assigned commodity grouping.

Knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by departments in the area of assignment.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to analyze and process a large volume of procurement records and to perform a variety of related clerical work.

## Human Resources Department

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### Buyer (000270)

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to maintain effective relationships with departmental officials and vendors.

Ability to prepare invitations to bid and to tabulate and analyze bids.

Ability to communicate effectively, verbally and in writing.

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### **Nature Of Work**

This is specialized work in the purchase of assigned commodities in a central procurement operation of the county.

## Human Resources Department

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### ISD Administrative Coordinator (000272)

#### **Minimum Qualifications**

Bachelor's degree. One year of administrative experience is required. Additional related experience may substitute for required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible professional and administrative work in planning, organizing and implementing various administrative activities in the Internal Services Department.

## Human Resources Department

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### Chief, ISD Policy Compliance, Legislation & Property Control (000276)

#### **Minimum Qualifications**

Bachelor's degree in Business, Public Administration or related field. A minimum of five to ten years of responsible experience as a budget analyst, policy analyst, or legislative director in a large governmental organization is required.

#### **Job Specifications**

#### **Nature Of Work**

This is a highly responsible executive position responsible for directing and administering policy compliance and legislative activities for the Internal Services Department.

## Human Resources Department

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### Director, ADA Coordination (000286)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five years of professional experience in Americans with Disabilities Act (ADA) administration and compliance. Experience working to ensure access in the areas of employment, public accommodations, state and local government services, transportation and communications and working with advisory boards is highly desirable.

#### **Job Specifications**

#### **Nature Of Work**



# Human Resources Department

## Assistant Director, Internal Services (000287)

### Minimum Qualifications

Bachelor's degree. A minimum of seven to ten years of progressively responsible managerial experience in a large scale, diversified operational environment to include property management, facilities maintenance, fleet procurement and maintenance or real estate acquisition is required.

### Job Specifications

#### NATURE OF WORK

This is highly responsible, executive level work in planning and directing the complex facilities management, fleet management and real estate activities of the Internal Services Department.

An employee in this class is responsible for supervising, directing and coordinating diversified operations in the provision of a variety of services to County departments and agencies. Responsibilities include directing centralized warehousing and distribution of commodities and merchandise, management of large multi-agency buildings and fleet management activities and real estate acquisition and maintenance of county properties. Responsibilities include ensuring the provision of a variety of services to County departments and in an economical and efficient manner, monitoring divisional operations to ensure maximum productivity at minimum cost, and establishing objectives for departmental operations and measuring results. The incumbent exercises an extensive degree of independent judgment and professional managerial knowledge in organizing and directing Countywide service functions. Supervision is exercised through subordinate levels of managers and supervisors over a large staff of professional, technical, administrative and clerical employees engaged in various divisional operations. General direction is received from the Department Director who holds the incumbent responsible for the professional management of departmental operations and achievement of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Directs and coordinates, through subordinate managers and supervisors, the management of large multi-agency buildings including, security management, elevator engineering services, parking operations, utilities operation and maintenance and other building management services.

Directs and coordinates, through executives and supervisors, materials management functions including central supply warehousing and distribution, capital inventory management, retail sale and disposal of surplus County property, auction of surplus County vehicular equipment, moving/relocation services for County departments, and other related services.

Directs, through subordinate executives, managers and supervisors, fleet management operations including the purchasing of vehicles, repair and maintenance of a large fleet of automotive and heavy equipment, management of contracts for fuel and leased vehicles, and cost analysis of equipment acquisition, maintenance and retirement.

Directs and coordinates, through subordinate managers and supervisors, the assessment and master planning of land, facilities and capital assets, administration of site review and zoning approval processes, acquisition of public and private property by purchase or lease, out-leasing of County property for office and retail uses, and related facilities development activities.

Establishes departmental programs, functions and direction; sets goals and objectives and monitors their achievement; evaluates departmental activities and services and assesses their effectiveness in meeting the needs of County departments and agencies and various municipalities.

Reviews organizational patterns, work relationships and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, review projects and programs, establish or redirect priorities, review policies and procedures, and implement improvements in operations.

Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the organization, interrelationships and operations of the Internal Services Department.

Extensive knowledge of the mission, goals and objectives of the department in providing effective services to County departments and agencies.

Extensive knowledge of the principles of general management, business and public administration.

Thorough knowledge of local, state and federal regulations pertaining to various departmental operations.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

## Human Resources Department

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### Assistant Director, Internal Services (000287)

Ability to apply advanced professional knowledge of the principles of management, business and public administration in directing, supervising and coordinating a large and complex County department.

Ability to plan, organize, direct and coordinate, through various levels of executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with senior County management, elected officials, and officials of other local, state and national organizations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to determine if departmental standards are being met and to redirect priorities as necessary

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#### **Nature Of Work**

This is highly responsible, executive level work in planning and directing the complex facilities management, fleet management and real estate activities of the Internal Services Department.

## Human Resources Department

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### Director, Internal Services (000288)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related degree. A minimum of eight years progressively responsible supervisory and/or management experience is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Division Director 3, ISD (Construction) (000289)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Architecture, Construction Management or related field. A minimum of five to ten years of progressively responsible professional experience in facilities and construction management, to include construction management for large capital projects is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible engineering and construction services activities in a General Services Administration division.

## Human Resources Department

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### ISD Operations Coordinator (000290)

**Minimum Qualifications**

Bachelor's degree. Three years of administrative experience to include personnel, financial administration, contracts administration, or procurement are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional and administrative work assisting the Division Director within the Internal Services Department in coordinating, monitoring and overseeing the day-to-day administration of divisional operations.

## Human Resources Department

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### Manager, ISD Architectural & Engineering Services (000291)

**Minimum Qualifications**

Bachelor's degree in Architecture or Engineering. Four years of experience in supervising and managing design professionals in architecture, electrical and/or mechanical disciplines involved in the production of construction plans and specification documents for new and renovation work of public and commercial facilities is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional engineering work managing architectural and engineering services in GSA.

## Human Resources Department

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### GOB Construction Analyst (000293)

#### Minimum Qualifications

Bachelor's degree in Architecture, Engineering, Construction Engineering, or related field. Five years of experience in the design, construction, or management of construction projects are required. A license in any of the following may substitute for the required education: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County or State of Florida General Contractor's, Miami-Dade County or State of Florida General Building Contractor, Miami-Dade County or State of Florida General Engineering Contractor's, or Miami-Dade County or State of Florida Certificate of Eligibility in General Building or General Engineering.

#### Job Specifications

#### Nature Of Work

This is advanced professional and administrative work in the management of building construction projects for the county.

## Human Resources Department

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### Assistant to the Department Director (000296)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional administrative experience is required.

#### **Job Specifications**

This is professional Miami-Dade County personnel administration work assisting the Director, Human Resources Department, in responding to a variety of policy issues and inquiries from the Board of County Commissioners, County Manager's Office, county employees, and members of the public. Responsibilities include coordinating special projects with countywide scope, as well as coordinating internal projects; participating on countywide committees and task forces; developing recommendations concerning a variety of issues; and compiling various reports.

#### **Nature Of Work**

This is professional Miami-Dade County personnel administration work assisting a department director, in responding to a variety of policy issues and inquiries from the Board of County Commissioners, County Manager's Office, county employees, and members of the public.



## Human Resources Department

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### Division Director 2, ISD (Risk Management) (000297)

#### Minimum Qualifications

Bachelor's degree and a minimum of five to nine years experience in directing, planning, and managing risk management activities including tort liability, workers' compensation, property casualty program, or industrial safety programs are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing the activities of the Risk Management Division of Internal Services Department.

An employee in this class is responsible for directing and supervising operations of the Risk Management Division, including claims administration and management of the county health insurance and industrial safety programs. Emphasis of the work is on advising county officials on comprehensive workers' compensation, liability claims and industrial safety programs for the county and a large number of municipalities, and administration of the county health and group insurance program. The incumbent exercises considerable independent judgment and professional managerial knowledge in the application of the principles and practices of insurance and risk management, determination of insurance requirements for contracts, leases and agreements, analysis of insurance policies and requirements necessitated by bond issues and various statutes, coordination of a variety of related financial and administrative services and resolving operational problems. Supervision is exercised through subordinate executives and supervisors over a staff of professional, administrative and clerical employees assigned to various division operations. General direction is received from an Assistant Department Director who reviews work through personal conferences and various reports and holds the incumbent responsible for efficient professional and administrative management of divisional operations and attainment of goals and objectives.

##### ILLUSTRATIVE TASKS

Directs, supervises, and administers the Risk Management Division's six units to include workers' compensation, tort/liability, property casualty, safety and data management; meets with subordinate managerial staff to reviews discuss, formulate and implement policies and procedures consistent with statutory requirements and the mission of Miami-Dade County; directs, monitors and assures county policies and management directives are implemented in compliance with state statutes, federal regulations and mandates and county policies.

Reviews issues arising from the administration of the county's workers' compensation, tort/liability, property/casualty and safety/loss prevention programs to insure adherence to applicable laws, guidelines and policies; reviews exception cases and issues requiring overall interpretation and special handling of potentially significant issues.

Provides direction and advice to other areas of county government regarding workers' compensation, tort/liability, safety/loss prevention and property/casualty; represents the division in a variety of forums with management personnel from within county government as well as outside the county in discussion of risk management and employee benefit issues.

Develops Request for Proposals (RFPs) for all medical, dental, life and vision coverages, short term and long term disability benefits and prepaid legal products; participates in evaluation of proposals, negotiates contracts, presents recommendations to the Board of County Commissioners (BCC), and monitors contracts for compliance with terms; administers the county's Section 125 programs, executive benefits program, and deferred compensation (457) program.

Administers the county's self insured, self-administered workers' compensation program; ensures compliance with Florida Statute 440 governing provision of workers' compensation benefits; administers workers' compensation program provided to four municipalities to include communication with municipalities concerning financial accounting, premium billings, proposed settlements and other matters related to workers' compensation; serves as a voting member of the Service Connected Disability Panel established by Section 2-56 of the Miami-Dade County Code; authorizes settlement of workers' compensation claims.

Administers the county's self-insured, self-administered tort/liability program in compliance with Florida Statute 768.28 to include investigation and resolution of all claims against Miami-Dade County for issues of negligence resulting in bodily injury or property damage;

### **Division Director 2, ISD (Risk Management) (000297)**

administers the county's subrogation unit to seek recoveries on behalf of the county for damages to county property caused by others; authorizes settlement of claims up to \$25,000 as established by Administrative Order 2-4; recommends settlements in excess of \$25,000 to the County Manager.

Administers the countywide safety program as outlined in Administrative Order 7-14; insures compliance with governmental regulations, laws and rulings.

Oversees the development of specifications of coverage and underwriting data for countywide property and casualty programs; evaluates and determines adequate limits, retentions, terms and conditions; develops and analyzes Request for Proposals, recommendations, contract negotiations and presentations to the Board of County Commissioners.

Reviews all contracts, professional service agreements, lease agreements and various other agreements entered into by the Board of County Commissioners for the purpose of determining indemnification and insurance requirements; monitors procurement of required coverage by the vendor and maintenance of coverage during the term of the contract.

Analyzes incurred and paid losses and projects future payments; recommends to the Office of Management and Budget Countywide funding levels for all self-funded programs which includes workers' compensation, general and auto liability, police, professional and health insurance Point of Service (POS) plans; supervises input and output of computerized risk management information used for claims record keeping, check writing and financial data including electronic reporting of claims to the state pursuant to statutory requirements for self-insured programs.

Supervises the preparation of the division's operating budget, attends budget hearings and negotiates with the Office of Management and Budget regarding operational needs; oversees the Internal Service Fund administration.

Makes decisions and recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Extensive knowledge of the principles and practices of insurance and risk management including governmental self-insurance.

Thorough knowledge of funding and accounting principles and practices relating to governmental self insurance.

Thorough knowledge of loss prevention practices, procedures and techniques.

Thorough knowledge of the provisions of various county health insurance plans and policies of current health insurance carriers.

Thorough knowledge of the principles and practices of insurance and risk management including governmental self-insurance.

Thorough knowledge of funding and accounting principles and practices relating to governmental self insurance.

Thorough knowledge of loss prevention practices, procedures and techniques.

Thorough knowledge of the provisions of various county health insurance plans and policies of current health insurance carriers.

Thorough knowledge of the principles of management, public and business administration and their application to the administration of government activities.

Thorough knowledge of supervisory principles and practices.

## Human Resources Department

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### Division Director 2, ISD (Risk Management) (000297)

Thorough knowledge of applicable county, state and federal laws, rules and regulations pertaining to division operations.

Considerable knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Considerable knowledge of public relations principles and techniques.

Ability to use professional knowledge of the principles of management and public administration to formulate division policy and control division activities.

Ability to plan, organize and supervise the work of subordinate professional, technical and clerical personnel in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied division activities.

Ability to exercise judgment and discretion in divising, installing, or interpreting division, departmental and county policies, rules and regulations.

Ability to establish and maintain effective relationships with officials of insurance firms, municipal departmental and County officials.

Ability to apply professional knowledge of the principles and practices of insurance and risk management effectively in the management of division operations.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to evaluate results in achievement of division objectives and to redirect efforts and priorities as needed.

#### Minimum Qualifications

Bachelor's degree and a minimum of five to nine years experience in directing, planning, and managing risk management activities including tort liability, workers' compensation, property casualty program, or industrial safety programs are required.

REV. 8/2012

#### Nature Of Work

This is highly responsible professional managerial work in planning and directing the activities of the Risk Management Division of General Services Administration.

### Cashier 1 (000301)

#### Minimum Qualifications

High school diploma or GED. One year of experience as a bank teller or a cashier responsible for cash sums of money is required.

#### Job Specifications

##### NATURE OF WORK

This is clerical work in the receipt, deposit and recording of cash transactions and performance of related clerical duties.

Employees in this class are responsible for receiving and maintaining records for a large volume of cash receipts in payment of bills, taxes, fees or fines. Work may vary depending on the department to which assigned but typically includes making of change, issuance of receipts for monies collected, maintenance of records of work transactions, deposit of cash, and validation of cash and negotiable instruments. Incumbents usually operate cash registers, check endorsers, validating machines or other standard office equipment such as adding machines. Supervision is received from a clerical or accounting superior who audits receipts, prepares reconciliation reports, and reviews work in progress as necessary.

##### ILLUSTRATIVE TASKS

Receives from members of the public or through the mail monies for payment of traffic fines, court costs or posting of cash bail bonds; answers inquiries of the public on amount of fines due; operates cash register to record transactions according to current procedure; validates cash transactions on appropriate validating machines; prepares bond receipts; completes various form letters for return of money where appropriate.

Receives cash and negotiable instruments for payment of inpatient or outpatient hospital bills; makes change by operating cash registers; receipts bills on validating machines or issues vouchers; explains charges to those making payments; answers telephone inquiries relating to standard charges; assists in preparation of bank deposits.

Receives payments for real estate taxes; detects errors on negotiable instruments such as omission of signature, erroneous amounts or dates; balances daily cash and check receipts to register totals; operates validating registers.

Compiles reconciliation of monies received; checks and balances cash and negotiable instruments against receipted copies of bills, register tapes or charge vouchers; posts receipts by totals, or various distributions which coincide with general ledger accounts.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of business arithmetic.

Knowledge of departmental procedures in the receipt and recording of cash transactions.

Knowledge of the operation of cash registers, validating machines and other office equipment.

Knowledge of standard fines, fees and other charges in the departmental activity to which assigned.

Ability to deal with the public courteously and patiently.

Ability to perform repetitive cash transactions accurately and with speed.

Ability to make rapid and accurate arithmetic computations.

Skill in the operation of cash registers, validating machines and other office equipment.

## Human Resources Department

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### Cashier 1 (000301)

REV 10-77

#### **Nature Of Work**

This is clerical work in the receipt, deposit and recording of cash transactions and performance of related clerical duties.

### Cashier 2 (000302)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a bank teller or cashier responsible for cash sums of money are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work in receiving and accounting for cash and in performing related duties.

Employees are responsible for supervising subordinates in receiving and maintaining routine records of cash received for fills, fees, and taxes, and for maintaining accounting records of monies received and banked. An employee relieves subordinate cashiers as required. Work is performed under the general supervision of a superior officer, but routine day-to-day management of assigned areas of responsibility is left to the discretion of the employee. Specific instructions are received concerning changes in established methods and procedures, and work is reviewed by reconciliations and by periodic audits of cash records.

##### ILLUSTRATIVE TASKS

Supervises subordinate cashiers in receiving cash and checks, issuing receipts, and related cashiering work.

Acts as central receiving agent for monies collected by several cashiers; prepares daily statement of cash and checks; prepares bank deposits and reconciles bank statements.

Operates validating machines, cash registers, check endorsers, and other simple office machines.

Assists supervisor in internal audits of departmental financial records; posts from receipts, bills, vouchers, and other original records to journals and general ledger.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of cashiering.

Considerable knowledge of business arithmetic.

Knowledge of departmental rules, regulations, and procedures.

Knowledge of office procedures, methods and equipment with particular reference to receiving and accounting for funds.

Some knowledge of bookkeeping procedures and techniques.

Ability to plan and supervise the work of a small group of cashiers and clerks in a manner conducive to full performance and high morale.

Ability to make rapid and accurate arithmetic computations.

Ability to make effective decisions in the light of established procedures and resourcefulness in meeting new problems.

Ability to prepare and submit a variety of financial reports.

Skill in the operation of validating machines, cash registers, and other common office appliances.

0302

CASHIER 2 (Cont'd)

##### DESIRABLE EXPERIENCE AND TRAINING

Experience in the volume handling of money, and some experience in general office and clerical work; graduation from a standard high school, including or supplemented by courses in bookkeeping and business practices.

#### Nature Of Work

This is supervisory clerical work in receiving and accounting for cash and in performing related duties.

## Human Resources Department

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### Medical Billing Clerk (000304)

#### Minimum Qualifications

High school diploma or GED. One year of medical billing experience is required.

#### Job Specifications

#### Nature Of Work

This is advanced specialized clerical work in the collection of hospital patient accounts for the Credit & Collections section of the Tax Collector's Office.

## Human Resources Department

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### Paralegal Collection Specialist (000305)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or a related field.

Advanced clerical or paralegal experience in bankruptcy proceedings, tax collection, real estate or property appraisal may substitute for required education on a year-for-year basis. A Paralegal Certificate may substitute for two years of the required education.

#### Job Specifications

##### NATURE OF WORK

This is responsible paralegal work in the collection of unpaid taxes from taxpayers in bankruptcy and related paralegal tax collection activities.

The Paralegal Collection Specialist is responsible for performing various duties in processing, follow-up and attending court in cases of unpaid taxes in assessment protest, bankruptcy, tax lien and other types of tax collection cases. Emphasis of the work is primarily on keeping informed on taxpayer bankruptcy filings, attending bankruptcy hearings to present information and keep informed on proceedings and to advise when action by the County Attorney's office would be required. Additional responsibilities include processing of tax payments in protest of assessment cases, filing probate claims, attending sheriff sales for the collection of tax liens and related work. Supervision is received from an administrative superior who discusses cases in process as well as action to be taken by departmental officials or the County Attorney's staff and reviews work for results in tax collection.

##### ILLUSTRATIVE TASKS

Maintains contact with the County Attorney's office in cases of unpaid taxes where legal action is involved; furnishes pertinent information from departmental files for use in litigation.

Assists in filing of claims for unpaid personal property taxes in Bankruptcy Court; attends first meeting of creditors and hears objections to claims for unpaid taxes; attends and monitors bankruptcy proceedings and keeps superiors advised of the status of county tax claims and whether action by the County Attorney will be needed; advises the County Attorney of negotiations which have taken place in the Court.

Completes necessary documents subsequent to Bankruptcy Court action in finalizing county claims and maintains related records.

Follows the directions of the Court in receiving payment of taxes in protest of assessment cases; answers inquiries on such assessments and payments.

Assembles necessary information in instances where the Tax Collector is either a plaintiff or defendant; maintains contact with the County Attorney to assemble information and prepare preliminary documents; answers subpoenas served on the Tax Collector's Office.

Prepares and files various claims for the Tax Collector, including claims in probate cases or claims with the Secretary of State in the liquidation of insurance companies.

Attends sheriff sales for the collection of tax liens and processes any follow-up documents; pursues collection of delinquent possessory interest assessments.

Advises taxpayers and staff members on tax collection cases in litigation including amounts of delinquency status of claims, awards by the Court and related information; advises staff on established litigation processes which relate to tax collection work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the functions, regulations and procedures relating to the work of the division.



### Paralegal Collection Specialist (000305)

Considerable knowledge of legal functions and procedures relating to bankruptcy proceedings.

Considerable knowledge of legal procedures in the filing of claims in bankruptcy, probate and other proceedings.

Knowledge of provisions of legal documents relating to tax collection.

Knowledge of the functions and procedures of the County Attorney's office which relate to tax collection litigation.

Ability to explain various federal and state statutes which relate to tax collection claims.

Ability to maintain independent and effective working relationships with officials in the County Attorney's office.

Ability to explain tax claims of the county in court proceedings or various conferences as required.

Ability to explain tax claims to taxpayers concerned.

Ability to complete various documents and records accurately and completely.

Ability to keep abreast of statutes, regulations and procedures relating to tax collection and tax claims.

Ability to communicate effectively both verbally and in writing.

NEW 10-78

#### **Nature Of Work**

This is responsible paralegal work in the collection of unpaid taxes from taxpayers in bankruptcy and related paralegal tax collection activities.

## Paralegal Supervisor (000306)

### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or a related field. One year of advanced clerical experience in credit and collections, bankruptcy collection, or real estate and personal property tax collection is required. Additional related experience may substitute for the required education on a year-for-year basis. A Paralegal certification and related legal experience may substitute for the required education on a year-for-year basis. An Associate's degree in Legal Assistance or possession of a Legal Assistant certification may substitute for two years of the required education.

### Job Specifications

#### NATURE OF WORK

This is advanced paralegal work with supervisory responsibility in the collection of unpaid taxes in bankruptcy proceedings.

An employee in this class is responsible for supervising staff of paralegal collection specialists performing duties in the collection of unpaid real estate and personal property taxes in various types of tax collection cases. Responsibilities include negotiating settlements with the public and their legal representatives, attending court and testifying on behalf of the County concerning the status of County claims, evaluating methods and procedures for the collection of County funds and recommending improvements, and reviewing various legal document for the County Attorney's Office. The incumbent exercises considerable independent judgment in coordinating bankruptcy case activities with the County Attorney's Office and in assuring that the County's interests are represented in court. Supervision is exercised over a staff of clerical and paralegal specialists assigned to paralegal or clerical activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective paralegal collection management and the collection and processing of unpaid taxes.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of paralegal collection specialists engaged in preparing and completing various documents, assembling information, attending court, and performing related duties in the complex collection of unpaid real estate and personal property taxes.

Plans and coordinates the work of clerical employees engaged in data entry of bankruptcy case information, accessing court and state records and processing a large volume of payments.

Briefs departmental and interdepartmental representatives concerning bankruptcy matters and makes recommendations for implementing procedures for the transfer of information.

Attends meetings and negotiates settlements with the public and their legal representatives, attends bankruptcy court hearings as a representative of Miami Dade County and testifies concerning the status of Miami-Dade County claims.

Evaluates methods and procedures for collection of County funds through bankruptcy court and recommends new approaches.

Prepares and/or reviews motions, affidavits, and various other legal documents for the County Attorney's Office.

Attends bankruptcy seminars and conferences and review publications to keep abreast of new regulations and procedures pursuant to federal bankruptcy laws and County tax collection procedures.

Prepares unit budget and reviews monthly revenue and expenditures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

## Human Resources Department

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### Paralegal Supervisor (000306)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of federal bankruptcy laws and regulations.

Considerable knowledge of legal processes, procedures and requirements in the filing of claims in bankruptcy proceedings.

Considerable knowledge of the functions of the County Attorney's Office pertaining to tax collection litigation.

Considerable knowledge of legal documents required in the filing of claims in bankruptcy proceedings.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to coordinate bankruptcy case activities with various County departments to assure that the County's interests are represented in bankruptcy proceedings.

Ability to conduct negotiations with attorneys to safeguard the rights of the County.

Ability to establish and maintain effective working relationships with officials in the County Attorney's Office.

Ability to keep abreast of change in bankruptcy and tax collection regulations.

#### **Nature Of Work**

This is advanced paralegal work with supervisory responsibility in the collection of unpaid taxes in bankruptcy proceedings.

## Human Resources Department

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### Hospital Accounts Clerk (000307)

#### **Minimum Qualifications**

High school diploma. Two years experience in medical billing and collection of hospital accounts are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced specialized clerical work in the collection of hospital patient accounts for Credit & Collections.

## Human Resources Department

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### Finance Collection Specialist (000308)

**Minimum Qualifications**

High school diploma or GED. One year of collection experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is paralegal work in the processing of guardianship and estate claims in a county delinquent accounts activity.

### Credit & Collections Supervisor (000309)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Accounting, or a related field. One year of experience in credit investigation and collection to include supervision is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work planning and supervising the collection of a variety of delinquent accounts.

An employee in this class is responsible for planning, assigning and supervising the work of subordinate staff engaged in various investigative, credit and collection functions. Emphasis of the work is on providing guidance and administrative direction in the preparation, maintenance, analysis, control and recovery of unpaid past due accounts owed to the County. Additional responsibilities include coordinating arrangements for payments with debtors and legal representatives and preparing a variety of financial and statistical reports. Supervision is exercised over subordinate supervisory and clerical employees with assigned responsibilities in various areas of credit and collection operations. Work is performed under the supervision of and administrative superior who reviews completed reports, consults on unusual or difficult problems and evaluates results for adherence to policies, rules and established credit, investigation and collection techniques.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate staff engaged in the investigation and collection of delinquent accounts; answers inquiries relating to obtaining needed information, arriving at appropriate financial arrangements or actively pursuing collection; spot checks work to assure decisions are being made in accordance with departmental policies.

Assists in the development and implementation of credit and collection policies and procedures; analyzes problems and formulates new collection procedures for submission to superiors; recommends changes in policies as needed; provides training to subordinate staff as required.

Attends staff conferences; participates in decisions regarding changes in policies and procedures; coordinates work with other divisions and involved creditors.

Prepares collection correspondence with attorneys, insurance companies and patients concerning difficult outstanding accounts; discusses delinquent payments with former patients and their families; reviews collection letters prepared by subordinate staff and evaluates accounts; assures appropriate preparation of cases referred for litigation.

Discusses with superior various compromise offers of payment of delinquent accounts for appropriate action or situations which appear to warrant recommendation for charity; prepares justifications and recommendations in compromise offers for appropriate action.

Makes determination of account collectibility and recommends disposition of accounts; approves payment schedules, long-term financial arrangements and reductions in bills; determines the percentage and amount of acceptable payments to be made on substantially large accounts; approves financial arrangements made by subordinate staff on their assigned accounts.

Secures letter of protection from attorneys which guarantees payment of outstanding delinquent accounts pending court action; contacts insurance representatives to resolve payment discrepancies and obtain information.

Assists in the preparation of periodic financial and statistical reports; reviews monthly collection schedules and reports of subordinate staff.

Assists in the preparation and modification of budget as required; monitors unit expenditures.

Makes recommendations regarding hiring, discipline and promotion of subordinates, authorized leave and overtime; reviews employee performance reports prepared by subordinates and rates employee performance.

### Credit & Collections Supervisor (000309)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental credit and collection policies and procedures.

Considerable knowledge of accounting techniques used in the preparation of fiscal reports, statements and schedules.

Considerable knowledge of supervisory principles and practices.

Knowledge of local laws, rules and regulations relating to financial records of County Departments.

Knowledge of bookkeeping principles and procedures.

Knowledge of the provisions of various insurance payment programs such as Medicare, Medicaid and others.

Knowledge of departmental cash management policies.

Knowledge of legal provisions and proceedings which govern the collection of delinquent accounts.

Ability to analyze detailed information effectively and arrive at equitable solutions in handling difficult collection cases.

Ability to supervise the maintenance of collection and payment records.

Ability to prepare complete and accurate accounting reports and statements.

Ability to interpret and apply the provisions of various rules, regulations and statutes to diversified collection activities.

Ability to supervise staff in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with superiors and employees of other County departments and agencies.

Ability to communicate effectively and persuasively, verbally and in writing.

NEW 1-85

#### **Nature Of Work**

This is administrative and supervisory work planning and supervising the collection of a variety of delinquent accounts.

### Account Clerk (000310)

#### Minimum Qualifications

High school diploma or GED. One year of bookkeeping experience; completion of one-year business school program of instruction in computer accounting and bookkeeping; or completion of six semester credits in Accounting is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records.

Employees in this class maintain accounting records involving varied but routine bookkeeping operations in posting and balancing journals, ledgers and other records. Work may involve the operation of standard office equipment such as calculators and computer terminals for which no previous training is required. Incumbents may provide guidance and assistance to subordinate clerical personnel. Supervision is received from a superior through verification of financial records and statements, and review through audit by internal or external auditors.

##### ILLUSTRATIVE TASKS

Maintains cash, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances.

Checks and codes invoices; prepares vouchers for payment and maintains voucher register.

Compiles figures for use in preparation of preliminary budgets.

Charges cost items to cost journals; extends, proves and assembles cost records; posts monthly cost records to ledgers.

Counts, proves, records and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal.

Pre-audits fiscal documents for completeness, accuracy and compliance with well defined departmental accounting procedures.

Classifies receipts and expenditures according to standard accounting classifications.

Maintains time, material and equipment rental cost account records for capital improvement and maintenance projects.

Schedules preparation of warrants in order to take advantage of discounts for prompt payment.

Operates calculators, computer terminals and other standard office equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of bookkeeping principles and practices.

Some knowledge of standard office practices, methods and equipment.

Some knowledge of fiscal policies and procedures applicable to the area of assignment.

Ability to make arithmetic computations rapidly and accurately.

Ability to apply bookkeeping principles to the maintenance of routine fiscal and accounting records.



## Human Resources Department

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### Account Clerk (000310)

Ability to maintain detailed records of inventory and accounting transactions.

Ability to understand and follow verbal and written instructions.

Ability to learn the operation of calculators, computer terminals and other standard office and accounting machines for which no significant previous training is needed.

REV 1-96

### **Nature Of Work**

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records.

## Human Resources Department

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### Credit & Collection Representative (000311)

#### **Minimum Qualifications**

High school diploma or GED. One year of advanced clerical experience in collections, liens and bankruptcy processing, and/ or legal matters are required.

#### **Job Specifications**

#### **Nature Of Work**

### Accountant 1 (000315)

#### Minimum Qualifications

Bachelor's degree in Accounting; Bachelor's degree to include 21 semester credits in Accounting; or Completion of 21 semester credits in Accounting and four years of accounting or bookkeeping experience are required. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

#### Job Specifications

##### NATURE OF WORK

This is professional accounting work in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

Employees in this class are responsible for preparation, maintenance, analysis and control of fiscal records and statements in a departmental or central fiscal operation, or for assisting superiors with more complex accounting activities and the resolution of problems, applying professional accounting principles and methods to a variety of accounting procedures and problems. Emphasis of the work is on the maintenance of controls and balances of fiscal records through standard relationships of subsidiary ledgers to general ledgers or other accounting control methods. Duties require independent judgment in resolving technical accounting problems. Account classifications and operational standards are determined by established county and departmental regulations or statutory requirements. Supervision may be exercised over subordinate clerical personnel who assist in accounting, collection and related activities. Supervision is received from an administrative or professional superior who reviews progress and completed work for adherence to professional accounting standards and program guidelines, and completed work is also subject to periodic internal or external audit.

##### ILLUSTRATIVE TASKS

Participates in the maintenance of accounting records in a departmental fiscal operation according to established account classifications, subsidiary journals, general ledgers and departmental or statutory accounting procedures; advises on or makes adjusting entries.

Supervises subordinate Account Clerks, Cashiers and other clerical personnel engaged in routine bookkeeping operations in posting and balancing of journals, ledgers and working papers.

Prepares various financial statements and schedules, income and expenditure reports, statistical summaries and special reports from accounting records; assists superiors in the preparation of complete periodic financial statements of departmental or program operations.

Assists superiors in budget preparation and modification as assigned; monitors budget expenditures and advises on potential problems such as accelerating expense categories; initiates requests for transfers of funds and budgetary amendments.

Provides direct assistance to agencies funded under federal grants by assisting in the establishment of accounting records, preparation of accruals and reimbursement packages, submission of periodic reports, and preparation of budgets; assures that accounting records and documentation are in accordance with departmental requirements; conducts pre-audit tests, analyses and evaluations of agency accounting records such as payrolls, accounts payable, and inventories to assure conformance with established guidelines; prepares reports of findings for superior.

Reviews and approves expenditures for reimbursement by verifying propriety of expense, assuring proper documentation, verifying availability of funds and compliance with local, State and Federal laws, rules and regulations.

Analyzes statistical and fiscal records and reports to determine projected expenditures, deficits or surpluses, budget modifications and costs of operations of various activities; examines cost codes for expenditures, encumbrances and balances to determine if codes have been properly charged and encumbered.

Prepares monthly cost statements and working papers; distributes overhead expenses according to established formulae; compiles costs for incorporation into operating and special reports; prepares journal entries for the general ledger and subsidiary ledgers.

Prepares analysis of sales; calculates gross profits and gross profit percentages from sales and cost of sales figures; prepares profit and loss

### Accountant 1 (000315)

statements for revenue producing organizations.

Reconciles bank statements, and reconciles departmental reports with computer generated reports.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of professional accounting principles and procedures.

Knowledge of the general principles of public financial administration including the budgetary process, reporting requirements and cost accounting techniques.

Knowledge of computerized accounting systems, operating activities and fiscal programs of the department or agency of assignment.

Knowledge of sources of information and accounting techniques used in the preparation of fiscal reports, statements, schedules and summaries.

Knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants.

Some knowledge of management principles and supervisory practices and procedures.

Knowledge of office methods and procedures and familiarity with the use of standard office equipment.

Ability to prepare complete and accurate accounting reports and statements.

Ability to perform detailed work involving written and numerical data.

Ability to make arithmetic calculations rapidly and accurately.

Ability to interpret and apply accounting procedures and guidelines to a variety of accounting operations and problems.

Ability to supervise a small group of clerical subordinates in a manner conducive to full performance and high morale.

Ability to communicate effectively, both verbally and in writing.

REV 10-78

#### **Nature Of Work**

This is professional accounting work in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

## Human Resources Department

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### Accountant 2 (000316)

#### Minimum Qualifications

Bachelor's degree in Accounting and one year of professional accounting experience; or a Bachelor's degree to include 21 semester credits in Accounting and one year of professional accounting experience; or one year of satisfactory performance as an Accountant 1 in the County service is required. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional or supervisory accounting work in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

Employees in this class are responsible for planning, assigning and reviewing the work of subordinate accountants and clerical employees engaged in the preparation and analysis of financial statements and reports, classifying, balancing and maintaining journals and ledgers and performance of related accounting duties. Some incumbents in the class exercise significant responsibility as the reviewing authority for reimbursement by State and Federal agencies for locally expended funds. Work differs from that found in the Accountant 1 class in that these positions require more advanced knowledge of accounting theories, principles and practices as well as governmental accounting procedures, and involve supervisory responsibility of a more advanced nature. Incumbents exercise considerable independent professional judgment in solving problems that arise within their assigned areas, and are called on to develop and design new and revised accounting procedures or systems as the need demands. Supervision is typically exercised over a group of subordinate accountants and clerical employees who assist in various accounting, collection and related activities. Supervision is received from a professional or administrative superior who reviews accounting records, statements and reports for attainment of desired quality of results and adherence to professional accounting standards and program guidelines. Completed work is also subject to periodic internal or external audit.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate professional and clerical employees engaged in recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records, preparing and analyzing periodic financial statements, reports, summaries, schedules and tabulations.

Analyzes out-of-balance conditions, financial reports, budget documents and related accounting papers, and identifies causes or problems; advises superiors on adequacy of financial controls and solutions to complex accounting problems.

Studies, develops, refines and recommends new or revised accounting procedures; examines accounting problems and recommends revisions in forms, account classifications and statements to improve productivity and clarity.

Assists internal and external auditors in the periodic examination of fiscal records by providing reports and information; initiates corrective action as the result of audit to improve financial operations and controls.

Assists in the preparation of budget estimates and writes narrative justifications; provides budgetary information to departmental officials; compiles individual operating budgets into complete department documents; approves proposed encumbrances as to availability of funds; assists in the preparation of monthly allotments of appropriations and operating revenues; initiates budget amendments and changes in allocations between expense categories.

Prepares or supervises the preparation of a variety of complex financial statements, budgetary or cost studies, and special studies which relate to computerized accounting systems and departmental operations.

Coordinates accounting activities with other departmental financial operations; advises and trains subordinates in new and revised accounting

## Human Resources Department

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### Accountant 2 (000316)

procedures; attends conferences and meetings and provides information for making decisions on the development and implementation of new policies and procedures.

Reviews and approves expenditures for reimbursement by federal and state agencies by verifying propriety of expense, assuring proper documentation, verifying availability of funds and compliance with local, state and federal laws, rules and regulations; acts as reviewing authority for expenditures under federal or state reimbursement contracts where consequence of error would result in county liability for substantial amounts of funds expended by these government agencies; prepares final requisition requests to local, State and Federal agencies for reimbursement according to established procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job related problems; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of professional accounting principles and practices and the development, installation and maintenance of government accounting systems.

Considerable knowledge of the sources of information, accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Considerable knowledge of Federal, State and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants.

Considerable knowledge of computer accounting systems, operating activities and fiscal programs of the department or agency of assignment.

Considerable knowledge of the general principles of public financial administration including the budgetary process, reporting requirements and cost accounting techniques.

Knowledge of management principles and supervisory practices and procedures.

Knowledge of office methods and procedures and familiarity with the use of standard office equipment.

Ability to supervise a staff of professional and clerical employees in a manner conducive to full performance and high morale.

Ability to analyze complex accounting processes and problems and make effective recommendations for their resolution.

Ability to design, develop and implement revised and new accounting procedures and techniques.

Ability to analyze and interpret complex accounting data, statements and tabulations.

Ability to prepare and supervise preparation of complete and accurate accounting reports and statements.

Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the organization to which assigned.

Ability to communicate effectively, both verbally and in writing.

Ability to perform detailed work involving written and numerical data.

### Accountant 2 (000316)

Ability to make arithmetic calculations rapidly and accurately.

REV 10-78

#### **Nature Of Work**

This is advanced professional or supervisory accounting work in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

## Human Resources Department

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### Accountant 3 (000317)

#### Minimum Qualifications

Bachelor's degree in Accounting or Bachelor's degree to include 21 semester credits in Accounting. Two years of professional accounting experience to include the preparation of complex financial reports are required. Additional professional accounting experience to include the preparation of complex financial reports may substitute for the required education on a year-for-year basis. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

Employees in this class are responsible for supervising a large staff of subordinate professional accountants and clerical employees engaged in accounting work for complex fiscal activities. Emphasis of the work is on supervision of major fiscal operations for a department including developing procedures and techniques necessary to carry out financial activities, preparation of budgets, accounting for revenues and disbursements, and preparation of complex fiscal reports. Responsibilities include coordinating accounting activities with other governmental accounting units and implementation of specialized accounting systems and reports. Incumbents exercise considerable independent judgment and professional knowledge of accounting principles, theories and practices as well as knowledge of governmental accounting procedures. Supervision is exercised over professional and clerical personnel through review of records and reports for adherence to established accounting principles, practices and procedures. General supervision is received from an administrative or professional superior who reviews work for attainment of desired results, adherence to professional accounting standards and program effectiveness. Completed work is also subject to periodic internal and external audit.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate professional and clerical employees in a large accounting operation engaged in recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records, preparing and analyzing periodic financial statements, reports, summaries, schedules and tabulations, revenue and expenditure reporting, budgetary calculations, recording accounts receivable and accounts payable, and bank account reconciliations.

Develops and supervises the installation of new and revised accounting systems and procedures in order to improve efficiency in financial reporting; coordinates efforts with other departmental officials.

Assists internal auditors and outside auditors in the examination of departmental accounting activities and preparation of audit working papers; initiates corrective action as the result of audit findings to improve financial operations, statements and controls.

Assists agencies funded under Federal grants with preparation of audit responses to reports generated by internal and external auditors; visits agencies and reviews exceptions noted by auditors and reviews agency responses for completeness and advises on additional required information.

Prepares and coordinates department budget requests; reviews preparation of specialized budget documents; supervises the preparation of a variety of complex financial statements requiring considerable knowledge of computerized accounting systems and departmental operations; assists subordinates with difficult or unusual problems.

Assigns and supervises pre-audits of all invoices submitted as direct payment bills in order to determine validity, purpose of expenditure and proper appropriation coding.

Provides for and supervises the maintenance of the general ledger including the posting of journal entries from subsidiary ledger accounts and preparation of the balance sheet.



## Human Resources Department

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### Accountant 3 (000317)

Coordinates accounting activities with other departmental operations and other county departments; trains subordinates; assists in making decisions on the development and implementation of new policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of professional accounting principles and practices, office management, and the development, installation and maintenance of government accounting systems.

Thorough knowledge of the sources of information, accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex accounting statements and documents.

Thorough knowledge of Federal, state and local laws, rules and regulations relating to financial records of county departments and agencies funded by Federal grants.

Thorough knowledge of the financial and operating activities of the department or agency of assignment.

Considerable knowledge of the general principles of public financial administration including budgetary processes and reporting requirements.

Considerable knowledge of supervisory principles and practices.

Knowledge of office methods and procedures and familiarity with the use of standard office equipment.

Ability to supervise a large staff of professional and clerical employees in a manner conducive to full performance and high morale.

Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems.

Ability to supervise preparation of complete and accurate accounting reports and statements of considerable complexity.

Ability to design, develop and supervise the implementation of revised and new accounting procedures, techniques and systems.

Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the organization of assignment.

Ability to participate effectively in the formulation of departmental policies and procedures.

REV 4-80

#### **Nature Of Work**

This is advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

## Human Resources Department

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### Accountant 4 (000318)

#### **Minimum Qualifications**

Bachelor's degree in Accounting or Bachelor's degree to include 21 semester credits in Accounting. Three years of progressively responsible experience in the preparation of financial reports and audited financial statements to include two years at the supervisory level and one year in data processing are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

## Finance Information Specialist (000320)

### Minimum Qualifications

Bachelor's degree in Business Administration, Accounting, or related field. Two years of professional experience in the preparation of complex financial or accounting reports are required.

### Job Specifications

#### NATURE OF WORK

This is advanced technical computer programming and systems analysis works in the development of complex data processing functions for the Finance Department.

An employee in this class is responsible for the design, implementation and automation of a large number of reporting entities in the financial system including documentation and support. Duties include development and operation of automated applications on a network of micro-computers, providing technical assistance to all departmental PC users, and assessing reporting needs of staff accountants and auditors. The incumbent exercises independent judgment in analyzing computer needs, developing new accounting systems and financial statements, and instituting modifications to existing systems. Supervision may be exercised over subordinates engaged in development of less complex computer applications. Supervision is received from a professional superior who reviews work for quality of results and attainment of objectives.

#### ILLUSTRATIVE TASKS

Oversees micro-computer financial system network during annual audit process; maintains and updates all reporting entities by instituting proposed financial adjustments; presents current financial statements to accounting and audit managers for review or further modifications; reviews financial statement adjustments to assure integrity of reports according to acceptable accounting methods; consults with accounting professionals when financial adjustments appear inappropriate or incorrectly defined.

Supervises subordinates in development of less complex financial spreadsheets and smaller databases.

Provides assistance, problem resolution and technical support to PC users in the design and development of micro-computer applications; studies requirements of applications, determines feasibility of proposed programs, and makes recommendations to supervisor; coordinates meetings with users to assure that automated needs are fully analyzed and met.

Designs and develops financial reporting programs; continually analyzes changing needs in report formats and accounting programs, and institutes modifications.

Assists staff accountants in budget preparation and preparation of financial statements to begin fiscal year.

Maintains contacts with external auditors and provides financial reports and documentation to expedite audits; develops specialized reports to meet procedural needs; assists in correction of erroneous statements.

Organizes files and documentation for back-up to adjustments in financial statements; exercises responsibility for inventory of hardware and software; provides for maintenance and upkeep of micro-computer network and accessories.

Produces final format of financial statements used in publication of County records; produces financial statements for the Metro-Dade Annual Report, the State and Federal Single Audit of Granting Agencies, and the Controller's Report to the State Comptroller.

Performs related work as required

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of systems analysis and design.

Considerable knowledge of the operating characteristics and maintenance requirements of a micro-computer network.

Considerable knowledge of the purpose, operation and function of Finance Department information systems.

Considerable knowledge of the content, structure and information pertaining to Metro-Dade County financial statements.

Ability to analyze and evaluate complex fiscal, accounting and auditing programs.

Ability to design, develop and implement complex computer systems related to Countywide financial reporting.

Ability to evaluate user information requirements.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to work independently with a minimum of instruction and supervision.

## Human Resources Department

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### Finance Information Specialist (000320)

NEW 6-91

#### **Nature Of Work**

This is advanced technical computer programming and systems analysis work in the development of complex data processing functions for the Finance Department.

## Human Resources Department

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### Finance Information Systems Administrator (000321)

**Minimum Qualifications**

Bachelor's degree in Computer Science, Management Information Systems, Business Administration or related field required. A minimum of three to six years of progressively responsible experience in FAMIS or a complex information systems environment to include two years of supervisory experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible work directing the Tax Collector Division's computer operations, systems management, network administration and programming functions.

## Human Resources Department

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### Assistant Famis Coordinator (000323)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Business or related field to include 18 semester credits in Accounting and 6 semester credits in Computer Science/Data Processing coursework. One year experience using an automated accounting/financial system (Financial Accounting Management System - F.A.M.I.S.) or in a complex, automated, accounting/financial system is required. Additional related work experience will substitute for the required education on a year for year basis up to three years.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### FAMIS Coordinator (000324)

#### Minimum Qualifications

Bachelor's degree in Accounting, Finance, Business or related field to include 18 semester credits in Accounting and 6 semester credits in Computer Science/Data Processing coursework. Two Years professional experience using an automated accounting/financial system (Financial Accounting Management System - F.A.M.I.S.) or in a complex, automated, accounting/financial system, to include one year of programming, systems analysis or related experience in financial information systems development is required. Additional related work experience will substitute for the required education on a year for year basis up to two years.

#### Job Specifications

##### NATURE OF WORK

This is advanced accounting and supervisory work coordinating functions of the Financial Accounting Management Information System.

An employee in this class is responsible for planning, organizing, coordinating, and controlling the operation of the County's Automated General Ledger Unit in monitoring the daily performance of the on-line Financial Accounting Management Information System. Responsibilities include responding to the needs of operating departments for accounting and financial information, researching and correcting transactions, scheduling processing cycles, verifying transaction processing, preparing and monitoring refinements to FAMIS as needed, and providing for the storage of accounting and statistical transactions on microfilm and paper media. The incumbent exercises independent judgment in the application of technical expertise required to ensure proper system functioning. Supervision is exercised over a staff of technical and clerical subordinates engaged in data entry and related FAMIS accounting activities. Supervision is received from a professional superior who reviews work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, organizes, supervises, and controls the operation of the Automated General Ledger Unit engaged in monitoring the daily performance of on-line FAMIS to ensure that the system is functioning properly; maintains and schedules interfaces from other subsystems, defines and produces reports, and responds to the needs of departments for timely and reliable management accounting and financial information.

Supervises and participates in researching and correcting transactions, and posting errors on management reports; approves and prepares adjusting entries; manages scheduling of daily, weekly, monthly, and year-end processing cycles between central computer operations and user departments.

Verifies daily and month-end processing control report and ensures that daily and monthly FAMIS transaction processing is complete and in compliance with accounting principles; maintains interest allocation subsystem.

Prepares and monitors refinements to FAMIS as needed for production, job control, chart of accounts, and report distribution; organizes and tests new subsystems and ensures documentation is updated when new versions are received; coordinates program modifications with outside consultants and central computer operations.

Provides customer services to user departments, including individual training, responding to report requests, and distribution of financial reports.

Provides for and supervises the storing of accounting and statistical transactions on microfiche, microfilm and paper form; maintains controls to prevent misplacement of stored items.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of accounting.

Considerable knowledge of the functions and operations of the Financial Accounting Management Information System.

Considerable knowledge of the sources and organization of information contained on a wide variety of automated accounting and financial reports.

Considerable knowledge of the needs of user departments for computerized financial and accounting information.

Knowledge of supervisory principles and practices.

### FAMIS Coordinator (000324)

Knowledge of departmental policies and procedures pertaining to the operation of FAMIS.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to coordinate daily operation of the Financial Accounting Management Information System to provide user departments with required financial and accounting information.

Ability to analyze complex accounting transactions, determine sources of error, and make appropriate adjustments.

Ability to coordinate work with central data processing officials and officials of user departments.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other County departments.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-93

### **Nature Of Work**

This is advanced accounting and supervisory work coordinating functions of the Financial Accounting Management Information System.



## Human Resources Department

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### Associate Portfolio Manager (000327)

#### **Minimum Qualifications**

Bachelor's degree in Finance, Accounting, Economics, Public Administration, Business Administration or a related field and one year of experience in investment, bank reconciliations, and large-scale public portfolio is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Accounts Payable Compliance Specialist (000328)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Finance or related field. One year of professional experience is required. Additional experience in purchasing, payroll, enforcement, or an investigative environment may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced administrative work in the Accounts Payable Unit of the Finance Department.

## Human Resources Department

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### Investment Portfolio Clerk (000329)

**Minimum Qualifications**

High school diploma or GED. Two years of experience in finance, investment banking, cash management or securities operations are required. College course work can substitute for experience on a year-for-year basis.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.

## Human Resources Department

### Assistant Portfolio Manager (000330)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Economics, Public Administration, Business Administration or a related field. A minimum of two to four years of experience in the management of a large-scale public portfolio is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work with supervisory responsibility in the financial management of a public investment portfolio.

An employee in this class is responsible for investing surplus public money in various securities to obtain maximum financial return consistent with future money requirements. Emphasis of the work is on evaluating prices, maturities, and yields of U.S. securities, comparing maturities against expected future money needs, determining which prices and maturities are best for the County, and adjusting investment strategy by balancing maturities and expenditures with the investment yield curve. Responsibilities include supervising computer processing of all security transactions, initiating bond service payments on County bond issues, and assisting auditors in their examination of investment portfolio transactions. The incumbent exercises considerable independent judgment in the application of technical expertise to making investment management decisions. Supervision is exercised over subordinates performing accounting duties related to the management of the investment portfolio and assisting in other phases of the work. General direction is received from a professional superior who reviews work through personal conferences and reports for the effective management of the County's investment portfolio.

##### ILLUSTRATIVE TASKS

Prepares investment recommendation forms for available funds; receives calls and contacts bond dealers, brokerage houses, and major banks to obtain quotations on repurchase agreements and U.S. Treasury securities of various maturities; compares yields and then compares maturities against future money needs for both purchases and sales; determines which prices and maturities are best for County needs.

Purchases and sells securities to ensure that surplus money is fully invested at maximum rates obtainable to fit estimated future money needs; ensures that various securities offered as collateral for repurchase agreements are adequate by computing their current resale value; notifies safekeeping bank of the purchase and sale of securities, description of securities and the amount that will be debited or credited to the County's account.

Administers procedures for the County's wire transferring of funds; audits all transfers daily to ensure they are processed correctly.

Administers cash flow procedures and coordinates the transfer of information on expenditures and revenues by banks and County departments; forecasts short and long-term cash needs of the County.

Maintains working relationships with officials of banking institutions, brokerage houses and bond dealers.

Supervises computer processing of all security transactions and preparation of periodic reports and summaries.

Administers the Excise Utility Tax.

Transfers bond service payments as they become due in County bonds outstanding.

Assists auditors in the supervision of accounting functions associated with investments such as checking costs, interest, and selling prices.

Assists auditors in the examination of investment operations, records and reports.

Prepares requests for proposals on banking services as required; prepares and administers division budget.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles of finance and accounting.

Thorough knowledge of money market characteristics and dynamics.

Thorough knowledge of U.S. Treasury securities, interest rates and yields.

Thorough knowledge of the rules, regulations, and statutes pertaining to the investment of municipal public funds.

Considerable knowledge of the financial operations of County departments.

Considerable knowledge of the principles and practices of public financial administration.

Knowledge of departmental cash management policies.

Knowledge of supervisory principles and practices.

## Human Resources Department

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### Assistant Portfolio Manager (000330)

Ability to evaluate prices, maturities, and yields of U.S. Treasury securities and determine which securities are best for purchase by the County.

Ability to invest surplus County funds and obtain highest available financial return consistent with laws and County needs.

Ability to interpret and apply the provisions of various rules, regulations and statutes to investment portfolio management.

Ability to establish and maintain effective working relationships with superiors, subordinates, public officials and representatives of major banks, brokerage houses and bond dealers.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate effectively, verbally and in writing.

NEW 10-93

### **Nature Of Work**

This is advanced responsible professional work with supervisory responsibility in the financial management of a public investment portfolio.

## Human Resources Department

### Investment Portfolio Specialist (000331)

#### Minimum Qualifications

Associate of Arts degree in Business Administration or a related field. Two years of experience in finance, investment banking, cash management or securities operations are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is paraprofessional work in the financial management of a public investment portfolio for the County.

An employee in this class is responsible for performing advanced clerical and technical work supporting the investment of surplus public money in various securities to obtain maximum financial return. Duties include operation of the Moneymax investment computer system, reconciling Moneymax reports with County records, maintaining responsible contacts with banks, investment dealers and brokers, and processing bank advices, investment letters, transfer letters and other correspondence. The incumbent exercises some independent judgment in the application of knowledges of applicable laws pertaining to legal investments of Miami Dade County. Supervision may be exercised over subordinate clerical employees engaged in various investment related activities. Supervision is received from a professional superior who reviews work for timeliness, accuracy, efficiency and conformance to established policies and procedures.

##### ILLUSTRATIVE TASKS

Creates, enters, deletes and updates account files on the Moneymax investment system; receives monthly reports from Moneymax and assures that reports balance with County FAMIS transactions; distributes to applicable departments.

Establishes and maintains effective communication with banks, concerning balances, transfers, debt service and investments, and with investments dealers and brokers concerning investments and bids and offers.

Verifies that advices received from brokers and investment dealers balance; contacts brokers or dealers in event of discrepancies.

Supervises subordinate clerical employees engaged in typing and filing investment and debt service letters and performing other related work.

Calculates monthly, quarterly and annual average price rates for Treasury Bills based upon details of Treasury Bill auctions.

Prepares or supervises the preparation of transfer letters, investment letters for the purchase or sale of investments, time deposit letters.

Verifies time deposit interest using formula and compares amounts against Time Deposit Agreements.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of rules, regulations and laws governing general County and County department investments.

Considerable knowledge of departmental cash management policies.

Considerable knowledge of the operating characteristics of the Moneymax investment system.

Knowledge of the provisions of the Excise Utility Tax.

Knowledge of money market instruments including trends, terms and maturities.

Knowledge of arithmetic.

Knowledge of supervisory principles and practices.

Ability to operate the Moneymax investment system to create files and obtain timely reports.

Ability to communicate clearly, precisely and concisely with banks, investment dealers and brokers.

Ability to work with speed and accuracy under pressure of deadlines.

Ability to keep current on money market trends and the current economic and finance climate.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 6-91

#### Nature Of Work

This is paraprofessional work in the financial management of a public investment portfolio for the County.

## Human Resources Department

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### Chief Portfolio Manager (000332)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Economics, Public Administration, Business Administration or a related field. A minimum of three to six years of experience in the management of a large-scale public portfolio is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work coordinating the investment of Public Funds and developing cash strategies for Miami-Dade County.

An employee in this class is responsible for presenting investment ideas; evaluating portfolio performance, portfolio analysis and security evaluation; coordinating the reinvestment of maturing securities; executing investment strategies within County investment policies; coordinating and implementing appropriate investment strategies with the County's Investment Advisor; monitoring broker/dealer relationships; and tracking the daily interest earnings from the securities lending agreement. Considerable independent judgment and professional managerial knowledge are exercised in providing estimates of interest income for the County's investment in the annual budget, and preparing the annual budget for the Cash Management Division expenditures and revenues. Work is performed with considerable independence of judgment within the scope of applicable laws, rules and regulations, as well as established County policies and procedures. Supervision is exercised over a staff of subordinates through a review for conformity with rules and regulations, and standard accounting controls. General supervision is received from a professional superior who confers on unusually difficult or complex problems and holds the incumbent responsible for effective management of investments and portfolio performance.

##### ILLUSTRATIVE TASKS

Supervises staff of professional, technical and clerical employees engaged in various phases of departmental investment management and accounting activities.

Assists in the overall investment strategy for the County; analyzes cash flows; presents investment ideas; evaluates portfolio performance and portfolio analysis; coordinates the reinvestment of maturing securities and executes trades in accordance with the County's investment policy.

Coordinates and implements appropriate investment strategies with the County's Investment Advisor.

Provides estimate of interest income for the County's investment for the annual budget.

Prepares the annual budget for the Cash Management Division expenditures and revenues.

Monitors broker/dealer relationships.

Tracks the daily interest earnings from the securities and lending agreement.

Forecasts and implement cash flow.

Supervises Sungard Investment software program and FAMIS entries.

Initiates, supervises and maintains full documentation of money transfers.

Analyzes and monitors accounting procedures over investments; prepares and monitors annual budget for the Division.

Organizes requests for proposals for banking service, investment advisors, investment software and securities lending.

Supervises and trains employees.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

## Human Resources Department

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### Chief Portfolio Manager (000332)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of public and business administration and their application to government accounting.

Thorough knowledge of investment strategy and reinvestment of maturing securities.

Thorough knowledge of the principles of finance and accounting.

Thorough knowledge of all Federal, State and local laws, ordinances, and regulations pertaining to purchasing investments of government agencies.

Thorough knowledge of Federal, State and local laws pertaining to reinvestment of maturing securities.

Thorough knowledge of the rules, regulations and statutes pertaining to investment strategies.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Ability to analyze cash flow, evaluate portfolio performance, portfolio analysis and security evaluation.

Ability to assist departmental personnel with the creation of the department's accounting structures to appropriately account for divisional or special projects' budgets, revenues and expenditures.

Ability to establish and maintain effective working relationships with superiors, senior county management, brokers and dealers.

Ability to provide estimate of interest income in the County's investments for the annual budget.

REV 02-07

#### **Nature Of Work**

This is advanced administrative and supervisory work coordinating the investment of Public Funds and developing cash strategies for Miami-Dade County.



## Human Resources Department

### Convention/Tourist Tax Examiner 1 (000337)

#### Minimum Qualifications

Bachelor's degree in Accounting or Bachelor's degree in Public Administration, Business Administration, Finance or related field to include a minimum of six semester credits in Accounting. One year of auditing experience is required.

#### Job Specifications

##### NATURE OF WORK

This is professional office and field work in the examination of records pertaining to Convention and Tourist Development taxes.

Employees in this class are responsible for the examination of hotel, motel and roominghouse records to determine that laws relating to the collection of Convention and Tourist Development taxes are followed. Responsibilities include determining that correct tax returns have been filed and that monies collected have been remitted to the Metro-Dade County Tax Collector. Incumbents exercise considerable independent judgement and apply professional knowledge of accounting in recognizing understated tax returns, accounting and bookkeeping errors, irregularities and control problems, which require correction. General supervision is received from a professional superior who reviews work for technical accuracy and for achieving a high degree of voluntary compliance with local hospitality industry tax laws.

##### ILLUSTRATIVE TASKS

Analyzes varied hotel and motel records, systems and controls, and prepares reports based on findings; studies and measures the degree of voluntary compliance as reflected on filed tax returns.

Reduces noncompliance by identifying and allocating resources to those establishments whose returns indicate the most need for examination.

Conducts preliminary and in-depth field examinations of hotel, motel and roominghouse records to determine if the correct tax liability has been reported.

Institutes appropriate legal action for noncompliance within applicable provisions of Florida Statutes, Department of Revenue Rules and Metro-Dade County Ordinances.

Examines books, records, leases and other documentation of facilities claiming exemption, to determine that exemption rules are correctly followed.

Re-evaluates active and exempt accounts annually to confirm their status.

Serves and enforces tax warrants where required.

Testifies in Court actions resulting from enforcement of convention and tourist taxes.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of generally accepted accounting principles and practices as they pertain to hotel and motel accounting systems. Considerable knowledge of the statutory requirements pertaining to the levying, collection and enforcement of Convention and Tourist Development taxes.

Knowledge of the principles of accounting.

Knowledge of the special practices and procedures of auditing.

Knowledge of public relations principles and techniques.

Ability to conduct detailed and comprehensive audits of the bookkeeping and accounting systems of businesses in the hospitality industry.

Ability to work with a high degree of independence.

Ability to exercise judgement and direction in dealing with employees and managers of private firms.

Ability to make arithmetic calculations rapidly and accurately.

Ability to maintain objectivity in the conduct of field examinations of bookkeeping and accounting records.

NEW 10-88

#### Nature Of Work

This is professional office and field work in the examination of records pertaining to Convention and Tourist Development taxes.

## **Human Resources Department**

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**Convention/Tourist Tax Examiner 1 (000337)**

## Human Resources Department

### Convention/Tourist Tax Examiner 2 (000338)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Accounting or Finance or related field is required. Two years of auditing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional office and field work in the examination of records pertaining to state and county tax collection laws.

An employee in this class is responsible for the examination of transient rental facility, branch auto tag agency, and food and beverage facility records to determine that laws relating to the collection of state and county taxes are followed. Responsibilities include determining compliance of transient rental facilities and food and beverage establishments with Florida Statutes and Dade County Ordinances, preparing documented determinations of findings, submitting additional tax assessments, presenting findings to branch auto tag agency owners to discuss remedies and prevent future infractions, preparing a variety of complex statistical reports, providing technical assistance to other field employees involved in the enforcement of tax collection laws, and attending meeting to explain and clarify assessments and regulatory requirements. The incumbent exercises considerable independent judgment in the examination of the more complex transient rental and food and beverage accounts for compliance with state and local regulations. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective tax assessment determinations and related field and office duties.

##### ILLUSTRATIVE TASKS

Examines all room-related records, books, registration cards, and other documents of the more complicated hotel and motel facilities to determine their compliance with Florida Statutes and Dade County Ordinances governing convention/tourist transient rental tax; prepares, reviews, and submits documented determinations and/or additional tax assessments.

Examines all food and beverage-related records, books, restaurant and bar cash register receipts, food and beverage purchase orders, and other documents of the more complex food and beverage establishments to determine their compliance with Florida Statutes and Dade County Ordinances governing convention/tourist food and beverage tax; prepares, reviews, and submits documented determinations and/or additional tax assessments.

Audits and inspects all branch auto tag agency fees, procedures, storage areas, records, books, and other documents to ensure compliance with Florida Statutes, Dade County Ordinances, and Florida Department of Highway Safety & Motor Vehicle rules and regulations which govern branch auto tag agencies; prepares, reviews, and submits determinations, and identifies infractions and remedies; attends conferences with superiors and branch auto tag agency owners to discuss prevention of future infractions.

Prepares complex reports, statistics, and projections to meet demands from County finance and budget officials, municipalities and agencies receiving tax revenue, legislators, the media, and citizen groups; prepares regular month-end reports; designs and upgrades computer programs; prepares estimated tax returns based on statistical analyses.

Provides technical assistance to field auditing employees; reviews work for accuracy, technique and statutory correctness, including assessments and their determinations, field of branch auto tag agency collection and inspection agents, and calculations on impending tax action notices, bank freezes, recorded liens, and sheriff warrants.

Attends meetings and conferences with business owners and managers, accountants, controllers, attorneys and others to explain and clarify assessments, statutes and ordinances, and provide information and instruction on regulatory requirements and procedures; assists in the mediation of tax and assessment disputes and protests.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of generally accepted accounting principles and practices pertaining to hotel and motel, and food and beverage facility accounting systems.

Thorough knowledge of the accounting systems and statutory requirements pertaining to the operation of private branch auto tag agencies licensed by Dade County.

Thorough knowledge of the statutory requirements pertaining to the levying, collection and enforcement of convention and tourist development taxes.

Considerable knowledge of the principles of accounting.

Considerable knowledge of the special principles and techniques of auditing.

## Human Resources Department

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### Convention/Tourist Tax Examiner 2 (000338)

Knowledge of public relations principles and techniques.

Ability to conduct detailed and comprehensive audits of the bookkeeping and accounting systems of complex businesses in the hospitality industry.

Ability to analyze a variety of complex records and detect violations of local and state tax collection laws.

Ability to audit branch auto tag agencies and determine their compliance with applicable local and state laws and regulations.

Ability to exercise judgment and discretion in dealing with employees, managers and owners of private businesses.

Ability to make arithmetic calculations rapidly and accurately.

Ability to prepare a wide variety of complex reports, statistics, and projections.

NEW 10-93

#### **Nature Of Work**

This is advanced professional office and field work in the examination of records pertaining to state and county tax collection laws.

## Human Resources Department

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### Convention Tourist Tax Manager (000339)

**Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience in tax examination, tax collection, finance and/or auditing to include one year supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced managerial and administrative work in planning, organizing, analyzing trends and directing the operations of the Tourist Development Tax Section.

## Human Resources Department

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### Finance Systems Support Administrator (000340)

#### **Minimum Qualifications**

Bachelor's Degree in Computer Science, Management Information Systems, Business Administration or related field.  
A minimum of five years of progressively responsible experience in FAMIS or a complex information systems environment to include two years of supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Tax System Manager (000341)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related field. Two years of technical experience working with large and complex financial systems are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible technical work with supervisory responsibility managing large and complex financial systems in the Finance Department.

## Human Resources Department

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### Revenue & Productivity Analyst 1 (000343)

**Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Auditing, Business Administration or related field. One year of professional accounting experience is required. Must possess a Driver license.

**Job Specifications**

Job description not available.

**Nature Of Work**

This is professional accounting work in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records.



## Human Resources Department

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### Revenue & Productivity Analyst 2 (000344)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Auditing, Business Administration or related field. One year of auditing experience and one year of professional administrative experience. A Master's degree may substitute for the one of year of professional administrative experience. Must possess a Driver license.

#### **Job Specifications**

Job Description not available

#### **Nature Of Work**

This is advanced professional accounting work with some supervisory responsibility in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

## Human Resources Department

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### Manager, Grant Resources (000346)

**Minimum Qualifications**

Bachelor's degree. Three years of progressively responsible professional or administrative experience in grants management is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional supervisory work managing grant reporting activities.

## Human Resources Department

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### Finance Capital Specialist (000347)

#### **Minimum Qualifications**

Bachelor's degree to include 21 semester credits in Accounting or Management Information Systems; or Completion of 21 semester credits in Accounting or Management Information Systems and one year of Data Processing experience in the area of capital funded contracts or construction projects are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Finance Collection & Enforcement Officer (000348)

#### Minimum Qualifications

High school diploma or GED. Three years of experience dealing with the public in real estate, insurance, or sales are required; or three years of advanced clerical experience to include one year with an agency involving the use of property records, tax documents, or similar legal instruments are required; or one year of code enforcement is required; or two years of investigative experience are required. Completion of coursework may substitute for the required experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is field and office work in the enforcement of state laws and local ordinances, and in the collection of delinquent taxes.

Employees in this class are responsible for performing field and office duties in the enforcement of laws and ordinances concerning occupational licenses, Convention/Tourist Development taxes, or mobile home registration and licensure. Duties vary depending upon the area of assignment and may include conducting field inspections of businesses to determine compliance with ordinances pertaining to occupational licenses, conducting field inspections of mobile home parks to determine if mobile homes are properly licensed, and conducting inspections of hotel and motel establishments to collect delinquent Convention/Tourist Development taxes and enforce applicable ordinances. Incumbents exercise some independent judgment in issuing citations to violators or in initiating bank account freezes to enforce established laws and regulations. Supervision is received from an administrative superior who reviews work for effective enforcement activities and conformance with departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Conducts field inspections to determine if businesses are in compliance with regulations pertaining to occupational licenses; conducts personal visitations and collects delinquent taxes or issues warning notices, as appropriate.

Investigates accounts and explains provisions of ordinances related to occupational licenses to business owners; issues citations to violators of occupational license regulations; initiates process of securing a Tax Collector's Warrant against serious violators; prepares information for cases under appeal.

Conducts field inspections of mobile home parks to determine if mobile homes are properly registered in accordance with state statutes; contacts owners or residents in violation to explain provisions of statutes and advise of taxes and fees due; collects back-taxes and registration fees from violators and issues receipts.

Issues Notices of Violation to violators who cannot be contacted or who are unable to renew licenses; conducts return inspections to ensure violators are in compliance; issues Uniform Traffic Citation in cases of non-compliance; testifies in court as required.

Conducts field inspections of hotel and motel establishments to collect delinquent taxes/payments, explain provisions of Convention/Tourist Development Tax ordinances, and issue warning notices as required; identifies new businesses and changes in business ownership.

Notifies businesses of their delinquent status and estimates Convention/Tourist Development Tax assessments, as appropriate; initiates bank account freezes as necessary to enforce tax assessments and enforce applicable ordinances; adjusts collection efforts to accommodate foreclosures, bankruptcies and other situations; conducts pre-audit inspections of businesses and recommends full audits on a case-by-case basis.

Maintains records and forms applicable to the area of assignment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

## Human Resources Department

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### Finance Collection & Enforcement Officer (000348)

Considerable knowledge of state laws and local ordinances pertaining to mobile home registration and licensure, occupational license requirements, and Convention/Tourist Development Tax levies and collections.

Considerable knowledge of legal procedures and departmental policies and procedures concerning the enforcement of a variety of state and local laws and ordinances.

Knowledge of public relations principles and techniques.

Knowledge of the records, reports, and forms used in the area of assignment.

Knowledge of legal descriptions.

Ability to enforce local ordinances and state statutes with firmness, tact and impartiality.

Ability to conduct inspections of mobile home parks and private businesses and determine compliance with applicable state laws or local ordinances.

Ability to collect delinquent taxes and fees.

Ability to understand, interpret and explain regulations pertaining to mobile home licensure and registration, Convention/Tourist Development taxation, and occupational license requirements.

Ability to prepare records, forms, and reports.

NEW 10/01

#### **Nature Of Work**

This is field and office work in the enforcement of state laws and local ordinances, and in the collection of delinquent taxes.

## Tax Records Specialist 1 (000349)

### Minimum Qualifications

High school diploma or GED. One year of advanced clerical experience is required.

### Job Specifications

#### NATURE OF WORK

This is specialized clerical and public contact work in the Tax Collectors Office processing real and personal property taxes, license fees and taxes.

Employees in this class perform advanced clerical duties requiring a working knowledge of established procedures, regulations and provisions of applicable Florida Statutes. Work involves responsibility for answering inquiries and furnishing information to the public relating to account status, calculation of taxes, current and delinquent taxes and license fees and requirements. Duties require skilled typing and the operation of calculators, CRTS and other standard office equipment. Supervision is received from a clerical or administrative superior who advises incumbents of procedural changes assists with unusual work for adherence to established procedures.

#### ILLUSTRATIVE TASKS

Operates an on-line computer terminal to create, update, change and post payments to Occupational Licenses, Personal Property, Delinquent Real Estate, or Real Property tax records; operates peripheral equipment to produce print-outs, and/or duplicate tax bills; performs general file maintenance tasks.

Receives and responds to a variety of requests and inquiries from taxpayers; mails tax bills, receipts, occupational licenses; researches legal descriptions and occupational licenses; conducts tax and license searches; selects and completes standardized forms to finalize transactions.

Receives tax payments in cash or check; prepares and issues receipts; processes mail-in tax, license and fee payments; processes fees collected by field representatives and branch agencies; validates payments at the end of each day.

Provides information to taxpayers regarding tax requirements, procedures, fees and tax rates.

Receives and processes mail, conducts research to determine correct addresses for returned mail, and returns documents as required.

Conducts research and prepares documents for Bulk Sales and Transfer of property; notifies interested parties.

Maintains hard copy files for returned mail, payments processed, night club applications, contractor licenses, and related documents.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the legal, administrative, and procedural regulations of the Tax Collector's office including pertinent statutes relating to tax collection, assessment, Occupational Licenses or Auto Tags.

Knowledge of legal descriptions.

Knowledge of the operating characteristics of an on-line computer terminals and other standard office equipment.

Knowledge of business English, Spelling and Mathematics.

Knowledge of office practices and procedures.

Ability to respond to a variety of inquiries from the general public concerning area assigned.

## Human Resources Department

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### Tax Records Specialist 1 (000349)

Ability to communicate effectively.

Ability to apply procedural knowledge to work problems.

Ability to learn the operation of calculators, CRTS and other standard office machinery.

Ability to maintain clerical records according to departmental requirements.

Skill in accurate typing performed at a reasonable rate of speed.

Skill in the operation of standard office equipment.

REV 4-88

#### **Nature Of Work**

This is specialized clerical and public contact work in the Tax Collectors Office processing real and personal property taxes, license fees and taxes.

## Human Resources Department

### Tax Records Specialist 2 (000350)

#### Minimum Qualifications

High school diploma or GED and one year of advanced clerical experience as a Tax Record Specialist 1, Account Clerk or Cashier 2; OR High school diploma or GED and two years of advanced clerical experience is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical and public contact work in processing of various State of Florida licenses, titles, registrations and related records.

Employees in this class perform advanced clerical duties requiring a working knowledge of established procedures, regulations and provisions of applicable Florida Statutes. Work involves responsibility for answering inquiries and furnishing information to the public, with the principal emphasis of the work on the appropriate selection and completion of numerous transaction forms utilized in daily activities. Duties require skilled typing and operation of cash registers, validating machines or other standard office equipment. Supervision is received from a clerical or administrative superior who advises incumbents of procedural changes, assists with unusual or difficult inquiries from the public in preparation of forms, and periodically checks completed work.

##### ILLUSTRATIVE TASKS

Receives inquiries from the public seeking assistance in the issuance, reissuance, transfer, recording and correction of assorted titles, registration, liens, tags, decals and permits; explains established office procedures; assesses applicant's information sources and determines what additional data is required to complete the required transaction.

Selects and completes the appropriate standardized forms required to finalize necessary transactions; explains necessary fee(s); explains procedures involved in effecting the desired change.

Types numerous standardized forms, form letters and routine correspondence based on the informational requirements associated with the particular transaction requested; determines the appropriate charges from fee schedules.

Computes applicable prorated credit for transfers; processes corrections itemizing the amount of additional tax or refund due; corrects item entries dealing with personal information of applicants or certificate dates as necessary.

Receives and maintains records for a large volume of cash receipts in payment of taxes, fees and registrations; balances receipts to register totals; operates computer terminals for invalidation of transactions.

Provides assistance to other auto agencies, governmental and the general public; forwards completed forms; maintains records of correspondence and completed forms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the regulatory provisions of various statutes related to the area of assignment.

Considerable knowledge of the standardized forms utilized in the processing of various licensing and registration requests.

Considerable knowledge of office practices and procedures.

Knowledge of the operation of cash registers, validating machines and other standard office equipment.

Knowledge of business arithmetic.

Ability to deal effectively with the public by telephone, and in personal contacts.



### Tax Records Specialist 2 (000350)

Ability to select the proper forms depending on the nature of customer's request.

Ability to understand and work effectively within pertinent state statutes.

Ability to maintain clerical records according to departmental requirements.

Skill in accurate typing performed at a reasonable rate of speed.

Skill in the operation of standard office equipment.

New 10-81

#### **Nature Of Work**

This is specialized clerical and public contact work in processing of various State of Florida licenses, titles, registrations and related records.

### Senior Tax Records Specialist (000351)

#### Minimum Qualifications

Completion of 60 semester credits and two years of advanced clerical experience including customer service and personal computers experience is required. OR High school diploma or GED and one year of experience as a Tax Records Specialist 2 is required. Additional experience may substitute for required education up to 30 semester credits.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical and public contact work in the processing of various State of Florida licenses, titles, registrations and related records.

Employees in this class are responsible for reviewing and participating in the work of subordinate tax collection clerks and performing duties involving out-of-the-ordinary transactions. Work involves training and guiding subordinate specialized and clerical employees, and handling, balancing and processing difficult or unusual tax collection transactions. Duties require the application of some independent judgment in solving more complicated work problems. Work differs from that found in the Tax Collection Clerk 1 classification in that incumbents perform more advanced tax collection work and exercise some supervisory responsibility. Work is reviewed by an administrative superior in process and upon completion for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Trains and assists subordinate tax collection clerks in validating and cashing of motor vehicle and boat transactions, issuing and transferring decals, tags and registrations, recording of liens, correcting titles and issuing sport licenses and permits.

Receives, counts, verifies, adjusts and reports cash and checks tendered in payment for taxes, motor vehicle and vessel registrations, and other tax collection transactions.

Balances cash and negotiable instruments collected against comparable computer printouts of transactions.

Supervises and participates in the work processed by tax collection clerks for accuracy, and assures that the assembly of records and documents is carried out in the prescribed manner for transfer to State of Florida Departments.

Provides assistance to private auto tag agency owners and personnel handling difficult or unusual transactions.

Deals with the general public; explains provisions of applicable Florida Statutes, State Department rules and County procedures.

Assists in preparing and conducting educational and instructive seminars for private auto tag agency and auto/boat dealer employees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Florida Statutes, and State Department rules and regulations related to motor vehicle, vessel and tax collection.

Considerable knowledge of out-of-the-ordinary tax collection transactions.

Considerable knowledge of office equipment applicable to tax collection functions.

Considerable knowledge of tax collection and auto tag record-keeping procedures and techniques.

Some knowledge of accounting principles and practices.

## Human Resources Department

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### Senior Tax Records Specialist (000351)

Some knowledge of public relations principles and techniques.

Knowledge of appropriate forms necessary for processing complex title transfers.

Ability to plan, organize and review the work of clerical subordinates.

Ability to communicate effectively, verbally and in writing.

Ability to deal effectively with the public by telephone and in personal contacts.

Skill in the operation of data entry equipment.

#### **Nature Of Work**

This is advanced specialized clerical and public contact work in the processing of various State of Florida licenses, titles, registrations and related records.

## Human Resources Department

### Finance Section Assistant Manager (000353)

#### Minimum Qualifications

Bachelor's degree in Accounting or Bachelor's degree to include 21 semester credits in Accounting. Three years of professional accounting, financial reporting or auditing experience to include supervisory experience is required.

CPA is preferred.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

Employees in this class are responsible for managing the planning, research, design, development and evaluation of a major departmental program or function. Some incumbents in the class perform advanced and responsible administrative work of comparable scope in a specialized staff capacity. Incumbents are typically located at the division head level or as full assistants to an assistant director of a department. Employees are typically engaged in formulating, developing, implementing, conducting, supervising and monitoring programs, procedures, and operational initiatives; formulating departmental policies and procedures; and establishing organizational goals and performance measures. Assignments are broad in scope with considerable latitude for the exercise of independent judgment and application of management and/or technical knowledge and skills. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Coordinates complex administrative duties with department-wide responsibility; serves as project manager over specialized projects and program coordinator; develops and negotiates large contracts, grant proposals and budgets; develops and implements departmental and program policies, procedures and revisions; administers various research and feasibility studies.

Assists in the development of a department's operating budget including production of actual budget documents; conducts monthly analysis of budgetary expenditures and prepares complex financial reports for the department director and assistant directors; plans, assigns and review the work of subordinate staff engaged in various accounting activities; conducts meetings with assistant directors to ensure financial viability of the department; acts as the budget liaison between the department and the Office of Strategic Business Management (OSBM); ensures that all procurement expenses are charged to correct line-items and expenditure authority is granted for those purchases; coordinates accounting activities with the Finance Department and OSBM; develops and implements new and revised financial policies and procedures to include training of accounting staff and other departmental staff on new procedures.

Plans, assigns and reviews the work of professional and clerical subordinates engaged in the preparation, monitoring and processing of the department's agenda items; coordinates orientation workshops concerning the agenda process for departmental staff; coordinates the agenda process among departmental units; reviews committee meeting results to ensure agenda items are placed on the appropriate agenda; proofreads each agenda item and official agendas to ensure completeness and accuracy; supervises the distribution of agenda packages; reviews results concerning agenda items and prepares follow up report.

Plans, assigns and reviews the work of subordinate professional staff engaged in researching government, corporate and foundation grant opportunities and developing relationships within the grant making community and writing and compiling grant applications to secure funding; administers grant funds by overseeing relationships with funders and all grant reports, ensuring matching-fund and other grant requirements are met.

Performs quality control reviews of audit reports to ensure compliance with departmental and county standards; develops statistical audit plans and analyses; evaluates a system's effectiveness and identifies the key control plans of a particular system; performs audit assignments of moderate difficulty and limited in scope such as review of incurred costs, review of annual overhead costs and routine forward pricing of bid proposals of moderate dollar impact or risk; prepares audit reports of moderate complexity assuring that they are responsive to specific audit requests.

## Human Resources Department

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### Finance Section Assistant Manager (000353)

Determines the information system needs of a department; coordinates and implements overall departmental data processing systems program; prepares and implements departmental information technology plan; makes recommendations for hardware and software systems to meet departmental requirements; develops, presents and supports budget estimates and financial plans concerning the acquisition of data processing equipment and software acquisition or development costs.

Plans, assigns and reviews the work of subordinate professional staff engaged in the analysis of proposed contracts, federal and state grants, professional service agreements and leases for compliance with federal, state and county rules and regulations; provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures; prepares grant approval resolutions for action by the County Commission; examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of data processing and cost accounting systems.

Knowledge of public relations principles and techniques.

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to supervise a large staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

## Human Resources Department

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### Finance Section Assistant Manager (000353)

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

## Human Resources Department

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### Finance Section Manager (000354)

**Minimum Qualifications**

Bachelor's degree in Accounting or Bachelor's degree to include 21 semester credits in Accounting. Four years of professional accounting, financial reporting or auditing experience to include two years of supervisory experience is required. CPA is preferred.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced supervisory and professional work in the auditing of the County's Information Technology environment.

## Human Resources Department

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### Finance Credit & Collection Manager (000355)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Education, Personnel Management, or a related field. Three years of professional experience in personnel development, training, personnel management, or a related field are required.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

### Tax Collector Supervisor 1 (000360)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or a related field. Advanced clerical or financial records keeping experience in a tax collection, property appraisal, real estate, or related accounting environment may substitute for required education on a year-for-year basis. A Paralegal Certificate may substitute for two years of the required education.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work with administrative responsibility in the collection of state, county and municipal taxes and fees, and in the maintenance of related records.

Employees in this class are responsible for supervising the work of a clerical staff engaged in collecting fees and taxes, and posting and balancing records in ad valorem, auto tag, convention and tourism, occupational license, and related tax accounts. Duties include assigning and reviewing work in collecting fees and taxes, distributing and transferring funds, posting transactions, issuing tax documents, decals, certificates and licenses, managing computer system operations, and processing mail. Incumbents exercise some independent judgment in handling routine problems within procedures, statutes, ordinances, and rules and regulations governing tax collections. Supervision is exercised over clerical subordinates engaged in various phases of tax collection. Supervision is received from an administrative superior who reviews work through personal observations, periodic reports, and conferences for achievement of goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of clerical employees engaged in collecting a variety of taxes and fees for various licenses, permits and decals; distributes and transfers funds to state agencies and refunds to taxpayers.

Prepares and reviews reports and statistical analyses; supervises report reconciliation; provides budget input and forecasting, and supervises computer operations.

Evaluates procedures to determine improvements in efficiency and accuracy, and recommends improvements to superiors.

Interprets tax procedures, rules and regulations, ordinances and statutes, and advises the public regarding exemptions, assessments, collections and adjustments.

Assists agencies and sub-agencies in preparing reports and complying with procedures; provides training to branch agency management and owners, and subordinates.

Investigates complaints and confers with property owners or their legal representatives concerning collection of taxes; prepares written correspondence to answer inquiries.

Determines if taxpayers or organizations are exempt from taxes, and the validity of refund requests.

Performs audits of tax roll to assure that all collections, additions, reductions, duplicate payments, cancellations, tax sales, and any other changes are properly implemented; assists in conducting annual tax sales.

Issues registration renewal of certificates, decals and plates for motor vehicles and mobile homes; maintains inventory of license plates and decals, and distributes tags to agencies.

Supervises cashiers in receiving cash and checks, issuing receipts, and related cashing work involved in the collection of taxes and fees; manages petty cash, and oversees security measures.

Supervises the receiving and distributing of incoming mail; assures outgoing mail meets billing deadlines.

Plans lockbox mail procedures, and monitors lockbox film procedures and payment processing.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of procedures, statutes, ordinances, and rules and regulations regarding auto tag, ad valorem, occupational license, and convention and tourism tax assessment and collection.

Knowledge of the principles of accounting.

Knowledge of real property legal descriptions.

Knowledge of computer system equipment and operation in the area of assignment.

## Human Resources Department

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### Tax Collector Supervisor 1 (000360)

Knowledge of supervisory principles and practices.  
Knowledge of modern office administration principles and practices.

#### KNOWLEDGES, ABILITIES, AND SKILLS (Cont'd)

Knowledge of public relations principles and techniques.  
Ability to plan, assign, and review the work of subordinates in a manner conducive to full performance and high morale.  
Ability to interpret and explain tax rules and regulations, statutes, ordinances, and procedures in the handling of issues involving evaluation, assessment, and collection of taxes.  
Ability to establish and maintain effective working relationships with superiors, employees of other County departments, the public, and private agencies.  
  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to operate modern office equipment.  
Ability to keep informed on current developments in tax collection procedures and regulations.

REV 9-93

#### **Nature Of Work**

This is supervisory work with administrative responsibility in the collection of state, county and municipal taxes and fees, and in the maintenance of related records.

### Tax Collector Supervisor 2 (000361)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or a related field. One year of advanced clerical experience in tax collection, property appraisal, real estate, or related accounting environment is required. Additional experience may substitute for the required education on a year-for-year basis. A Paralegal Certificate may substitute for two years of the required education.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work directing one or more work units in the collection of state, county and municipal taxes and fees, and in the maintenance of related records.

Employees in this class are responsible for planning, supervising, and coordinating the collection of taxes and fees, and the enforcement of auto tag, ad valorem, occupational license, convention and tourism, and related tax laws. Duties include supervising work in collecting fees and taxes, enforcing tax law compliance, issuing tax documents, decals, permits and licenses, managing computer system operations, and processing mail. Incumbents exercise independent judgment within procedures, statutes, ordinances, and rules and regulations governing tax collections. Supervision is exercised over supervisory, and clerical subordinates in various tax collection activities. Supervision is received from an administrative superior who reviews work through personal observations, periodic reports, and conferences for achievement of goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, organizes, and directs the work of subordinate supervisory personnel engaged in collecting taxes and fees, and verifying and maintaining tax rolls of ad valorem, auto tag, convention and tourism, occupational license, and related tax accounts.

Directs mail processing to meet billing deadlines, receiving and distributing incoming mail, and deposit validation.

Monitors decisions in determining the validity of refund requests, and taxpayers or organizations exempt from taxes; reviews and processes tax deferred applications for final approval.

Orders, issues and manages inventory of license plates, decals and permits; supervises and monitors compliance of branch agencies and outlets including reviewing and balancing reports; makes recommendations on suspending and/or eliminating branch agency privileges.

Interviews persons seeking beverage, occupational license, and ad valorem information.

Interprets procedures, statutes, ordinances, and rules and regulations and provides information to subordinates to resolve difficult problems; discusses complaints and collection procedure issues with the members of the public; prepares written correspondence in answering inquiries; negotiates payments with taxpayers.

Confers with superiors concerning tax collection methods and techniques, and establishing new methods and procedures; prepares reports. Supervises training of new employees in departmental methods and procedures, and supervises training of branch agency owners and employees.

Plans and supervises payment processing, and reducing and splitting tax certificates; supervises tax deed process, and distributes money for tax certificate redemptions.

Supervises inspection of businesses for proper licensing; initiates warrants and procedures to seize personal property.

Supervises audits of tax rolls to assure that collections, additions, reductions, duplicate payments, cancellations, tax sales, and any other changes are properly implemented.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; and evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge procedures, ordinances, statutes, and rules and regulations regarding auto tag, ad valorem, occupational license, and convention and tourism tax assessment and collection

Considerable knowledge of methods and procedures used in the enforcement of tax assessment and collection enforcement.

Considerable knowledge of real property legal descriptions and methods of making cut-outs when property ownership is divided for specific tax collection records.

### Tax Collector Supervisor 2 (000361)

Knowledge of the principles of accounting.

Knowledge of supervisory principles and practices.

Knowledge of the principles and practices of modern office administration.

Knowledge of public relations principles and techniques.

Ability to plan, assign, and review the work of supervisory, field and clerical subordinates in a manner conducive to full performance and high morale.

Ability to interpret, explain and enforce tax rules and regulations, procedures, statutes and ordinances in the evaluation, assessment and collection of taxes and fees.

Ability to analyze facts and exercise sound judgment in making decisions.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to use tact and diplomacy in dealing with members of the public.

Ability to keep informed on current developments in tax collection procedures and regulations.

REV 9-93

#### **Nature Of Work**

This is administrative and supervisory work directing one or more work units in the collection of state, county and municipal taxes and fees, and in the maintenance of related records.

## Tax Collector Manager (000362)

### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or a related field. A minimum of two to three years of advanced clerical experience in a tax collection, property appraisal, real estate, or related accounting environment to include one year at a supervisory level is required. Additional experience may substitute for education on a year-for-year basis. A Paralegal Certificate may substitute for two years of the required education.

### Job Specifications

#### NATURE OF WORK

This is advanced administrative and supervisory work in coordinating a single function section or multi-functioned unit in the collection of state, county and municipal taxes and fees, and in the maintenance of related records.

Employees in this class are responsible for planning, assigning and reviewing the work of subordinate supervisors and staff employees, and providing final review of work in complex tax collection activities. Duties include planning and scheduling the work of subordinate employees through intermediate supervisors, coordinating work with other tax collection units, and evaluating tax collection procedures and recommending improvements. Incumbents exercise independent judgment within procedures, ordinances, statutes, and rules and regulations governing tax collections. Supervision is exercised over supervisory and clerical subordinates engaged in various tax collection activities. Supervision is received from an administrative superior who reviews work through personal observations, periodic reports, and conferences for achievement and objectives.

#### ILLUSTRATIVE TASKS

Plans, coordinates and supervises the work of subordinate supervisory personnel engaged in collecting and maintaining ad valorem, auto tag, convention and tourism, occupational license, and related tax accounts.

Supervises audits of hotels, motels, restaurants, bars and branch agencies, and provides statistical analyses.

Prepares or assists in the preparation of budgetary documents and provides statistical reports.

Provides and/or oversees training to branch agency owners, management and employees pertaining to statutes, ordinances, rules and regulations, and procedures.

Keeps informed of new tax collection regulatory directives; interprets procedures, ordinances, statutes, and rules and regulations for subordinate supervisory personnel; and explains departmental policies to interested parties.

Evaluates departmental procedures to determine their efficiency and accuracy; recommends and develops refined or innovative approaches to superiors.

Consults with departmental and other County officials concerning matters of mutual concern; suggests development and implementation of standardized procedures and formal lines of communication.

Supervises assessment, collection and issuance of licenses and permits.

Determines organizational structure of unit and work flow; conducts correspondence and studies; analyzes and resolves administrative problems.

Recommends legislative actions to revise statutes, ordinances, and rules and regulations.

Determines issuance of sheriff warrants, and civil citations and extensions of deadline compliance.

Explains legal and departmental requirements to the public and their legal representatives; assists municipalities and other governmental agencies obtain tax revenues or information; testifies in court on tax procedures, ordinances, statutes, and rules and regulations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of statutes, ordinances, rules and regulations, and procedures of auto tag, ad valorem, occupational license, and convention and tourism, tax assessment collection.

Considerable knowledge of statistical and accounting methods used in preparing reports.

Considerable knowledge of legal descriptions and methods of making cut-outs when property ownership is divided for specific tax

### Tax Collector Manager (000362)

collection records.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the organization of tax collection work and its relationship to other County departments involved in tax collection functions.

Considerable knowledge of supervisory principles and practices.

Knowledge of modern office administration principles and practices.

Knowledge of basic research techniques and the availability of sources of information.

Ability to plan, assign, and coordinate activities of supervisory, field and clerical subordinates in a manner conducive to full performance and high morale.

Ability to recognize, initiate and implement administrative programs and procedures, and evaluate their effectiveness.

Ability to prepare budgetary documents and statistical reports.

Ability to interpret and explain existing and proposed tax rules and regulations, ordinances, statutes, and procedures.

Ability to establish and maintain effective working relationships with the public, governmental representatives and employees.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to keep informed on current developments in tax collection procedures and regulations.

REV 9-93

### **Nature Of Work**

This is advanced administrative and supervisory work in coordinating a single function section or multi-functioned unit in the collection of state, county and municipal taxes and fees, and in the maintenance of related records.

## Human Resources Department

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### Finance Shared Services Clerk (000365)

#### **Minimum Qualifications**

High school diploma or GED. One year of advanced clerical experience to include accounting, records management, business or related field.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### Finance Shared Services Imaging Clerk (000366)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience to include electronic document management and/or records management are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work processing complaints of violations of the Florida Building Code.

Employees in this class are responsible for receiving, processing, researching and maintaining complaints from the public, field inspectors and other officials of violations of provisions of the Florida Building Code. Responsibilities include screening and assisting the public in the filing of enforcement violations, providing enforcement information to the public, processing daily inspection results from enforcement officers, researching and documenting enforcement files, maintaining case log books, collecting fees and liens, and performing a variety of related clerical duties. Incumbents exercise some judgment in the application of knowledges of building and zoning regulations to assisting the public, determining the validity of violations, and processing enforcement cases. Supervision is received from an administrative superior who reviews work through personal observations and conferences for adherence to departmental policies and operating procedures.

##### ILLUSTRATIVE TASKS

Receives complaints concerning building and zoning code violations from the public, in person and over the telephone; assists the public in the filing of enforcement violations by providing complaint forms and answering questions regarding active/pending cases.

Assists the public by providing permitting, civil violation, lien, or criminal case information; provides information to other agencies and officials to assist in the completion of enforcement cases.

Processes daily inspection results and ensures results are documented into case files.

Prepares Notice of Violations for proper codes, obtains property ownership information, requests warranty deed and corporate information; Ensures all legal servicing of notices is complete and logged via certified mail to all interested parties.

Processes citations issued for code violations; maintains log books for criminal cases; assigns cases to territorial inspectors, determines if complaints are violations of building and zoning regulations, or within another jurisdiction, and assigns resolutions to appropriate officials to be inspected.

Maintains complaint/open and closed case log books, lien log books, and receipt books for the preparation of accounting and statistical reports.

Processes and collects funds due for administrative costs, non-violation letters, recovery fees, liens and other project fees, as required.

Opens, sorts and distributes incoming mail; retrieves files and attaches correspondence, as necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental policies, rules and operating procedures pertaining to code enforcement activities.

Knowledge of the Florida Building Code concerning building and zoning code violations.

Knowledge of modern office methods, procedures and equipment.

Knowledge of public relations principles and techniques.

Some knowledge of research methods and techniques applicable to determining real property ownership.

Ability to provide effective assistance to the public in building and zoning code violations and complaints.

Ability to operate modern office equipment.

Ability to read and understand provisions of the Florida Building Code pertaining to code enforcement activities.

Ability to prepare a variety of forms and maintain accurate records.

Ability to research real property ownership records.

Skill in the operation of various types of modern office equipment.

NEW 10-93

#### Nature Of Work



## Human Resources Department

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### Finance Shared Services Imaging Clerk (000366)

#### **Minimum Qualifications**

Bachelor's degree to include 16 semester credits in Accounting and 6 semester credits in Computer Science/Information Systems; OR 16 semester credits in Accounting and 6 semester credits in Computer Science/Information Systems and four years of progressively responsible work experience in accounting, business management, or electronic content management/imaging systems are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Finance Shared Services Specialist 2 (000368)

#### **Minimum Qualifications**

Bachelor's degree to include 16 semester credits in Accounting and 6 semester credits in Computer Science/Information Systems and one year of experience in accounting, business management, or electronic content management/imaging systems, to include supervisory experience OR 16 semester credits in Accounting and 6 semester credits in Computer Science/Information Systems and five years of progressively responsible work experience in accounting, business management, or electronic content management/imaging systems to include supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Finance Shared Services Supervisor (000369)

#### **Minimum Qualifications**

Bachelor's degree in Accounting or related field including 21 semester credits in Accounting . A minimum of two years of progressively responsible experience in accounting activities, accounts payable processing, and technical experience using large and complex financial systems to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Assistant Tax Collector (000370)

**Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field. A minimum of four to seven years of administrative and supervisory experience in the management of revenue collection and disbursement activities is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative and supervisory work coordinating and supervising the collection, recording and disbursing of monies derived from County and municipal taxes.

## Human Resources Department

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### Tax Collector (000371)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or related field. A minimum of six to ten years of administrative and supervisory experience in the management of complex revenue collection and disbursement activities is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional management work in planning and directing tax collection activities of Miami-Dade County.

An employee in this class is responsible for directing and supervising, through various levels of subordinate supervisors, complex and varied tax collection activities, and formulating, directing and administering tax collection policies and methods within the framework of applicable state and local laws. Responsibilities include divisional budget preparation and monitoring, continuous analysis of tax collection administrative procedures, coordinating data system installation and modification, analysis and interpretation of applicable Florida Statutes, and planning divisional goals and objectives. The incumbent exercises extensive independent judgment, initiative and professional tax collection knowledge in coordinating the collection, distribution and disbursement of funds derived from local, state and municipal taxes and fees levied on real property, personal property, special taxing districts, improvement liens, motor vehicles, vessels, occupational licenses, hunting and fishing licenses, transient taxes on tourist facilities, food and beverages, utility taxes and other taxes that may be levied by taxing authorities. Supervision is exercised through various levels of subordinate supervisors over a large staff of professional, technical and clerical employees with assigned responsibilities in specific tax collection operations. General direction is received from the Finance Director who holds the incumbent responsible for the attainment of departmental tax collection objectives and the professional management of County tax collection activities.

##### ILLUSTRATIVE TASKS

Directs, formulates, and coordinates the development of tax collection systems and methods pertaining to Ad Valorem, non-Ad Valorem, auto tag, occupational license and convention/tourist development taxes.

Conducts and participates in meetings and conferences with state, County, municipal, and School Board officials to ensure adherence to legislative provisions related to tax collections.

Ensures accurate and timely distribution of funds to taxing authorities for whom collections are effected.

Analyzes and interprets Florida Statutes related to tax collections and instructs subordinate supervisory staff accordingly.

Plans, coordinates and directs preparation and justification of annual budget for tax collection operations.

Reviews, analyzes and implements changes in office policies and procedures to control and record tax payments; coordinates data processing needs for tax collection activities.

Directs, examines and reviews the balancing of tax rolls for real and personal property, improvement liens, special taxing districts and delinquent accounts.

Conducts and supervises the annual tax sale, including related notices and advertising.

Ensures timely reporting and submission of state revenues collected on motor vehicles, vessels, and hunting and fishing licenses.

Consults with County Attorney's Office concerning proper representations in Bankruptcy Court and other litigations.

Corresponds with state departments, municipal and School Board taxing authorities; responds to complex tax inquiries from taxpayers or their legal representatives.

## Human Resources Department

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### Tax Collector (000371)

Administers the management of private branch auto tag agencies established and operated under Miami-Dade County authorization.

Supervises the management of County occupational license tax functions.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of Florida Statutes, Florida Department of Revenue rules, and local ordinances and regulations governing the collection and recordkeeping of revenues.

Thorough knowledge of the policies, procedures and regulations pertaining to the collection, distribution and disbursement of tax revenues.

Thorough knowledge of accounting principles pertaining to tax collections and disbursements.

Thorough knowledge of the principles of management and business administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of internal controls applicable to the collection of large sums of money by draft, electronic funds transfer, and cash.

Thorough knowledge of public relations principles and techniques.

Ability to exercise resourcefulness and initiative in the formulation and development of long-range plans to achieve divisional goals and objectives.

Ability to plan and direct, through various levels of supervisors, the work of a large staff of subordinates engaged in diversified tax collection functions.

Ability to effectively evaluate the application of computer technology to tax collection functions and reporting requirements.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to delegate necessary authority to subordinates to complete responsibilities in assigned management functions.

NEW 10-93

#### **Nature Of Work**

This is highly responsible professional management work in planning and directing tax collection activities of Miami-Dade County.

## Human Resources Department

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### Manager, Financial Reporting (000374)

**Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. A minimum of three to six years of professional accounting or auditing experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional accounting work managing financial reporting activities.

## Human Resources Department

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### Assistant Controller (000375)

#### Minimum Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field. A minimum of five to nine years of financial accounting experience to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK:

This is highly responsible professional and supervisory work assisting in planning and directing activities of the Controller Division of the central Finance Department. An employee in this class is responsible for managing and supervising staff functions including accounts payable, credit and collections, payroll accounting, bank reconciliations and tourist tax accounting. Responsibilities include participating in accounting and administrative activities of the division, assuring compliance with various regulations and procedures, compiling financial and statistical information for various reports, assisting County officials and the public in resolving problems, and coordinating external audit and management consulting services. The incumbent exercises considerable independent judgment and technical expertise in assisting in the achievement of divisional goals and in the enhancement of internal controls. Supervision is exercised through subordinate supervisors over professional, paraprofessional and clerical employees engaged in various phases of divisional activities. General direction is received from the Controller who holds the incumbent responsible for effective assistance in supervising and administering divisional activities and in achieving divisional goals and objectives.

##### ILLUSTRATIVE TASKS:

Coordinates accounts payable activities including the timely payment of County obligations in accordance with legal and procedural requirements, maintenance of accurate records, and establishment of proper controls to account for the expenditure of public funds.

Directs credit and collection activities to collect outstanding amounts owed to the County or its affiliated agencies, and outstanding County claims from individuals or businesses that have filed for protection under bankruptcy laws.

Supervises the processing and distribution of County paychecks, distribution of payroll deductions, and preparation of various monthly, quarterly and annual reports required by state and federal agencies. Directs the timely monthly reconciliation of all County bank accounts and the investigation and resolution of all differences between bank and County records.

Supervises administration of tourism-related activities including reviewing applications for tourism development grants, coordinating and monitoring grant awards, assisting in resolving audit findings, and monitoring the receipt and distribution of tourist taxes assessed by the County.

Compiles financial and statistical information for various reports; assists County officials and the public with inquiries and with resolving problems; reviews and updates administrative orders, resolutions and contracts to enhance internal controls and respond to audit inquiries and findings.

Coordinates external audit and management consulting services; reviews financial information and prepares reports for industrial revenue bond assistance, concessions and grants.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Extensive knowledge of the principles of accounting, business, and public administration.

Extensive knowledge of financial internal control systems and their application to the development and installation of complex accounting systems.



## Human Resources Department

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### Assistant Controller (000375)

Thorough knowledge of the financial operations of the Controller Division of the Metro-Dade County Finance Department.

Thorough knowledge of local, state, and federal regulations and procedures pertaining to varied financial activities of the Controller Division.

Thorough knowledge of supervisory principles and practices.

Ability to plan, direct, and coordinate varied financial activities of the Controller Division of the Finance Department.

Ability to manage financial activities to ensure that funds are properly collected, accounted for and expended in accordance with legal restricted.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze complex financial and administrative problems and make effective recommendations for improvements in efficiency.

Ability to ensure the timely and correct reporting of financial information to internal and external users.

Ability to communicate clearly, concisely, verbally, and in writing.

#### **Nature Of Work**

This is highly responsible professional and supervisory work assisting in planning and directing activities of the Controller Division of the central Finance Department.

## Human Resources Department

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### Controller (000377)

#### Minimum Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field. A minimum of six years of financial accounting experience to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK:

This is highly responsible professional managerial work in planning and directing the activities of the Controller Division of the central Finance Department. An employee in this class is responsible for managing and directing staff functions including accounts payable, credit and collections, payroll accounting, bank reconciliations and tourist tax accounting. Responsibilities include participating in accounting and administrative activities of the division, assuring compliance with various regulations and procedures, compiling financial and statistical information for various reports, assisting County officials and the public in resolving problems, and coordinating external audit and management consulting services. The incumbent exercises considerable independent judgment and technical expertise in assisting in the achievement of divisional goals and in the enhancement of internal controls. Supervision is exercised through subordinate supervisors over professional, paraprofessional and clerical employees engaged in various phases of divisional activities. General direction is received from the Controller who holds the incumbent responsible for effective assistance in supervising and administering divisional activities and in achieving divisional goals and objectives.

##### ILLUSTRATIVE TASKS:

Manages and coordinates accounts payable activities including the timely payment of County obligations in accordance with legal and procedural requirements, maintenance of accurate records, and establishment of proper controls to account for the expenditure of public funds.

Directs credit and collection activities to collect outstanding amounts owed to the County or its affiliated agencies, and outstanding County claims from individuals or businesses that have filed for protection under bankruptcy laws.

Manages and coordinates the processing and distribution of County paychecks, distribution of payroll deductions, and preparation of various monthly, quarterly and annual reports required by state and federal agencies.

Directs the timely monthly reconciliation of all County bank accounts and the investigation and resolution of all differences between bank and County records.

Oversees the administration of tourism-related activities including reviewing applications for tourism development grants, coordinating, and monitoring grant awards, assisting in resolving audit findings, and monitoring the receipt and distribution of tourist taxes assessed by the County.

Supervises the compilation of financial and statistical information for various reports; assists County officials and the public with inquiries and with resolving problems; reviews and updates administrative orders, resolutions and contracts to enhance internal controls and respond to audit inquiries and findings.

Coordinates external audit and management consulting services; reviews financial information and prepares reports for industrial revenue bond assistance, concessions and grants.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Extensive knowledge of the principles of accounting, business, and public administration. Extensive knowledge of financial internal control

## Human Resources Department

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### Controller (000377)

systems and their application to the development and installation of complex accounting systems.

Thorough knowledge of the financial operations of the Controller Division.

Thorough knowledge of local, state, and federal regulations and procedures pertaining to varied financial activities of the Controller Division.

Thorough knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate varied financial activities of the Controller Division of the Finance Department.

Ability to manage financial activities to ensure that funds are properly collected, accounted for and expended in accordance with legal restrictions.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze complex financial and administrative problems and make effective recommendations for improvements in efficiency.

Ability to ensure the timely and correct reporting of financial information to internal and external users. Ability to communicate clearly, concisely, verbally, and in writing.

NEW 12/01

### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing the activities of the Controller Division of the central Finance Department.

## Finance Chief (Auto Tag) (000379)

### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or a related field. Five supervisory and administrative experience in auto tag administration are required.

### Job Specifications

#### NATURE OF WORK

This is advanced supervisory and administrative work in planning and directing county license and tag operations within the tax collector's office.

An employee in this class is responsible for directing operations of county and private tag agencies, and public service collection activities pertaining to Ad Valorem taxes, waste and other fees or licenses. Responsibilities include supervising the central collection, disbursement and recording of a variety of license taxes and fees pertaining to the issuance and renewal of automobile and boat license plates, automobile and boat registrations, sports licenses, animal licenses, real and personal property taxes and waste fees. Duties include developing and revising operating procedures and monitoring internal controls for compliance with state and county regulations. The employee exercises considerable independent judgment in interpreting and applying local and state laws and ordinances pertaining to tag operations. Supervision is exercised over subordinate clerical, specialized and professional employees who assist with various phases of the work. General supervision is received from an administrative superior who holds the incumbent responsible for the efficient operation of the license and tag operations.

#### ILLUSTRATIVE TASKS

Plans, assigns, reviews and coordinates the work of subordinate clerical, specialized and professional personnel engaged in direct service to the general public in processing auto and boat title applications and registrations, collecting sales taxes, accounting for revenues, maintaining financial records, and preparing and submitting a variety of reports to county and state departments.

Monitors and controls the operations of private tag agencies doing business under county ordinance to assure compliance with state policies and procedures, proper collection of license fees and taxes and timely submission of various reports to appropriate state agencies; monitors county operated branch tag agencies.

Studies rules and regulations of pertinent state departments regarding various accounting and reporting requirements and implements policies and procedures to assure compliance; reviews periodic changes in legislation affecting fee schedules, conditions under which transactions can occur, types of decals, credit allowances and other changes.

Supervises the development of office operation procedures, manuals, forms, brochures and publications; approves new and revised procedures.

Prepares agency budget and develops narrative information; monitors budget expenditures and develops agency performance objectives. Evaluates financial controls used in the collection of license taxes and fees; investigates major discrepancies in collections and deposits; initiates appropriate corrective action as needed.

Reviews a variety of reports prepared by subordinates for accuracy and timely submission to appropriate state agencies.

Assists county, state and independent auditors in the examination of accounting operations; initiates corrective action as a result of audit findings.

Keeps abreast of new regulatory directives pursuant to tag administration and tax collection.

Attends meetings with departmental, county and state government officials; makes recommendations concerning legislative action to revise or implement changes in current laws and regulations pertaining to tag operations such as fee revisions or procedural modifications; testifies in court on tag agency regulations and procedures.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of management, public and business administration and their application to the administration of government activities.

Thorough knowledge of the laws, rules, regulations, and ordinances pertaining to the collection, disbursement and recording of license taxes

### Finance Chief (Auto Tag) (000379)

and fees applicable to county tag agency operations.

Thorough knowledge of the financial records required for the county tag agency.

Considerable knowledge of basic accounting practices and procedures and their application to tag agency operations.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the principles and practices of modern office administration

Knowledge of public relations principles and practices.

Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to plan and coordinate the activities of geographically separated work units.

Ability to exercise judgment and discretion in devising, installing and interpreting applicable county and state rules and regulations.

Ability to initiate and install administrative programs and procedures and evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, government officials and the public.

Ability to communicate effectively, verbally or in writing.

NEW 1-86

### **Nature Of Work**

This is advanced supervisory and administrative work in planning and directing county license and tag operations within the tax collector's office.

## Human Resources Department

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### Senior Bond Analyst (000385)

#### **Minimum Qualifications**

Bachelor's Degree in Finance, Accounting or Business Administration. A minimum of four to six years of professional financial experience to include the preparation of complex financial reports are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Director, Cash Management Division (000386)

#### Minimum Qualifications

Bachelor's degree. A minimum of six years of financial management experience to include portfolio management is required.

#### Job Specifications

#### Nature Of Work

This is advanced administrative professional work planning, directing and issuing all of the County's debt to meet countywide capital needs and monitoring and administering the disbursements of debt payments.

## Human Resources Department

### Bond Analyst (000387)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Business or Public Administration. A minimum of three years of financial bond analysis and/or accounting experience is required.

#### Job Specifications

##### NATURE OF WORK

This is a responsible professional and administrative work in bond analysis and administration.

Employees in this class are responsible for performing a variety of financial and analytical duties related to County debt management. Responsibilities may include planning and implementing policies related to debt issuance and management. Assists in the development and administration of County issued debt obligations, including providing assistance during all phases of bond financing transactions. Incumbents exercise independent judgment in the application of professional knowledge of finance to the development and administration of County debt obligations. General supervision is received from a professional superior who holds the incumbent responsible for the professional management of assigned responsibilities in bond development and administration.

##### ILLUSTRATIVE TASKS

Provides administrative and logistical support for meetings; prepares budgets and expense analyses; prepares recommendations for policies and operating procedures.

Assists with the review and analysis of feasibility studies; prepares recommendations to Bond Administration Division Director concerning viability of proposed project financing; prepares minutes of meetings and staff reports; Board of County Commissioners and Clerk of the Board; works with appropriate legal counsel and underwriters in preparing necessary documents.

Prepares written and verbal presentations at public meetings for clients, professional groups and the public.

Coordinates work with attorneys, financial advisors and program administrators.

Performs financial and analytical work in the administration of County issued debt obligations; analyzes cash flows and bond size to determine debt capacity.

Prepares financial statements and statistical schedules for presentations to rating agencies; reviews bond documents and official statements; assists in all phases of bond financing transactions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of legal documents, forms, statements and legal procedures applicable to the development of County debt financing.

Knowledge of the principles of finance and accounting.

Knowledge of the rules, regulations and Florida Statutes pertaining to public debt management and debt offerings of the County.

Knowledge of the financial operations of County departments related to bond requirements and debt management.

Ability to provide effective assistance in the development and administration of County debt obligations.

Ability to develop relevant financial information for the purpose of developing and structuring public bond issues.

Ability to establish and maintain effective working relationships with superiors, financial advisors, underwriters, attorneys, and others involved in public bond financing.

Ability to prepare feasibility studies to determine the viability of proposed public project financing.

Ability to prepare financial statements and statistical schedules.

NEW 12-11

#### Nature Of Work

This is responsible professional and administrative work in bond analysis and administration.



## Human Resources Department

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### Director, Bond Administration Division (000389)

#### **Minimum Qualifications**

Bachelor's degree in Finance, Accounting, Business or Public Administration or related field. Six years of experience in governmental accounting including experience in the management of county debt obligations are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced administrative professional work planning, directing and issuing all of the County's debt to meet countywide capital needs and monitoring and administering the disbursements of debt payments.

### Bond Accountant (000390)

#### Minimum Qualifications

Bachelor's degree in Accounting or Bachelor's degree to include 21 semester credits in Accounting. Two years of professional accounting experience to include bond experience are required. Additional professional accounting experience to include the preparation of complex financial reports may substitute for the required education on a year-for-year basis. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

#### Job Specifications

#### Nature Of Work

This is advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

## Human Resources Department

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### Finance Administrative Coordinator (000395)

#### Minimum Qualifications

Bachelor's degree. One year of administrative experience is required. Additional related experience may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional and administrative work in planning, organizing and implementing various administrative activities in the Finance Department.

An employee in this class is responsible for planning, organizing and implementing diversified administrative activities of the Finance Department, while serving in a specialized staff capacity to the Finance Director. Responsibilities include coordinating all Request For Proposals (RFP's) and Request For Qualifications (RFQ's) related to the various professional services handled by the divisions; coordinating all extensions, renewals, cancellation and compliance requirements of the respective RFP's and RFQ's; developing and maintaining departmental records management system for materials stored in the department's computer databases, electronic recordings, and through the County's Record Management Unit; maintaining timeliness of bond related letter of credits, and other reporting requirements and initiating renewal requests as appropriate. The incumbent exercises considerable independent judgment and professional managerial knowledge in reviewing results for compliance with departmental and county's policies and procedures for attainment of quality results. General direction is received from the Department Director who evaluates work for adherence with departmental policies and attainment of desired goals and objective.

##### ILLUSTRATIVE TASKS

Coordinates all RFP's and RFQ's related to the various professional services handled by the divisions of the Finance Department. Coordinates all extensions, renewals, cancellation and compliance requirements of the respective RFP's and RFQ's.

Develops and maintains departmental records management system for materials stored in the department's computer database, electronic recordings, and through the County's Records Management Unit. Coordinates retrieval of documents to comply with court orders, and public records requests.

Coordinates and attends sessions with internal and external representatives regarding financing related documents.

Monitor financial reporting compliance by the Underwriter's Pool members and Financial Advisors.

Provide professional support to the Department Director in the completion of special projects and assignments on an as needed basis.

##### ILLUSTRATIVE TASKS CONT'D

Coordinates annual Continuity of Operations Plan (COOP) plan, Hurricane preparedness plan, Election support and any special employee duty assignments.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of County personnel policies and procedures.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of a variety of current computer software.

Knowledge of the RFP and RFQ procedures.

## Human Resources Department

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### Finance Administrative Coordinator (000395)

Knowledge of the organizations and operation of the Finance Department.

Ability to exercise judgment and discretion in devising, installing and interpreting department or County-wide rules, regulations, policies or procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to provide effective assistance to the Department Director in the coordination of various departmental activities.

Ability to train employees and subordinates in the areas of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

REV 12-06

#### **Nature Of Work**

This is advanced responsible professional and administrative work in planning, organizing and implementing various administrative activities in the Finance Department.

## Human Resources Department

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### Deputy Finance Director (000397)

#### Minimum Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or a related field. A minimum of six to ten years of progressively responsible professional accounting experience to include supervisory experience are required. Must possess a Certified Public Accountant license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing activities of the Finance Department.

An employee in this class is responsible for assisting the Department Director in planning, directing and implementing county financial operations including the financial activities of other county departments and agencies. Responsibilities include directing through subordinate levels of professional and clerical employees the development and implementation of policies and procedures of financial systems, directing and monitoring investment of public funds, structuring long and short-term debt and financial plans; and overseeing county general accounting activities. The incumbent exercises considerable independent judgment and professional financial knowledge in formulating county financial policy and in providing senior county management with reliable information for making long and short term policy decisions. Supervision is exercised through subordinate professional and clerical employees engaged in various departmental operations. General direction is received from the Executive Department Director who holds the incumbent responsible for the professional management of departmental functions and activities.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises subordinate professional and clerical employees involved in county financial operations.

Manages and implements financial program policies and procedures for the county; reviews existing policies and modifies, updates and revises as necessary; incorporates current authoritative guidelines into existing policy and in the establishment of new policy.

Directs and facilitates the development of financial systems; reviews and monitors computerized applications related to county financial activities; reviews the conceptual design and development of financial systems.

Directs and monitors the investment policies of all funds and implements investment policy decisions; continuously analyzes the investment portfolio of the county.

##### ILLUSTRATIVE TASKS CONT'D

Establishes and maintains responsible contacts with investment bankers, management consultants, legal counsels, certified public accountants and financial advisors.

Ensures that county accounting practices and reporting policies are in accordance with all applicable laws, standards and regulations; coordinates work with internal and external users of county financial information to ensure appropriate levels of reporting.

Represents the county in all financial matters with other governmental entities in the absence of the Department Director.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercise authority for the departmental personnel actions consistent with collective bargaining agreements, county personnel rules and all other applicable rules and regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of finance and accounting.

## Human Resources Department

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### Deputy Finance Director (000397)

Thorough knowledge of the principles of public and business administration and their application to government accounting.

Thorough knowledge of all federal, state and local laws, ordinances, and regulations pertaining to the fiscal management of government agencies.

Thorough knowledge of internal control systems and their application to the development and installation of government accounting systems.

Thorough knowledge of federal, state and local laws pertaining to financial reporting of county departments and agencies.

Thorough knowledge of computer accounting systems, operating activities and fiscal programs of county departments and agencies.

Thorough knowledge of the rules, regulations and statutes pertaining to investment of public funds.

Thorough knowledge of supervisory principles and practices.

Ability to use advanced professional knowledge of finance and accounting to formulate county financial policy.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting county financial policies, rules and regulations.

Ability to establish and maintain effective working relationships with senior county management, officials of other public and private organizations and officials of county departments and agencies.

Ability to evaluate the application of computer technology to county financial activities.

Ability to manage county financial activities consistent with legal requirements and sound business practices.

Ability to communicate clearly and concisely, verbally and in writing to assure comprehension of complex financial concepts by elected and senior management county officials.

REV 12/06

### **Nature Of Work**

This is highly responsible executive level work in planning and directing activities of the Finance Department.

## Personnel Technician (000402)

### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience processing and maintaining personnel or payroll records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is technical work assisting a professional or administrative superior in departmental personnel administration.

Employees in this class perform a variety of paraprofessional personnel administration activities in support of a departmental personnel function. Duties or combinations of duties performed vary, depending on the department to which assigned. Responsibilities include conducting preliminary interviews of applicants for employment, coordinating payroll related activities, advising supervisors and employees regarding personnel policies and procedures, and assisting in a variety of specialized personnel administration work. Incumbents exercise some independent judgment and discretion in interpreting and applying knowledges of standard personnel administration principles and practices. Supervision may be exercised over subordinate clerical employees by assignment and review of work for accuracy and conformance to personnel rules, regulations and procedures. Supervision is received from a professional or administrative superior who assigns work, assists with difficult problems and evaluates performance for technical quality, thoroughness and timely progress of work.

#### ILLUSTRATIVE TASKS

Assists in interviewing applicants for initial employment or for promotional positions; evaluates applicants' experience and training for adherence to minimum requirements; refers prospective employees to departmental hiring authorities for employment consideration and makes recommendations for selection or rejection; processes new employees for appointment in accordance with established procedures.

Serves as a departmental contact person for payroll related matters; provides information, resolves problems, and receives and responds to inquiries; coordinates work between departmental office and field operations, and the centralized personnel-payroll system; prepares and reviews the preparation of various personnel and payroll documents; assures accuracy of information and timely submission.

Monitors a departmental employee performance evaluation program, assures timely preparation of employee performance reports, assists department supervisors as needed in their proper completion; reviews performance reports for completeness, accuracy and for completion according to established procedures.

Prepares various statistical reports for use by department officials including overtime and leave usage analyses, vacancy reports, affirmative action reports, and others as required.

Maintains departmental table of organization; records changes such as transfers, demotions and status changes to insure availability of accurate information.

Confers with and provides information to supervisors and employees concerning established procedure and policy requirements in the selection of employees from eligible lists, leave requests, overtime authorizations, group insurance, employee transfers and promotions, and other personnel related transactions and functions.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of specific regulations and procedures relating to preparation and maintenance of personnel actions, records and reports.

Considerable knowledge of departmental organization and operations as related to personnel administration activities and requirements.

## Human Resources Department

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### Personnel Technician (000402)

Knowledge of principles and procedures relating to public personnel and merit system administration.

Knowledge of basic interviewing techniques applicable to employment selection.

Knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders.

Some knowledge of various pay provisions in the county Pay Plan.

Some knowledge of civil service employment rules and regulations.

Some knowledge of the provisions of current labor- management contracts as applicable to the area of assignment.

Ability to interpret and explain personnel rules and regulations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with supervisors, employees, the public and staff members.

Ability to interview applicants for employment or promotion and determine relevant background information.

Ability to work accurately with numerical data.

Ability to communicate effectively, both verbally and in writing.

REV 6/98

#### **Nature Of Work**

This is technical work assisting a professional or administrative superior in departmental personnel administration.



## Human Resources Department

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### Personnel Specialist 1 (000410)

#### Minimum Qualifications

Bachelor's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration, or a related field is required.

#### Job Specifications

##### NATURE OF WORK

This is professional personnel management work in County departments and agencies.

Employees in this class are responsible for performing a variety of personnel duties within County departments or agencies. Incumbents assigned to departments and agencies supervise records activities and perform recruitment, placement, and related personnel management work. Employees in departments and agencies perform various combinations of work depending on the nature of their assignment. Supervision may be directly exercised over subordinate personnel technicians and other support personnel. Supervision is received from a professional or administrative superior who confers on difficult recruitment, disciplinary or other actions and reviews work for conformance with established merit system personnel policies, rules and procedures.

##### ILLUSTRATIVE TASKS

Serves in the personnel or administrative offices of County departments and agencies, performing an assigned combination of personnel management work; explains established personnel rules and procedures to supervisors and employees; prepares advertising notices to recruit for vacancies; interviews candidates responding to advertisements or certified from eligible listings from the central personnel agency; makes recommendations for hiring; keeps informed on departmental vacancies and maintains contact with the central employee relations department to initiate announcements and testing, as assigned.

Assists supervisors in the preparation of position descriptions; explains position classification procedures; informs employees on the provisions of applicable labor-management contracts; informs supervisors and employees on available training sessions; informs supervisors on rules and regulations which pertain to disciplinary actions, as needed; explains provisions of employees benefit programs such as leave or retirement; conducts training sessions as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general personnel management theories and principles.

Knowledge of principles and procedures relating to public personnel and county merit system administration.

Knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders.

Knowledge of various pay provisions in the county pay plan.

Knowledge of specific regulations and procedures relating to personnel actions and maintenance of records.

Knowledge of qualification requirements for various positions in the area of assignment.

Some knowledge of the provisions of current labor- management contracts as applicable to the area of assignment.

Some knowledge of specific regulations and procedures relating to disciplinary actions and grievances.

Some knowledge of the affirmative action plan for the department to which assigned.

Ability to exercise good judgment in evaluating qualifications of applicants for positions.

## Human Resources Department

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### Personnel Specialist 1 (000410)

Ability to keep abreast of new and revised county personnel policies, rules and regulations, pay provisions and the provisions of labor-management contracts.

Ability to interpret and explain County personnel policies, rules and regulations.

Ability to maintain effective relationships with other staff members.

Ability to achieve rapport and deal effectively and persuasively with the public and County supervisors and employees.

Ability to communicate effectively, both verbally and in writing.

REV 6/98

#### **Nature Of Work**

This is professional personnel management work in County departments and agencies.

## Personnel Specialist 2 (000412)

### Minimum Qualifications

Bachelor's degree. One year of professional personnel experience is required.

### Job Specifications

#### NATURE OF WORK

This is advanced professional personnel management work in a County department or agency.

An employee in this class is responsible for performing specialized personnel management duties in support of a County department or agency. Emphasis of the work is on coordinating a variety of departmental personnel management activities, defining appropriate recruitment methods, initiating recruitment action and maintaining contact with central Employee Relations Department on various personnel management issues. Duties require exercise of considerable judgment and professional knowledge in the application of personnel management theories, principles and methods. Supervision may be exercised over subordinate professional and technical staff. General supervision may be received from an administrative superior who reviews work for quality of results and service.

#### ILLUSTRATIVE TASKS

Maintains contact with departmental officials on recruitment needs; monitors personnel requisitions, reviews and questions as necessary indicated qualification requirements, and identifies appropriate recruitment methods; initiates recruitment action such as use of eligible lists, direct referral or other means.

Answers inquiries and resolves problems relating to delays in recruitment or inability to recruit; researches background data as required to obtain information on problems in recruiting for specified jobs.

Obtains current data for and supervises issuance of job bulletin announcements; recommends to superior changes in qualification standards as considered necessary.

Supervises or performs audit of used eligible lists returned from departments to insure conformance with established merit policies and procedures.

Exercises immediate supervision over clerical support personnel engaged in initial interview with the public and processing of eligible lists.

Recommends use of resume applications where appropriate for recruiting; obtains background information on such positions and screens applications for eligibility; supervises the issuance of such eligible lists to departments and agencies.

Responds to a variety of telephone and correspondence inquiries relating to recruitment delays, selection from lists, lack of response to recruitment efforts and related inquiries.

Performs related duties as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general personnel management theories and principles.

Considerable knowledge of principles and procedures relating to public personnel and county merit system administration.

Considerable knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders.

Considerable knowledge of county recruitment and employment policies, regulations, techniques and procedures.

Considerable knowledge of work flow in recruitment and employment processes.

Knowledge of the functions and organization of various county departments and agencies.

Knowledge of various appropriate recruitment sources for filling of position vacancies.

Knowledge of the classification structure of the county pay system.

Some knowledge of supervisory principles and practices.

Ability to coordinate and monitor recruitment activity so as to serve department and agency needs effectively.

## Human Resources Department

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### Personnel Specialist 2 (000412)

- Ability to take prompt an appropriate action in the event of recruitment delays or inadequate response to recruitment efforts.
- Ability to exercise good judgment in evaluating qualifications of applications for positions.
- Ability to interpret an explain county personnel policies, rules and regulations relating to recruitment, employment and retention.
- Ability to maintain effective relationships with departmental officials and other staff members.
- Ability to achieve rapport and deal effectively and persuasively with the public and county supervisors and employees.
- Ability to communicate effectively, both verbally and in writing.

REV 6/98

#### **Nature Of Work**

This is advanced professional personnel management work in a County department or agency.

## Personnel Specialist 3 (000414)

### Minimum Qualifications

Bachelor's degree. Two years of professional personnel experience are required.

### Job Specifications

#### NATURE OF WORK

This is advanced professional and supervisory work managing a complex departmental personnel program and related functions.

Employees in this class plan, assign and review the work of subordinates engaged in diversified recruitment activities, payroll processing, administering employee and management performance evaluation systems, affirmative action activities, providing budgetary information, researching a variety of personnel issues, and performing other related functions. Employees are typically responsible for combination of other duties in addition to those in the personnel area such as supervision of employee training, administration of departmental safety programs, records management, supervision of a word processing center, and/or departmental service operations. Incumbents exercise considerable independent judgment and professional knowledge in the application of personnel and administrative theories, principles and methods, and in advising department supervisors and managers on aspects of the County personnel system. Supervision is exercised over a staff of professional, technical and clerical employees engaged in personnel and varied administrative or specialized duties. General supervision is received from a professional supervisor who reviews work through written reports and personnel conferences for professional management of personnel activities and related responsibilities.

#### ILLUSTRATIVE TASKS

Supervises personnel requisitioning, recruitment, referral, employee processing activities, and payroll coordination in a large and complex departmental personnel management program.

Advises departmental supervisors, managers and executives on interpretations of collective bargaining agreements, personnel rules, leave manual, Miami-Dade procedures manual, administrative orders and department operations manual; prepares internal and external correspondence on personnel issues and problems.

Supervises maintenance of department Table of Organization; reviews requests for changes and consults with supervisors; provides current and historical information for the budget process, salary forecasting and current fringe benefits costs; coordinates work with County budget officials on Table of Organization changes, personnel requisitions, and the automated budgetary systems; prepares section budget.

Maintains contacts with the central Employee Relations Department concerning compensation issues, testing, recruitment activities, employee development, payroll processing and layoff/retention activities.

Coordinates department progressive discipline process; investigates disciplinary issues, advises department managers on procedures, provisions of collective bargaining agreements and precedents; participate in hearings and appeals.

Supervises or serves as department affirmative action officer; oversees development and implementation of affirmative action plans.

Supervises or performs complex research in preparation for arbitrations, conduct of special studies including organizational structures and staffing requirements, and investigation of employee grievances and affirmative action complaints.

Coordinates employee benefit and insurance matters with officials in Risk Management and the Labor Management and Employee Appeals.

Performs a combination of other duties, such as supervises departmental training unit and coordinates department training programs with the central Employee Relations Department; instructs classes, as required; supervises departmental safety activities; serves as departmental records manager; supervises a word processing unit or other department service function.

Counsels employees on various personnel and administrative practices and procedures; prepares a variety of correspondence for employees and supervisors; participates in meetings, committees and conferences.

## Human Resources Department

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### Personnel Specialist 3 (000414)

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leaves and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of personnel management theories principles and practices.

Thorough knowledge of principles and practices pertaining to public personnel and County merit system administration.

Thorough knowledge of personnel rules, administrative orders and Miami-Dade County policies and procedures.

Considerable knowledge of the principles of management.

Considerable knowledge of County recruitment and employment policies, regulations and procedures.

Considerable knowledge of the structure and function of the department to which assigned.

Knowledge of budgetary policies, practices and procedures.

Knowledge of supervisory principles and practices.

Ability to professionally manage a complex personnel management program for a County department.

Ability to supervise and coordinate an effective recruitment and employment program for a County department.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to interpret and explain County personnel and administrative policies, rules and regulations.

Ability to deal effectively and establish rapport with subordinates, supervisors, department executives and officials of other County departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to effectively manage personnel and other varied programs.

#### MINIMUM QUALIFICATIONS

Bachelor's degree. Two years of professional personnel experience are required.

REV 05/98

#### **Nature Of Work**

This is advanced professional and supervisory work managing a complex departmental personnel program and related functions.

## Human Resources Department

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### Chief, Human Resources Division (000415)

#### **Minimum Qualifications**

Bachelor's degree. Six years of professional experience in personnel administration, human resources, labor relations or related field to include three years of supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible administrative and managerial work planning and directing the activities of a Human Resource Section in a large department for Miami-Dade County.

## Human Resources Department

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### Human Resources Manager (000416)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to three years of professional human resources experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional and supervisory work in the administration and planning of complex human resource functions within a small county department or administering a major personnel component in a large county department.



## Human Resources Department

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### Senior Human Resources Manager (000417)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two years of professional administrative experience in personnel administration or a related field is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible managerial work planning and directing human resource activities in a moderate to large County department or directing both human resource and other department-wide administrative functions in a small County department.

## Human Resources Department

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### Manager, Personnel & Administrative Services (000418)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional administrative experience in personnel administration and procurement or a related field is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible administrative and managerial work performing, planning and coordinating various administrative activities for a County department.

## Human Resources Department

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### Training Technician (000419)

**Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical experience to include processing and maintaining personnel or training records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is technical work assisting a professional or administrative superior in departmental training administration.

## Human Resources Department

### Training Specialist 1 (000420)

#### Minimum Qualifications

Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration or a related field.

#### Job Specifications

##### NATURE OF WORK

This is professional work in the preparation, development and implementation of in-service training programs in a county department.

Employees in this class are responsible for participation in the planning, supervision and administration of varied training programs in a county department. Incumbents perform various combinations of duties, depending on the department to which assigned. Typical duties include research for appropriate training aids and materials, development or adaptation of training materials, revision of existing training course content, scheduling of training sessions and preparation of narrative and statistical training reports. Additional responsibilities may include counseling employees on availability of specified training in outside institutions, conduct of assigned lectures for groups in training programs, and assisting in arrangements for use of instructors or consultants for training purposes. Incumbents typically work with programs relating to orientation, supervisory and communication skills, specialized procedures or work techniques unique to the department, and other types of programs. Some employees in the class may be assigned to various duties in a federally funded program designed for specific training purpose. Supervision is received from an administrative or professional superior who reviews and evaluates work in progress and upon completion for effectiveness of results in meeting management objectives for training.

##### ILLUSTRATIVE TASKS

Compiles and edits training materials including course outlines, training schedules, lesson plans and training aids; prepares reports on the quantity of various training accomplished; assists superiors in the conduct of training surveys.

Conducts portions of training programs by lectures or discussion method, such as orientation, supervisory or specialized department subject-matter training; assists supervisors in preparation of in-service training materials, presentation and evaluation of training, and conduct of effective on-the-job training.

Advises employees on availability of training courses in the locality, course requirements and related career development information.

Assists in completing arrangements for use of instructors or consultants from outside institutions in the preparation or conduct of training programs.

Recommends changes in course content or development of new training programs.

Maintains library references, training aids and equipment in order to provide optimum utilization of instructional facilities; publicizes announcement of training programs, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general adult educational theories and principles.

Knowledge of current technical methods and practices in adult education.

Knowledge of departmental organization and operations in relation to requirements for effective training.

Knowledge of local educational resources and sources of available published information useful in development of training programs.

Ability to assist in development, compilation and analysis of course outlines, lesson plans and training aids suitable for varied department

## Human Resources Department

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### Training Specialist 1 (000420)

programs.

Ability to present classroom instruction and discussion sessions effectively so as to achieve training objectives.

Ability to advise employees concerning training and educational requirements for career progression, job performance improvement and other purposes.

Ability to maintain effective relationships with staff members, supervisory personnel and various officials outside the department.

Ability to prepare complete narrative and statistical training reports.

Ability to carry out complex oral and written instructions.

Ability to communicate clearly and concisely, orally and in writing.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration or a related field.

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#### **Nature Of Work**

This is professional work in the preparation, development and implementation of in-service training programs in a county department.

### Training Specialist 2 (000422)

#### Minimum Qualifications

Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration, or related field. One year of professional experience in developing and facilitating training programs is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work with some administrative responsibility in the development, administration and evaluation of diversified in-service training programs in a county department.

Employees in this class are responsible for planning, implementing, supervising and evaluating varied training programs in a county department. Responsibilities include consulting with supervisors to determine their training needs and priorities, evaluating on-going programs, recommending additional training activities to supervisors and management, planning development of new or revision of existing programs, and maintaining contact with various community educational resources and programs, as well as centralized county training activities. Emphasis of the work is on the mental needs. Some employees in the class may be assigned to the planning and supervision of federally funded programs designed for specific training purposes. Supervision is exercised over clerical support personnel and training specialists who assist in preparation and implementation of varied training programs. Supervision is received from an administration or professional superior who reviews program activities for timely progress and quality of results in meeting management goals and objectives for training.

##### ILLUSTRATIVE TASKS

Consults with management and supervisors to determine current training needs and relative priorities; specifies additional training needs observed in contacts within the department; advises on methods and programs to meet new training objectives.

Plans new training courses or revisions in existing courses within the department; supervises the compilation of materials including course outlines, lesson plans, and training aids; researches, edits and develops training materials for use in specific programs.

Participates in selected in-service training by conducting formal sessions or seminars; assists the supervisory staff in training methods and techniques in the conduct of sessions; advises supervisors in the systematic planning and conduct of on-the-job training.

Confers with officials in centralized county training activities to coordinate or change scheduling of employees in courses given on a county-wide basis; requests assistance in design of departmental training courses, or stimulation of employee interest in county-wide training or academic training programs.

Advises supervisors and employees on career development and the availability of training courses in community educational programs; keeps informed on local college curricula in relation to department organizational and functional needs so as to better advise employees and supervisors.

Evaluates training programs in progress or upon completion to determine effectiveness of training efforts in relation to departmental needs; discusses evaluation findings with the supervisory staff and management and confers on the best approach to improvements in training where needed; completes narrative and statistical reports of training accomplished and under way, including comprehensive evaluation of completed training.

Supervises the maintenance of resource library materials, training aids and equipment; orders training materials; supervises the scheduling of departmental personnel in training programs and the maintenance of related records.

Keeps informed on current bibliographic and other published information in various training fields.

Makes recommendations regarding hiring of subordinates; counsels with subordinates on work-related problems; evaluates and rates employee performance.

## Human Resources Department

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### Training Specialist 2 (000422)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general adult educational theories and principles.

Considerable knowledge of local educational resources and sources of available information useful in planning of departmental training programs.

Considerable knowledge of departmental organization and operations in relation to requirements for effective training.

Considerable knowledge of the planning and conduct of training programs in diversified fields.

Knowledge of content and scheduling of centralized training programs.

Knowledge of county personnel rules, regulations and procedures.

Knowledge of supervisory principles, techniques and procedures.

Ability to plan and implement various departmental training programs.

Ability to exercise good judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs.

Ability to present classroom instruction and conduct seminars and discussion sessions effectively so as to achieve training objectives.

Ability to keep informed on local education resources, available published training information and local college curricula.

Ability to evaluate training accomplished and recommend alternative approaches to achieve training objectives.

Ability to give comprehensive advice to employees and supervisors concerning educational requirements and training for career progression, job performance improvement and fulfillment of departmental training needs.

Ability to maintain effective relationships with management, supervisors, employees and various officials outside the department.

Ability to prepare complete and comprehensive narrative and statistical training reports.

Ability to communicate clearly, concisely and persuasively both orally and in writing.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration, or related field. One year of professional experience in developing and facilitating training programs is required.

REV 10-79

#### Nature Of Work

This is advanced professional work with some administrative responsibility in the development, administration and evaluation of diversified in-service training programs in a county department.

## Training Specialist 3 (000424)

### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Personnel Administration, Education, or a related field. Two years of professional experience in planning, developing, implementing, or conducting training programs or employee development programs are required.

### Job Specifications

#### NATURE OF WORK

This is advanced professional and supervisory work with administrative responsibility in the development, administration and evaluation of County training programs.

Employees in this class are responsible for planning, implementing, supervising and evaluating training programs involving complexities in administration. Incumbents typically plan and supervise training activities training programs for a large department which have county-wide scope and level are typically characterized by geographical dispersion, inclusion of professional, management and specialized training, requirement for broad community or inter-departmental contracts, need for considerable coordination, and difficulty in planning and supervision. Difficulty in planning and supervision is occasioned by such factors as requirement for projecting training needs, lack of precedent in training materials, necessity for innovation and development of original training materials or use of materials requiring lengthy research. Incumbents also actively participate in personnel management, recommend policies for training administration, establish priorities and procedures, and serve in a resource role for management and supervisory personnel. Responsibilities include the exercise of a high degree of resourcefulness, judgment, initiative and professional knowledge of educational and training theory, principles and techniques in identifying needs, planning, advising management as well as coordinating and evaluating training. Supervision is exercised over clerical support personnel and training specialists who assist in various phases of training including scheduling, assembling materials, conducting training sessions and evaluating training in progress or upon completion. Supervision is received from an administrative or professional superior who discusses plans and evaluates work progress and the quality of professional results through conferences and review of written reports.

#### ILLUSTRATIVE TASKS

Designs or adapts diverse training plans for use in various departments including management, professional, supervisory, clerical or trades skills; assists departments in utilizing such plans.

Consults with management and supervisors in various departments to assist in training plans and sessions; advises on educational resources which may be used for lecture or demonstration materials, training aides, or location of instructional staffs of a specialized nature.

Advises various departments in planning for and completing training surveys; consults with management officials in evaluating departmental training needs, and advises on the kinds of training which will respond to such needs.

Advises departmental officials on methods of follow-up and qualitative evaluation of training in progress or upon completion; requests reports of completed training to be used for county-wide statistical data.

Observes training needs which occur across county departmental lines; critically analyzes the nature of such needs and recommends plans for the conduct of centralized training sessions for departmental employees to meet such needs.

Plans for, develops and conducts selected training sessions for selected training courses for a large department or of county-wide impact such as management seminars to improve management skills.

Confers with management of various departments on projected training needs due to addition of new county functions, expanded programs, changes in organization, and other changes; advises on the timing and methods of training which will accommodate future department plans.

Completes research for training planning where precedent is not readily available; reviews materials for suitability of use or adaptation for use in various county departments.



## Human Resources Department

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### Training Specialist 3 (000424)

Keeps informed on bibliographic information, community educational programs, local college curricula, current literature in various training fields and other resources; informs superiors and advises departmental management of significant developments.

Supervises the maintenance of resource library materials, training aids and records; supervises training specialists engaged in compilation and distribution of training materials, conduct of training sessions, preparation of reports and related activities.

Makes recommendations regarding hiring of subordinate personnel; counsels with subordinates on work-related problems; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Through knowledge of general adult educational theories and principles.

Thorough knowledge of current techniques, methods and practices in adult education.

Thorough knowledge of educational resources and sources of available information useful in planning and conduct of training programs in diversified fields.

Considerable knowledge of training requirements for various occupations.

Considerable knowledge of the organization, functions and operations of various departments in relation to requirements for effective training.

Considerable knowledge of supervisory principles, techniques and procedures.

Ability to plan and implement training programs in a diversity of fields.

Ability to exercise sound judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs.

Ability to present classroom instruction and conduct seminars and discussion sessions effectively so as to achieve training objectives.

Ability to keep informed on local educational resources, available published training information and local college curricula.

Ability to evaluate a variety of training programs and recommend alternative approaches to achieve training objectives.

Ability to give comprehensive advice to management and supervisors concerning conduct of training surveys, determination of training needs, design of course content and evaluation of training.

Ability to give comprehensive advice to management and supervisors concerning specialized needs of training for career progression and job performance improvement.

Ability to maintain effective relationships with management, supervisors, employees and various officials outside the County.

Ability to prepare complete and comprehend narrative and statistical training reports.

Ability to communicate clearly, concisely and persuasively both orally and in writing.

#### MINIMUM QUALIFICATIONS

## Human Resources Department

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### Training Specialist 3 (000424)

Bachelor's degree in Business Administration, Public Administration, Personnel Administration, Education, or a related field. Two years of professional experience in planning, developing, implementing, or conducting training programs or employee development programs are required.

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#### **Nature Of Work**

This is advanced professional and supervisory work with administrative responsibility in the development, administration and evaluation of County training programs.

## Human Resources Department

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### HR Section Supervisor (000430)

#### Minimum Qualifications

Bachelor's degree. A minimum of two years of professional personnel experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional and supervisory work in the management of a section in the central Employee Relations Department.

An employee in this class is responsible for supervising a group of professional administrative employees within a section engaged in the every day practices of Compensation, Recruitment and Internal Placement, Career Development, Testing and Validation and Payroll: Responsibilities include managing the coordination of countywide layoffs, reinstatements, job analysis, salary surveys, development of job announcements, PCD processing, recruitment delivery, promotional testing and overseeing the testing development process and interpreting personnel policies and procedures. Incumbents exercise considerable independent judgment and professional knowledge in the application of personnel management theories, principles and practices within their section's purview. General direction is received from a professional superior who holds the incumbent responsible for the professional management of departmental operations and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional employees engaged in a variety of compensation activities including job analysis studies, special occupational studies, analysis of departmental reorganizations, and conducting and/or participating in salary surveys; trains subordinates in principles and practices of job analysis and County procedures concerning pay practices and standards.

Advises and confers with departmental managers and supervisors on qualification standards for new classifications or revisions to existing qualifications; recommends qualification standards for classifications; screens advertisements for appropriate qualifications and advises recruitment staff on qualification standards.

Researches, develops and references test material for general and critical examinations based on recommended knowledge, skill and ability factors and other relevant test parameters.

Conducts interviews with departmental officials to obtain current detailed task information for various classes of positions; confers with officials regarding test content and test results for promotional and open competitive examinations.

Plans, assigns and reviews the work of professional employees engaged in varied recruitment activities including preparing advertisements for vacant positions, responding to departmental employment requests, and processing and screening resumes.

Provides advice to subordinates concerning complex employment problems pertaining to veteran's preference, eligibility determinations, collective bargaining agreements and minimum qualifications.

Advises departmental personnel representatives and other officials regarding recruitment and internal placement policies, procedures and regulations.

Reviews audit reports and classification analyses, selective pay adjustments, pay supplement analyses and recommendations; prepares final recommendations; supervises and participates in the conduct of comprehensive reorganizations and development of new classifications.

Confers with and advises departmental representatives concerning reorganization plans, executive gradings and other pay and classification issues; maintains contacts with departmental personnel representatives and managerial employees for the resolution of personnel and pay issues.

Supervises and participates in the approval of personnel requisitions; reviews, analyzes and researches requests for exemption from the bumping process; supervises or prepares correspondence to department directors, managers and employees.

### HR Section Supervisor (000430)

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of theories, principles and procedures relating to position classification and job analysis.

Thorough knowledge of general personnel management theories and principles.

Thorough knowledge of principles and procedures relating to public personnel and merit system administration.

Thorough knowledge of the provisions of the Dade County Pay Plan and classification structure.

Thorough knowledge of the content of classification specifications and the relationships between classes of positions.

Considerable knowledge of personnel rules, regulations and procedures specified in County codes and administrative orders.

Knowledge of supervisory principles and practices.

Ability to plan, conduct and complete job analysis studies, special occupational studies and analyses of departmental reorganizations.

Ability to obtain relevant and factual information in the classification of individual positions or groups of positions including complex occupations.

Ability to apply classification principles effectively and exercise sound judgment in recommendations for classification of a wide variety of positions.

Ability to devise bona fide occupational qualifications for new and existing classifications.

Ability to establish and maintain effective working relationships with subordinates, superiors, County employees, supervisors and managers.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

#### **Nature Of Work**

This is advanced responsible professional and supervisory work in the management of a section in the central Human Resources Department.

## Human Resources Department

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### HR Clinical Support Services Counselor (000437)

#### Minimum Qualifications

Master's degree in Psychology, Clinical Social Work or related field. Two years of professional clinical counseling experience in an employee assistance or substance abuse program to include substance abuse evaluation, diagnosis and/or treatment are required. Must be licensed or qualified to obtain a State of Florida license within one year of employment as a Clinical Social Worker, Mental Health Counselor, or Marriage and Family Therapist.

#### Job Specifications

##### NATURE OF WORK

This is a Professional Clinical counseling position responsible for the assessment, referral, treatment and progress monitoring of Miami-Dade County employees and their families who are faced with varied emotional, psychological, medical and substance abuse problems. Similar services are also provided to the State Attorney's Office and other municipalities that enter into contracts with the County for employee assistance services.

##### ILLUSTRATIVE TASKS

Provides In-take assessment, short term therapy, and referral to Miami-Dade County employees and their family members in relations to personal problems involving emotional and medical issues, substance abuse psychiatric illness including HIV/AIDS, financial, and other job detractors.

Manages a caseload of 60-80 client files providing counseling, monitoring and feedback to insure the best quality service and outcome for the employee/county.

Trains Departmental Supervisors regarding referral of troubled employees to the Employee Assistance Program (EAP)

Presents workshops to various Miami-Dade County Departments, that is grief and loss, stress management, conflict resolution and HIV education.

Consults with Dade County Directors, Supervisors, Personnel Officers, and Union Representatives, regarding issues of: confidentiality and the role of EAP, Procedures in mandating employees to seek the assistance of EAP, leave of absence and return to work decision, and the overall job performance of employees engaging in abusive behaviors.

Provides Critical Incident Stress Debriefings after natural disasters or unforeseen crisis.

Interacts with managed care groups and insurance providers.

Safeguards the confidentiality of the Employee Assistance Program (EAP) and takes actions to insure that the credibility in the integrity of the program and the client are not compromised.

Develops and maintains complete assessment and referral procedures to included a list of treatment options; maintains records as to the frequency each is recommended.

Perform related administrative tasks as required

#### Nature Of Work

This is Professional Clinical counseling work in the assessment, referral, treatment and progress monitoring of Miami-Dade County employees and their families who are faced with varied emotional, psychological, medical and substance abuse problems.

## Human Resources Department

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### Manager, Employee Support Services (000438)

#### Minimum Qualifications

Master's degree in Social Work. A minimum of three to six years of professional clinical counseling experience in an employee assistance or substance abuse program to include substance abuse evaluation, diagnosis and/or treatment are required. Must possess a State of Florida Psychologist or Clinical Social Worker license.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory work in an employee substance abuse prevention program.

An employee in this class is responsible for managing complex Countywide employee support services in an employee substance abuse prevention program. Responsibilities include planning and coordinating a variety of professional services, supervising program activities, establishing and implementing policies and procedures for program operations, and securing compliance with State mandates. The incumbent exercises considerable independent judgment in directing program components to provide for quality intervention strategies designed to address problems that County employees experience due to substance abuse or other health-related issues. Supervision is exercised over a staff of professional subordinates with assigned responsibilities in various phases of the program. General supervision is received from an administrative superior who holds the incumbent responsible for the professional management of program activities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises professional employees in the development and implementation of employee support services program policies and procedures; monitors program effectiveness and takes corrective action when needed; conducts periodic audits and directs changes to program operations; develops performance standards and monitors compliance with mandated safety-sensitive and employee support services.

Provides clinical supervision of subordinates engaged in the development of care planning and coordination of related functions; establishes and monitors a confidentiality assurance program; collects, summarizes and analyzes statistics on program functions and prepares progress reports.

Analyzes therapeutic approaches and recommends treatment for alcohol/chemically dependent clients; oversees the use of problem-solving and confrontational techniques in an effort to choose appropriate counseling strategies.

Supervises the counseling, evaluating, monitoring and referring of employees in safety-sensitive positions.

Develops training programs in employee support services and substance abuse prevention for County supervisors and employees.

Develops, negotiates and monitors contractual agreements with municipalities and counties for clinical counseling and varied therapeutic services.

Develops proposals for funding and applications for operating plans to the National Institute of Drug and Alcohol Abuse (NIDA) and other funding sources.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the mission, goals and objectives of an employee substance abuse prevention program.

Thorough knowledge of local, state and federal regulations pertaining to the prevention of substance abuse.

## Human Resources Department

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### Manager, Employee Support Services (000438)

Thorough knowledge of therapeutic approaches to the treatment of alcohol misuse and drug abuse.

Thorough knowledge of local resources available to evaluate and resolve problems associated with substance abuse.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to manage an employee substance abuse prevention program to achieve established goals and objectives.

Ability to provide for clinical evaluations of employees pursuant to federal regulations pertaining to drug abuse and alcohol misuse.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to maintain the confidentiality of an employee substance abuse program.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

#### MINIMUM QUALIFICATIONS

Master's degree in Social Work. Six years of professional clinical counseling experience in an employee assistance or substance abuse program to include substance abuse evaluation, diagnosis and/or treatment are required. Must possess a State of Florida Psychologist or Clinical Social Worker license.

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#### **Nature Of Work**

This is advanced professional and supervisory work in an employee substance abuse prevention program.

## Human Resources Department

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### Employee Development Specialist 2 (000442)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Education, Psychology, Human Resources Management, or a related field. One year of professional training experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in the development of countywide employee development programs in the centralized Employee Relations Department.

Employees in this class are responsible for the planning, preparation, development, and implementation of new Countywide employee development courses or revisions of existing courses offered to County departments. Responsibilities include planning employee development courses, conducting training sessions and seminars, editing employee development materials, identifying training needs and priorities, conducting research for course development, and evaluating effectiveness of employee development programs. Incumbents exercise considerable independent judgment in the application of adult education theory and practice to the planning, design, and delivery of employee development courses. Supervision may be exercised over professional subordinates who assist with various phases of the work. Supervision is received from a professional superior who reviews work for effectiveness in planning and development of employee development programs.

##### ILLUSTRATIVE TASKS

Plans new Countywide employee development courses or revisions to existing courses.

Develops training materials including course outlines, lesson plans, classroom training aids and participant manuals; conducts appropriate research for course development; edits and revises existing courses to maintain currency and meet Countywide needs.

Participates in Countywide employee development programs by conducting formal sessions or seminars.

Determines current employee development needs and relative priorities; contacts other departments, conducts periodic surveys or needs assessments, and makes recommendations for new programs.

Evaluates employee development programs in progress or on completion to determine effectiveness; initiates improvements where needed.

Researches and develops materials for various procedural manuals, employee manuals, and other documents; establishes procedures to update materials to reflect legal and systemic changes.

Provides direction to subordinates, as required, to meet program and course development schedules and accomplish unit objectives.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general adult educational theories and principles.

Considerable knowledge of current techniques, methods and practices in adult education and employee development.

Considerable knowledge of Employee Relations Department policies and procedures related to requirements for effective employee development programs.

Knowledge of Miami-Dade County organization and operations and the relationship with effective employee development programs.

Knowledge of the goals and objectives of a Countywide employee development program.



## Human Resources Department

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### Employee Development Specialist 2 (000442)

Knowledge of research methods and techniques.

Ability to research, plan, design, and implement comprehensive employee development programs.

Ability to evaluate effectiveness of employee development programs.

Ability to make effective, energetic, and dynamic presentations, and conduct classroom instruction to achieve objectives.

Ability to communicate clearly and concisely, verbally and in writing to groups and individuals.

Ability to develop and utilize surveys, needs assessments, and other research vehicles to determine countywide employee development needs.

Ability to exercise sound judgment in the development of Countywide employee development programs.

#### **Nature Of Work**

This is advanced professional work in the development of countywide employee development programs in the centralized Human Resources Department.

## Human Resources Department

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### Manager, HR Section (000448)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Education, Personnel Management, or a related field. Three years of professional experience in personnel development, training, personnel management, or a related field are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory work in managing a section in the centralized Human Resources Department.

An employee in this class is responsible for planning, organizing and managing a section in the Human Resources Department. Responsibilities include supervising the work of professional employees engaged in complex work related to compensation, recruitment and internal placement, testing and validation, training and payroll processing.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional employees engaged in varied recruitment activities including preparing advertisements for vacant positions, responding to departmental employment requests, and processing and screening resumes.

Provides advice to subordinates concerning complex employment problems pertaining to veteran's preference, eligibility determinations, collective bargaining agreements and minimum qualifications.

Advises departmental personnel representatives and other officials regarding recruitment and internal placement policies, procedures and regulations.

Administers and supervises layoff and retention activities; assures that County employees' classified service rights are exercised in accordance with personnel rules and layoff procedures; confers with departmental personnel representatives and Personnel Department officials concerning interpretation of layoff-related issues, policies and procedures.

Supervises the establishment and maintenance of employment eligible lists for referral and resume recruitments.

Plans, assigns, and reviews the work of professional, technical, and clerical staff engaged in the research development and referencing of test items for classifications in a variety of fields; confers with departmental officials to plan subject matter to be used in the design and scheduling of open-competitive and promotional written examinations, and the preparation of related announcements.

Schedules and oversees the development and updating of test content for open-competitive and promotional examinations; assures security of all examination material.

Reviews test items for various occupations prepared by staff members for suitability and overall relevance; reviews standards and statistical analyses to determine relevancy and difficulty levels of test materials; certifies official eligibility lists for all county written examinations.

Plans, assigns and manages the work of professional employees engaged in a variety of complex classification and compensation activities including job analysis, continuous audits, organizational studies, job specification development and market salary analysis; confers on complex work problems; directs and organizes large and complex organizational studies.

Supervises and coordinates the preparation, revision and maintenance of the Miami-Dade County Pay Plan; analyzes and updates Pay Plan language.

Assists in the collective bargaining process on issues pertaining to classification and compensation administration; monitors and interprets changes in laws and regulations affecting compensation; implements policy and procedural changes as necessary.

Administers, manages, supervises Training Unit

## Human Resources Department

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### Manager, HR Section (000448)

Formulates goals, objectives and short and long range plans to include planning of new countywide programs/courses.

#### **Nature Of Work**

This is advanced professional and supervisory work in managing a major personnel function for the centralized Human Resources Department.

### HR Services Clerk (000451)

#### Minimum Qualifications

High school diploma or GED. One year of advanced clerical experience in processing personnel documents and providing information on personnel procedures is required.

#### Job Specifications

##### NATURE OF WORK

This paraprofessional position involves a combination of administrative and receptionist duties for all divisions of the Human Resources Department along with the Director's Office. The position is responsible for providing assistance to the Supervisor of the New Hire Center.

##### ILLUSTRATIVE TASKS

Provides support to the HRD Resource Center Supervisor with all new-hire processing requirements; includes fingerprinting, inputting and retrieving requisitions, reviewing Criminal Justice System Information (CJIS) and prepares identification cards, and file labels. Prepares personnel file information for final disposition.

Performs all New Hire Center duties in the absence of the HRD Resource Center Supervisor. Functions independently and appropriately as required. Responds to personnel inquiries from County employees and the public.

Assists the staff of the Board of County Commissioners (BCC). Prioritizes the requests of the BCC to assure that appropriate attention is given in the most expeditious manner.

Maintains the Immigration and Naturalization (I-9) files; reviews and screens for employment eligibility in accordance with Federal Laws. Prepares and dates files for random audits by federal officials.

Inputs journal entries for charge backs to departments; reconciles ID billing discrepancies and prepares the quarterly reports.

Performs miscellaneous receptionist duties as required.

Enters and reviews data for the Criminal Justice Information System (CJIS). Determines whether fingerprint cards must be batched for Miami-Dade Police Department as urgent or routine handling.

Performs related tasks as required.

#### Nature Of Work

This is a paraprofessional position performing a combination of administrative and receptionist duties for all divisions of the Human Resources Department.

### HR New Hire Center Supervisor (000453)

#### Minimum Qualifications

Bachelor's degree. One year of progressively responsible experience in personnel administration is required.

Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

An employee in this class is responsible for performing a variety of countywide personnel administration functions in support of New Hire Center activities. Responsibilities include assisting with personnel activities for the Employee Relations Department, processing newly hired employees from all County departments into the personnel system, acting as a personnel liaison to various divisions of the County Manager's Office, and following established procedures to assure County compliance with immigration and naturalization regulations. The incumbent exercises some independent judgment in interpreting and applying various personnel policies and procedures. Supervision is exercised over employees through assignment of tasks and review of completed work. Supervision is received from an administrative superior who reviews work for technical quality, thoroughness and timely completion of assigned responsibilities

##### ILLUSTRATIVE TASKS

Processes newly hired employees from all County departments into the personnel system; prepares personnel files, fingerprints new employees, operates camera to take photographs and issues County identification cards; obtains employee background information. Schedules new employees for physical examinations.

Reviews new employment applications for completeness and assures all required forms and documents are complete; verifies that employees have completed drug and alcohol physical examinations

Assures requisitions are approved by proper authorities; prepares Personnel Change Documents for all personnel actions; explains personnel policies, procedures and benefits.

Maintains security procedures for the issuance of County identification cards; verifies status of employees.

Verifies documentation of new employees which is required for County compliance with federal immigration and naturalization regulations.

Serves as personnel liaison to various divisions of the County Manager's Office; provides information on salaries and benefits

Interacts with executives, peers, and the public in the execution of all aspects of the new hire process.

Responds to inquiries and provides guidance on personnel related matters.

Performs related personnel functions as required.

#### Nature Of Work

This is advanced administrative and supervisory work performing a variety of countywide personnel administration functions in support of New Hire Center activities.

## Human Resources Department

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### HR Coordinator (000455)

#### Minimum Qualifications

Bachelor's degree. A minimum of two to four years of professional experience in adult training and development programs are required. A Master's degree may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is an advanced professional work in the development of a countywide adult training and development program, overseeing a physical examination and medical records program or assisting with the business operations of the Employee Relations Department (ERD), Personnel Services Division.

An employee in this class is responsible for the coordination of the County physical examination and medical records program, developing and administering a county-wide training program, or handling citizen and employee requests for information, coordinating agenda item submissions, and reviewing established personnel procedures for potential revisions. The incumbent exercises independent judgment in considerable knowledge of the administration of various personnel responsibilities and department functions

##### ILLUSTRATIVE TASKS

Supervises and coordinates day-to-day physical examination and medical records processing. Maintains schedules with medical centers for pre-employment, annual, drug/alcohol screening and other special physical examinations.

Works directly with medical center staff to clear applicants for employment; contacts departments with results; sends correspondence to applicants that fail drug/alcohol screenings in accordance with Administrative Order.

Works with vendors concerning reasonable suspicion and fitness-for-duty physical examinations. Contacts department directors and other County officials with positive drug/alcohol results; contacts departmental representative for light/off-duty result categories; consults Medical Review Officer for advice on physical examination findings.  
records.

Analyzes, develops, and provides training and development products to 28,000 County employees. Organizes programs to be reviewed for collegiate certification of eligibility for continuing education units. Establish training Benchmarks.

Researches and designs technical and non technical certification programs. Enters into agreements with community partners to facilitate program development. Formulates training models to be customized in a train-the-trainer format.

Supervises professional and paraprofessional staff charged with the delivery of training and adult education programs. Make executive level presentations on complex training topics, to County executives or community partners.

Oversees the coordination and provision of training development services with interagency and intra agency groups. Evaluates, recommends and selects consultants for delivery of training products.

Coordinates, monitors, and oversees the day-to-day operations of the Personnel Services Division consisting of recruitment, testing, internal placement, and compensation.

Develops and monitors divisional budget, performance measures, strategic business plans, ECC plans, procurement, personnel issues, records management and business processes. Serves as business analyst on all automation projects related to the division

Performs related work as required.

#### Nature Of Work

This is advanced professional work in the development of a countywide adult training and development program, overseeing a physical examination and medical records program or assisting with the business operations of the Human Resources Department (HRD), Personnel Services Division.

## Human Resources Department

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### HR Coordinator (000455)

#### **Minimum Qualifications**

Bachelor's Degree. A minimum of five to nine years of professional personnel management experience to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing activities of the Career Development Division of the Human Resources Department.

### HR Records Technician (000458)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the receipt, storage, issuance and filing of records are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work or independent clerical work of comparable responsibility.

Employees in this class usually plan, assign and review the work of a moderate sized clerical staff engaged in complex clerical activities. In the absence of supervisory responsibilities they do more advanced clerical work requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerk 2 class. Situations concerning important departures from standard practices and procedures are referred to a superior for final decision. Supervision is received from a professional superior who reviews work for conformance with standards provided to departments.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of a moderate sized clerical staff engaged in such activities as maintaining, sorting and alphabetizing of incoming documents for County employee files as well as terminated files.

Retrieves information documents, or completed records from various files on site in response to requests from sources within and outside the County. Releases information and files to authorized person per terms of state law and bargaining unit contracts and for withholding release in instances where court order or other action is required.

Cross trains staff, and ensure all unit goals and objectives are met for the County's Personnel File Room.

Ensures medical packages, received from vendors are correct. Input social security numbers, cross reference medical dates, apply appropriate charges and input medical dates to cross reference with PERM screens; ensures new hires and pre-employment medical packages are filed in appropriate area and recheck monthly for status.

Provides information from medical, legal and other documents over the telephone; answers general telephone inquiries concerning the nature of semi-active and active records maintained in the depository or established procedures in use of the facility.

Ensures the daily retrieval of an average of 500 files per month and lifts up to 50lb boxes.

Receives requests for records by fax, mail, telephone and the visiting public including County, State and Federal officials, Attorneys, mortgage companies and others.

Prepares new hire paper work to determine social security number, names and rehire status for accuracy utilizing a personal computer. Process reinstated employees from PCD generated from Position Control of employees terms in error. Ensures name changes are processed correctly.

Maintains police finger print log of new hires and has direct contact with MDPD background investigators for accuracy and updates. Contacts Miami-Dade County Departmental Personnel Representatives (DPR's) with report.

Advises all Miami-Dade County DPR's on issues related to public records as per Florida Statutes and Personnel File Room procedures.

Serves as liaison between Personnel File room and Medical Records to the County Attorney's Office, Labor Management Division in all requests and inquiries.

Assists attorneys and other members of the public with more difficult record searches, retrieves various folders to trace sequence of documents; locates misplaced or missing material; locates and groups related documents on particular files or subject matter.

Assists with completing subpoenas and written Verification of Employment requests.



## Human Resources Department

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### **HR Records Technician (000458)**

Serves as liaison between Personnel File Room and DPR's for all County department requests.

Assists in maintaining inventory system for all microfiche and microfilm records.

Assists with all duties in the receptionist/front desk unit of the Administrative Services Division including sorting and distribution of mail and reports, answering phones in a high volume area, assisting the public with assorted problems and inquiries.

Supervises operation of the records center in the absence of the immediate supervisor. Provides training and supervision for Student Interns and Account Clerks during their employment.

Performs related work as required.

#### **Nature Of Work**

This is supervisory clerical work or independent clerical work of comparable responsibility.

## Human Resources Department

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### HR Records Supervisor (000460)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in storing, indexing, filing and other records management activities are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work performing, planning and coordinating various supervisory and technical activities of the Personnel Records Unit, of the Employee Relations Department (ERD).

An employee in this classification is responsible for maintenance and quality assurance of personnel documents for all current and terminated County employees. Emphasis of the work is on planning, coordinating and supervising work of a group of clerical employees engaged in receiving, shelving, retrieving, refiling, and disposing of records in accordance with established records management regulations and procedures. Duties and responsibilities include cross training staff and ensuring all unit goals and objectives are met for the Employee Relations Department's Electronic Document Management System (EDMS) backfilling project; supervising the daily retrieval of requested personnel files; providing assistance and direct contact with departmental representatives and members of the public requesting to view files. Considerable independent judgment and tact are required in dealing confidentially with County employees, senior executives and departmental staff. Supervision is exercised over a staff of clerical subordinates engaged in various phases of records center operations. Supervision is received from an administrative superior who reviews work for effective customer service activities and supervision of the records center.

##### ILLUSTRATIVE TASKS

Coordinates and oversees the Employee Relations Department's EDMS project including imaging all current documents, backfilling conversion project and Computer Output to Laser Disk (COLD) images. Prepares current and terminated employees' files for outside vendors. Coordinates and tracks delivery and quality assurance of the back file process with outside vendor. Receives completed files from vendor and verifies documents are logged in on a file tracking systems. Imports documents from CD's to FYI.

Supervises ERD Records Technicians engaged in scanning documents received by the Personnel Unit on a daily basis. Ensures documents scanned reflect an accurate, legible copy of the original source that will be eventually destroyed. Supervises audits in FYI of internally scanned records by records technicians. Makes appropriate changes in employee's files in FYI when errors are identified. Liaison between ITD and Identitech (scanning software provider) to identify and resolve scanning issue with in-house or outside scanning. Must assure integrity of all documents scanned by checking msb.files in CD's submitted by outside vendors.

Assists members of the public and various officials with more difficult record searches; issues copies of documents to authorized personnel.

Assures that subpoenas for records are processed in a timely manner; testifies in court proceedings as records custodian.

Processes and delegates the completion of verifications of employment, subpoenas and microfiche requests. Assists numerous county departments in processing their requests.

Plans efficient utilization of storage space and supervises reshelving and repacking of containers; revises index listings of records as needed; updates filing systems and revises records center procedures; supervises the systematic destruction of records and signs destruction schedules.

Prepares report of center activities including number of customers assisted, records received, photocopies made, and fees collected.

Provides adequate supervision, coverage and intervention for front desk assistance in dealing with irate or difficult customers.

Informs ITD and Identitech of technical issues affecting the quality and integrity of scanned files.

Coordinates directly with DPR to ensure privacy rights to view employee's department files.

## Human Resources Department

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### HR Records Supervisor (000460)

Supervises preparation of documents sent to storage facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### **Nature Of Work**

This is advanced administrative work performing, planning and coordinating various supervisory and technical activities of the Personnel Records Unit, of the Human Resources Department (HRD).

## Human Resources Department

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### HRIS Specialist (000461)

#### **Minimum Qualifications**

Bachelor's degree. One year of experience in Human Resources, Payroll, or experience as a Business Analyst. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional technical work supporting Human Resource Information System applications.

## Human Resources Department

### Shared Services Analyst (000462)

#### Minimum Qualifications

Bachelor's degree. One year of human resources, payroll, or business analysis experience to include working with human resources software packages or applications is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### ILLUSTRATIVE TASKS

Members of the Shared Services Team will perform various duties involving the PeopleSoft Recruiting Solution & HR 8.9. The following are Identified tasks to date:

Identify through various reports where data corrections need to be made due to corrupt or incorrect data prior to the conversion process; correct data so that conversion process bring valid data during conversion program to ensure correct data has been converted.

Review all screens prior to programming phase of project to ensure that data elements required are present for that functional aspect of system; instruct programming staff where data elements should be placed; utilize dynamic mapping training to design, develop, and test screen mapping.

Load all tables initially with data for test environment system to operate, identify, design, and implement table's modification, prepare auto update table procedures, test data tables.

Provides detailed functional specifications for design of base system.

Performs exhaustive test during parallel testing phase of project to ensure all checks and associated reporting are correct and system tables are performing correctly.

Answer questions concerning new system for all users or system for all Depts. County wide.

Talk to all users of system and make them aware of system capabilities and limitations.

Update security tables for user access or denial to the system; process user's requests to set up appropriate inquiry and updating capabilities.

Analyze system to ensure all modules are working properly together and that correct results are generated by the system; prepares service requests for any system error.

Take direction from Executive Steering Committee for new system enhancements; meet with appropriate ETSD staff to formulate system changes.

Prepares well documented, maintained test scripts and scenarios for testing the system; defines the business functions being tested, the data values to be entered and the procedures and documentation, the correct results should occur.

Tests system after shared services member or PeopleSoft vendor makes a fix to the system; test extensively after a new release of the system has been made by PeopleSoft.

Handles requests from system users and internal and external requestors to prepare various reports from data maintained by PeopleSoft system; discusses report with user to ensure proper reports is created; prepares ad hoc reports using Report Smith, SAS or other reporting tools; reviews report for accuracy and distributes to requestor.

Documents procedures as well as the addition of new codes to tables; makes necessary changes after new software releases and when new screens or auto updates are made, updates training materials and procedures manuals.

Assist and supervise staff assigned to data input for all human resource & payroll, data entry screens, provide assistance to departments for their data entry screens, ensure all data is processed during designated time frames.

Acts as business analyst to all functional areas to plan future enhancements to system provides ETSD representatives with necessary information to program enhancements.

Designs or redesigns system forms when necessary.

Trains all employees utilizing the system for input or inquiry, keeps training materials up-to-date on various changes affecting the system.

Provides suggestions on the strategic direction of the system, assists with prioritizing requests and determining enhancements for systems.

Coordinates usage of department personal computer networks and other computer systems, effectively communicates software/hardware problems to enable technical support to solve system issues.

Attends daily meetings with ERD implementation team to assess Business Requirements & testing needs.

Makes contact with other companies using software so that networking is established to handle common business events.

Maintains system change list for future development, maintains current issues list for day-to-day operational problems.

Attends various workshops and classes provided by integrator and software vender.

Researches problems that are reported by users of system, recreates transaction in test environment and determines cause of error (if any).

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

## Human Resources Department

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### Shared Services Analyst (000462)

Considerable knowledge of Peoplesoft software package obtained from on-site training and working with integrator and software vendor.

Considerable knowledge of existing system data elements, associated formulas, and how data is utilized to handle day-to-day business activities.

Considerable knowledge of tables structures and their relationships between all systems modules.

Considerable knowledge of business processes in the human resource and payroll area.

Knowledge of personal computer networks, how they function, and ability to communicate software\hardware problems to enable technical support to sole system issues.

Knowledge of testing procedures (test scripts) to ensure work product is satisfactory and will perform as designed.

Knowledge of Peoplesoft Query and other report writing tools to extract data from system and produce ad hoc report for users of the system.

Ability to work as a team and cross-train in various functional areas of large complex operating system.

Ability to review reports to ascertain invalid data.

Ability to communicate problems and needs to technical ETSD staff.

Ability to determine business requirement in functional work areas after interviewing individuals that do that work or have a specific need automated.

Ability to prepare various documents including training and procedures manuals, newsletters, service requests, and memoranda for a wide audience of users.

Ability to update tables for security and processing requirements.

Ability to direct a group of employees in high volume data processing of human resource and payroll information.

Ability to design and redesign forms utilized with system.

Ability to train groups of employees that will systems.

Ability to offer suggestions on system enhancements.

Ability to research and troubleshoot problems and issues.

Ability to comprehend, analyze, and interpret organizational and procedural problems and make recommendations on how to handle these issues.

Ability to establish and maintain effective working relationships with departmental and other County employees.

### **Nature Of Work**

This is advanced professional technical work supporting PeopleSoft Recruiting Solution & HR 8.9.

## Human Resources Department

### Personnel-Payroll Technician (000465)

#### Minimum Qualifications

High school diploma or GED. One year of experience in maintaining fiscal, payroll or related personnel records is required. Completion of 30 credits of college coursework will substitute for the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and clerical work in the county centralized personnel-payroll operation.

Employees in this class are responsible for performing a variety of complex tasks in the processing of personnel and payroll information in a centralized personnel-payroll system. Duties include determining employee pay under various circumstances in accordance with established rules and procedures, calculating and posting money adjustments to the payroll and attendance record, reviewing and auditing payroll calculations and leave entries prepared by other employees, totaling payroll calculations, transcribing and entering information into a computer terminal, and performing other duties in support of a centralized personnel-payroll system. Supervision is received from a technical superior who periodically reviews work in progress and upon completion for accuracy and thoroughness in completing assigned responsibilities.

##### ILLUSTRATIVE TASKS

Reviews all entries on the payroll and attendance record to determine employee pay eligibility; totals all hours worked for each employee based upon daily recorded entries; determines overtime and straight hours and the method of payment of each.

Determines employee pay based upon disability, worker's compensation, call-back, out-of-class, night shift, on-call, leave without pay, holidays, and various collective bargaining agreements and leave manual provisions.

Calculates and posts all necessary money adjustments to payroll and attendance records.

Operates a computer terminal to inquire, post and verify a variety of personnel-payroll information; posts straight-time, overtime and leave entries submitted on payroll and attendance records, and payroll and attendance change forms.

Adjusts entries on payroll and attendance record when employees are ineligible for leave usage; adjusts employee leave files due to system problems or errors.

Contacts various department supervisors if payroll and attendance records are illegible or if entries are missing.

Verifies approval of disability leave before entries are made; prorates leave for injured employees; changes leave entry to non-disability leave usage if required.

Adjusts file information for leave without pay or leave of absence.

Reviews and audits payroll calculations and leave entries prepared by other employees to assure accuracy, and makes corrections as necessary; reviews computer generated reports to assure entries are accepted by system; adjusts as necessary.

Calculates and transcribes all payroll calculations for on-line input for paycheck preparation.

Provides regular, overtime and money adjustment totals by locator for balancing payroll; reviews computer generated totals and compares with manual totals to determine that final payroll is correct and balanced; makes necessary adjustments.

Initiates and calculates payroll vouchers as required; processes tool and uniform allowance payments, and vacation advance requests; calculates termination payoffs.

Receives and answers questions from various county offices concerning payroll calculations and leave entries; notifies departments of errors on payroll and attendance record forms.

Performs specialized duties in the computerized maintenance of the Table of Organization and in the control of personnel changes including merit increases, promotions, and newly hired employees.

Performs specialized duties in the initiation, changes and cancellation of a variety of payroll deductions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the content of personnel-payroll information on source documents for computer entry.

Considerable knowledge of various pay provisions specified in the county Pay Plan and Leave Manual.

Considerable knowledge of the provisions of current collective bargaining agreements with respect to personnel actions and payroll

### Personnel-Payroll Technician (000465)

requirements.

Considerable knowledge of personnel-payroll policies and procedures.

Knowledge of business arithmetic.

Knowledge of the operating characteristics of computer terminals used for processing personnel-payroll information.

Ability to examine and correct source documents used for personnel-payroll processing.

Ability to examine and reconcile computer printouts with source information.

Ability to apply pay provisions in the county Pay Plan and in applicable collective bargaining agreements to a variety of personnel-payroll processing activities.

Ability to perform arithmetic calculations quickly and accurately.

Ability to operate a computer terminal.

Skill in the operation of a computer terminal and calculator.

REV 6/98

#### **Nature Of Work**

This is advanced technical and clerical work in the county centralized personnel-payroll operation.

Must take and pass a data entry skills test as part of the application process with a minimum score of 69 net keystrokes per minute. Photo identification is required to take the data entry skills test.



## Human Resources Department

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### Payroll Section Supervisor (000466)

#### **Minimum Qualifications**

Bachelor's degree and four years of human resources, payroll, finance, or benefits experience to include using payroll computer systems are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is professional supervisory work in the planning and management of HRIS development.

## Human Resources Department

### Personnel-Payroll & Systems Supervisor (000467)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a Personnel/Payroll Technician are required.

#### Job Specifications

##### NATURE OF WORK

This is technical and supervisory work in the county centralized personnel-payroll operation.

An employee in this class is responsible for planning, assigning and reviewing the work of a staff of technical, clerical and specialized employees engaged in processing personnel and payroll information in a centralized personnel-payroll system. Duties include designing forms, writing operational manuals, resolving data processing problems, interpreting the provisions of various personnel operating training to subordinates in a variety of personnel-payroll policies and procedures. Independent judgment is exercised in redefining the organization of work within the unit in response to increased volume or other factors and in working effectively with departmental personnel representatives. Supervision is exercised over a group of technical, clerical and specialized employees through assignment and review of work for timely progress and accuracy of results. Supervision is received from an administrative superior who reviews work through personal conferences, review of written reports and observation of personnel-payroll activities for satisfactory achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technical, clerical and specialized employees engaged in processing new employees onto the payroll, processing leave and attendance records and employee transfers, performing payroll calculations, operating a computer terminal, maintaining files and performing pick-up and delivery functions.

Provides training to subordinates in policies and procedures of payroll preparation, application of disability leave and worker's compensation regulations, changes in existing procedures and methods, use of computer terminals and in researching various benefit programs to assure accurate and timely provision of compensation.

Interprets provisions of various personnel operating manuals and collective bargaining agreements in order to assure the accurate preparation of payrolls; assures consistency in application of pertinent rules and regulations.

Consults with various authorities where there are complex or conflicting personnel-payroll questions with regard to collective bargaining agreements and salary administration policies.

Investigates and assists in resolving data processing problems such as errors in the generation of data or incomplete information.

Prepares operational manuals for office and field use, reviews manuals due to system changes or other circumstances; designs forms for personnel-payroll system use.

Assists in providing systems training for new departmental personnel representatives in operating departments as required; establishes and maintains effective working relations with departmental personnel representatives to resolve problems and coordinate personnel-payroll activities.

Evaluates efficiency of operations and makes recommendations for improvements in efficiency and effectiveness of personnel-payroll system.

Establishes work schedules to meet a variety of deadline for payroll processing.

Audits payrolls to insure accuracy of payroll transactions and for adherence to established personnel-payroll policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job-related problems; evaluates and rates employee performance.

## Human Resources Department

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### Personnel-Payroll & Systems Supervisor (000467)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the policies, regulations and procedures relating to the preparation of personnel actions and maintenance of payroll records.

Thorough knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders.

Thorough knowledge of various pay provisions in the county pay plan.

Considerable knowledge of the provisions of current collective bargaining agreements with respect to personnel actions and payroll requirements.

Considerable knowledge of county service employment rules and regulations.

Considerable knowledge of the structure and function of various county departments.

Considerable knowledge of supervisory principles and practices.

Knowledge of data processing system applications, terminology and software equipment.

Ability to supervise a large staff of subordinate technical, clerical and specialized employees in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with supervisors, employees and various government officials.

Ability to express ideas clearly and concisely, verbally in writing.

Ability to interpret and explain the provisions of collective bargaining agreements, personnel rules and regulations, and various personnel operating manuals.

Ability to provide training to subordinates in a variety of policies, procedures, methods and techniques.

Ability to analyze a variety of personnel-payroll system problems and make effective recommendations for their solution.

Ability to evaluate personnel-payroll system operations and make effective recommendations for improvements.

Ability to perform arithmetic calculations quickly and accurately.

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#### **Nature Of Work**

This is technical and supervisory work in the county centralized personnel-payroll operation.

## Human Resources Department

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### Personnel-Payroll Technician-BOS (000468)

#### Minimum Qualifications

High school diploma or GED. One year of experience in maintaining fiscal, payroll or related personnel records is required. Completion of 30 credits of college coursework will substitute for the required experience.

#### Job Specifications

#### Nature Of Work

This is advanced technical and clerical work in the county centralized personnel-payroll operation.

Must take and pass a data entry skills test as part of the application process with a minimum score of 69 net keystrokes per minute. Photo identification is required to take the data entry skills test.

## Human Resources Department

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### Personnel-Payroll Technician-WC/Disability (000469)

#### Minimum Qualifications

High school diploma or GED. One year of experience in maintaining fiscal, payroll or related personnel records is required. Completion of 30 credits of college coursework will substitute for the required experience.

#### Job Specifications

#### Nature Of Work

This is advanced technical and clerical work in the county centralized personnel-payroll operation.

Must take and pass a data entry skills test as part of the application process with a minimum score of 69 net keystrokes per minute. Photo identification is required to take the data entry skills test.

## Human Resources Department

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### Chief, Administrative Services Division (000470)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of professional or administrative experience in fleet or facilities management, personnel management or safety management to include supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing activities of the Administrative Services Division for a County department.

### Examinations Technician (000524)

#### Minimum Qualifications

Completion of 60 semester credits. Clerical experience in personnel or payroll administration may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the examinations program of the centralized Employee Relations Department.

Employees in this class perform a variety of para-professional duties in support of county examinations activities. Responsibilities include scoring examinations, operating computer scoring and analysis programs, inputting test data, administering and monitoring examinations, administering typing tests, calculating seniority points for county employees, and performing a variety of other supporting tasks. Incumbents exercise some independent judgment in the application of standard examinations knowledges, practices, and procedures. Supervision is received from an administrative superior who reviews work for technical quality, thoroughness, and adherence to established policies and procedures.

##### ILLUSTRATIVE TASKS

Scores examinations, runs computer scoring and analysis programs, reviews results, generates, and maintains eligible lists; organizes and maintains work files and documentation; inputs test data; assists with the compilation and organization of statistical information for various reports.

Administers and monitors examinations; prepares testing materials; explains testing procedures to applicants and answers questions; assists with other screening procedures.

Administers typing, data entry and word rater tests; schedules applicants for tests; enters test scores into computer system and perform file maintenance.

Responds to inquiries, resolves problems, and provides information concerning employment policies and procedures to employees and county officials.

Calculates seniority point credits for county employees.

Assists in file maintenance of the applicant tracking system to include checking the download report to assure accuracy of previously inputted information, investigating, and resolving problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics of computer terminals used for processing examinations information.

Considerable knowledge of reports, forms, and documents utilized in a centralized examinations program.

Knowledge of security and confidentiality requirements of the centralized examinations program.

Knowledge of civil service examination procedures and processes.

Knowledge of principles and practices of public personnel and merit system administration.

### Examinations Technician (000524)

Knowledge of arithmetic.

Ability to examine and reconcile computer printouts with source information.

Ability to operate computer scoring and analysis equipment.

Ability to understand and follow complex verbal and written instructions.

Ability to perform arithmetic calculations quickly and accurately.

Ability to administer and effectively monitor civil service examinations.

Ability to establish and maintain effective working relationships with a variety of county employees and officials.

REV 02/99

#### **Nature Of Work**

This is technical work in the examinations program of the centralized Human Resources Department.

Excellent computer skills, organizational skills, and the ability to work independently are preferred. Excellent customer service skills are highly preferred.



## Human Resources Department

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### HR Personnel Services Specialist 2 (000543)

#### Minimum Qualifications

Bachelor's degree in Human Resources Administration or Business Administration; or Bachelor's degree and one year of experience in personnel administration are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in computing employee retention scores, establishing retention and recall lists and completing bumping scenarios in the Internal Placement Section in the Human Resources Department.

Employees in this class are responsible for performing a variety of difficult and complex assignments in various phases of the layoff process. Incumbents serve as specialists to departments and as team leaders in the administration of the layoff process. Responsibilities include computing employee retention scores, developing and establishing retention and recall lists, analysis of bumping scenarios, preparing, proofing and distributing layoff letters, identifying and verifying vacancies for employment opportunities, training subordinates in layoff and County policies and procedures. Incumbents advise departmental and personnel officials on issues concerning layoff procedures, classified service rights, recruitment, administrative orders, policies and procedures and issues concerning collective bargaining agreements as it relates to the layoff process. The incumbent exercises considerable judgment in the application of personnel rules and regulations and ability to deal tactfully and persuasively with officials in departments, employees and union representatives. General supervision is received from a professional or administrative superior who reviews recommendations, reports and evaluates completed work for quality of results in the application of theories, principles, procedures and regulations.

##### ILLUSTRATIVE TASKS

Interprets personnel policies and procedures and provisions of various collective bargaining agreements as they relate to layoff issues; confers with Labor Management officials to assure compliance with collective bargaining agreements.

Advises and confers with departmental personnel representatives, managers and supervisors on issues concerning layoff procedures, classified service rights, recruitment, administrative orders, policies and procedures and issues concerning collective bargaining agreements as it relates to the layoff process.

Meets with union representatives, county departmental staff, and employees to mediate grievances related to layoff actions, in addition to collecting, compiling and preparing documentation in response to union requests.

Conducts periodic layoff procedural training sessions for personnel representative.

Leads the Personnel Layoff Action Team (PLAT) in the administration of the layoff process.

Participates in the approval of job openings, reviews the computation of retention scores, analyzes bumping scenarios, and prepares layoff letters; supervises and coordinates the pipeline assistance process; supervises and prepares correspondence to department directors, managers, unions, and employees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of civil service rules and regulations and layoff procedures.

Considerable knowledge of general personnel management theories and principles.

Considerable knowledge of personnel rules, regulations and procedures specified in County codes and administrative orders.

Considerable knowledge of theories, principles and procedures relating to position classification.

## Human Resources Department

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### HR Personnel Services Specialist 2 (000543)

Considerable knowledge of personnel rules, regulations and procedures specified in County statutes, codes, administrative orders and departmental issuances.

Considerable knowledge of computer software and operating systems.

Ability to achieve rapport and deal effectively and persuasively with County employees, supervisors, management and union representatives.

Ability to plan, conduct and complete computation of retention scores, establish retention and recall lists and analyze bumping scenarios.

Ability to interpret and explain human resources policies and procedures and layoff provisions.

Ability to apply personnel principles effectively and exercise sound judgment in recommendations for County layoffs.

Ability to establish and maintain effective working relationships with County employees, supervisors and managers.

Ability to train employees in the administration of the layoff process.

Ability to lead and supervise large staff of employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting human resources rules, regulations, policies or procedures.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

#### **Nature Of Work**

This is advanced professional work in the classification of positions and related wage and salary administration in the central Human Resources Department.

## Human Resources Department

### Senior Compensation Specialist (000553)

#### Minimum Qualifications

Bachelor's degree. One year of professional job analysis experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work with some supervisory responsibilities in the classification of positions and related compensation administration in the central Employee Relations Department.

Employees in this class are responsible for performing a variety of more difficult and complex assignments in various phases of position classification and compensation administration. Incumbents serve as team leaders in the conduct of special occupational or job analysis studies, and may be assigned to serve in a supervisory capacity over specialists for groups of departments. Responsibilities include analysis and classification of a wide variety of positions, development of recommendations for new or revised classification titles, series of positions and development of new or revised minimum qualification standards for various classifications. Assignments involve working with the more complex and dynamic departments in terms of frequent and major positions, frequent need for new classes, and the need to classify positions where there is little classification and pay precedent. Duties require the exercise of considerable judgment in the application of classification theories, principles and methods and the ability to deal tactfully and persuasively with officials in departments and agencies. Incumbents are responsible for making final classification actions. Supervision is exercised over professional and clerical staff for specific assignments and functions. General supervision is received from a professional or administrative superior who reviews recommendations and reports and evaluates completed work for quality of results in the application of theories, principles, procedures and regulations.

##### ILLUSTRATIVE TASKS

Receives and reviews a variety of the more complex and difficult classification requests; discusses duties and responsibilities of positions under review by field audit; advises departmental officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action.

Works with departmental personnel officials from the more complex and dynamic departments involved in frequent and major reorganizations, frequent need for new classes, and the need to classify positions where there is little classification and pay precedent.

Confers with departmental supervisors on appropriate minimum qualification standards for new classes of positions or revisions in existing standards; prepares final recommendations for standards to be used in merit examination and recruitment for selection of applicants.

Exercises immediate supervision over professional and/or clerical support personnel as assigned in carrying out compensation activities such as preparation of specifications for new occupational classes, conduct of local and national pay surveys, or special occupational studies of newly developing classes.

Reviews audit reports and classification findings, and selective pay adjustment recommendations prepared by subordinate specialists, with final recommendations for action, as assigned.

Performs a variety of special assignments such as preparation of grant applications for funding of compensation studies of a comprehensive nature relating to classification, pay or fringe benefits; also performs detailed studies and analyses of executive pay salaries or complete occupational studies of a more complex nature with responsibility for recommendation for final action and verbal presentation of findings to departmental officials.

Supervises the activities of the Section in the absence of the supervisor with delegated responsibility for making decisions and leading conferences with departmental personnel; represents superior in various meetings and conferences, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Senior Compensation Specialist (000553)

Thorough knowledge of general personnel management theories and principles.

Thorough knowledge of principles and procedures relating to public personnel and merit system administration.

Thorough knowledge of theories, principles and procedures relating to position classification and job analysis.

Thorough knowledge of detailed provisions of the county pay plan and classification structure.

Thorough knowledge of the content of classification specifications and the relationships between classes of positions.

Considerable knowledge of personnel rules, regulations and procedures specified in county statutes, codes, administrative orders and departmental issuances.

Considerable knowledge of the organization and functions of those departments in the area of assignment.

Considerable knowledge of specific regulations, procedures and precedents applicable to preparation of personnel actions and related pay determinations.

Knowledge of supervisory principles and practices.

Ability to obtain relevant and complete factual information in the classification of individual positions and groups of positions under study, including complex occupations.

Ability to plan, conduct and complete job analysis studies for assigned classes of positions, including complex occupations.

Ability to plan, conduct and complete occupational studies of positions of a complex nature.

Ability to apply classification principles effectively and exercise sound judgment in recommendations for classification of a wide variety of positions.

Ability to keep abreast of occupational and pay relationship changes and to recommend appropriate action.

Ability to compose clear and complete reports of classification findings and recommendations.

Ability to prepare classification specifications descriptive of kinds and levels of work involved for a wide variety of positions.

Ability to achieve rapport and to deal effectively and persuasively with county employees, supervisors, management and officials in outside agencies.

Ability to supervise others in a manner conducive to full performance and high morale.

REV 05/98

### **Nature Of Work**

This is advanced professional work with some supervisory responsibilities in the classification of positions and related compensation administration in the central Human Resources Department.

## Human Resources Department

### County Executive Office Assistant (000602)

#### Minimum Qualifications

High school diploma or GED.

#### Job Specifications

##### NATURE OF WORK

This is light manual work performing various routine housekeeping tasks for the Miami-Dade County Executive Office.

Employees in this class perform manual work involving a variety of light housekeeping and domestic tasks to assist in the maintenance of the Miami-Dade Executive Office. Duties include removing trash, vacuuming carpets, dusting, polishing furniture and cleaning windows. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and office equipment. Supervision is received from a superior who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

##### ILLUSTRATIVE TASKS

Vacuums carpeting; dusts and polishes furniture, woodwork and fixtures; cleans doors, windows and walls.

Keeps office areas clean and free of litter.

Changes trash and garbage cans and relines with plastic trash bags as required.

Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the materials, methods and equipment typically used in janitorial work.

Some knowledge of the geography of the buildings or facilities of assignment.

Ability to make minor repairs and adjustments to cleaning equipment.

Ability to understand and follow simple verbal and written instructions.

Physical strength and agility sufficient to perform assigned duties.

NEW - 05/06

#### Nature Of Work

This is light manual work performing various routine housekeeping tasks for the Miami-Dade County Executive Office.

## Human Resources Department

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### County Mayor's Records Management Coordinator (000604)

#### **Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced clerical work involving some administrative responsibility in the management of the correspondence tracking system for the County Manager's Office.

### County Mayor's Administrative Support Specialist (000605)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced clerical experience are required.

#### Job Specifications

##### NATURE OF WORK

This is clerical and technical work for the County Manager's Office.

An employee in this class is responsible for performing advanced clerical and technical duties in the management of all incoming correspondence, records management and coordination of responses to inquiries made to the County Manager's Office. Responsibilities include oversight, coordination and training of office staff on the County Manager's correspondence tracking system, monitoring timeliness of responses to inquiries made to the Office, oversight of the records management functions, processing all travel arrangements for the County Manager; and providing clerical support to the assistants to the County Manager. The incumbent exercises some independent judgment in coordinating clerical and technical activities for a variety of office operations. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Manages all incoming correspondence and provides oversight and coordination of the County Manager's correspondence tracking system.

Provides training to all County Manager's office staff on the use of the correspondence tracking system.

Serves as the correspondence tracking system security administrator and recommends technological enhancements to the system.

Assists in monitoring timeliness of responses to the Board of County Commissioners and citizens' inquiries to the County Manager's Office.

Provides oversight of the County Manager's Office records retention and destruction schedules.

Responds to citizen's e-mails and phone calls and makes referrals when appropriate.

Processes all travel arrangements for the County Manager.

Reconciles and approves County Manager's p-card purchases.

Provides clerical support to the County Manager's executive secretary and other assistants to the County Manager.

##### COUNTY MANAGER ADMIN SUPPORT SPECIALIST (Cont'd)

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of County Manager, its assistants and the relationships with elected representatives, other

## Human Resources Department

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### County Mayor's Administrative Support Specialist (000605)

Department Directors and officials, and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official..

Ability to operate personal computers and other computerized office equipment with accuracy and speed.

Ability to express ideas clearly and concisely, verbally and in writing

New 6/04

#### **Nature Of Work**

This is clerical and technical work for the County Manager's Office.



## Human Resources Department

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### County Mayor's Personnel Assistant (000606)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations for the County Manager's Office.

## Human Resources Department

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### Human Rights & Fair Employment Specialist (000639)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional or administrative experience in affirmative action, personnel administration, equal employment, alternative dispute resolution and/or conflict resolution mediation or other related experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional work in the investigation and resolution of workplace disputes under the jurisdiction of Chapter 11A of the Code of Miami-Dade County.

## Human Resources Department

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### OHRFEP Legal Liaison (000643)

**Minimum Qualifications**

Juris Doctorate degree. Current membership in the State of Florida Bar Association and a minimum of three to five years of progressively responsible legal experience is required. A self-starter with a strong working knowledge of employment, civil rights and labor law is highly desired. Excellent analytical and writing skills are a must.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible legal work serving the Office of Fair Employment Practices.

## Human Resources Department

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### Mental Health Services Manager (000648)

**Minimum Qualifications**

Bachelor's degree. A minimum of five to ten years of progressively responsible professional experience to include contracts and/or grants administration, and intergovernmental/interagency experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### IT Contracts and Procurement Officer (000660)

**Minimum Qualifications**

Bachelor's degree. Three years of experience in the procurement of data processing and telecommunications equipment, supplies and professional services to include the preparation, negotiation, administration and review of IT contracts are required. Additional experience may substitute for required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible administrative work with supervisory responsibility in the procurement of technology equipment, supplies, and professional services for the county's information technology needs.

### IT Contracts & Procurement Supervisor (000661)

#### Minimum Qualifications

Bachelor's degree in Computer Science, Business or Public Administration or related field. A minimum of three to six years of experience in the procurement of data processing and telecommunications equipment, supplies and professional services is required. Additional experience may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the procurement of technology equipment, supplies, and professional services for the county's information technology needs.

An employee in this class is responsible for planning procurement activities to acquire equipment, software, supplies, and professional services required for central data processing and telecommunications functions. Responsibilities include developing plans, methods and criteria for procurement activities, conducting negotiations to obtain favorable terms and conditions in the acquisition of equipment and services, developing bid documents and contracts, and analyzing and evaluating vendor proposals. The incumbent exercises considerable independent judgment in the application of knowledge of current data processing and telecommunications technology to the timely and cost-effective procurement of major capital purchases. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective procurement activities.

##### ILLUSTRATIVE TASKS

Conducts negotiations to obtain favorable terms and conditions in the acquisition of data processing and telecommunications equipment, software, various supplies, and professional services essential for central data processing and telecommunications operations.

Evaluates department plans and develops strategies for acquisition of resources and alternate employment of capital and budget funds to accomplish departmental procurement objectives.

Ensures timely and efficient acquisition of equipment and supplies for the department through coordination of procurement processes, procedures, and criteria selection.

Oversees development of bid documents; determines amount and degree of detail necessary to support acquisition plans and programs, and best means of collecting and analyzing data.

Analyzes and evaluates vendor proposals; develops negotiation strategies; conducts management briefings and integrates recommendations from line managers to determine and finalize acquisition objectives.

Develops formal contract language concerning complex financial, legal, and operating issues.

Plans for and conducts or oversees negotiations with vendors designated for award; assists in resolving conflicts and ensures that objectives are achieved in final contract documents.

Coordinates work with various other County departments to facilitate the contracting process and effective consideration of major programs and capital projects.

Identifies needs, initiates, and structures special documentation, including contracts, agreements, memoranda, and resolutions, to produce required results.

Develops and coordinates preparation of alternative proposals to support major acquisitions in the department's annual budget submission.

Performs related work as required.

### IT Contracts & Procurement Supervisor (000661)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of purchasing procedures for the acquisition of computer hardware, software, telecommunications equipment, and related supplies, commodities, and services.

Thorough knowledge of specifications, nomenclatures and supply sources for a variety of data processing and telecommunications equipment and supplies.

Considerable knowledge of County central procurement regulations, policies, procedures, and procurement processes.

Considerable knowledge of required information for bid documents and contracts.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of public relations principles and techniques.

Ability to negotiate favorable terms and conditions for the acquisition of data processing and telecommunications equipment, supplies, and professional services.

Ability to establish and maintain effective working relationships with superiors, vendor representatives, and a variety of public and private officials.

Ability to coordinate a variety of procurement processes and procedures to achieve acquisition of required equipment and services.

Ability to develop formal contract language for bid documents.

Ability to analyze vendor proposals and make effective recommendations for approvals.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 9/05

#### **Nature Of Work**

This is advanced administrative and supervisory work in the procurement of technology equipment, supplies, and professional services for the county's information technology needs.

## Human Resources Department

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### IT Project Manager (000662)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of systems analysis to include database management experience; or three years of business management to include implementation of IT projects experience is required. Additional related experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional managerial work in the development/delivery of IT infrastructure services, business processes, re-engineering, project management and the development of performance standards and IT service level agreements.

##### Nature Of Work

This is professional managerial work in the development/delivery of IT infrastructure services, business processes, re-engineering, project management and the development of performance standards and IT service level agreements.



## Human Resources Department

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### ITD Program Manager (000666)

**Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of progressively responsible professional experience to include experience in information technology project management or implementation consulting, or business processes re-engineering is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is a highly responsible managerial work assisting the Department Director in directing, planning, coordinating and supervising diverse functions for the Enterprise Technology Services Department.

### Agricultural Manager (000679)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to nine years of progressively responsible professional experience in the public or private sector to include agribusiness planning, governmental permitting, environmental planning and/or marketing experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional administrative and liaison work in assisting the Agricultural Practices and Studies Advisory Board and the County Manager in the inter-agency coordination and promotion of the agricultural industry in Miami-Dade County.

An employee in this class is responsible for developing and implementing economic development strategies for the Miami-Dade County agriculture and related businesses to support their viability. Responsibilities include researching and analyzing economic development issues, monitor grant availability and application, and collaborating with other federal, state and local agencies to facilitate communications and the development of effective policies and business strategies that would enhance and expand marketing strategies. The incumbent exercises considerable independent judgment in formulating and directing numerous promotional and public relations activities to ensure that problems affecting the agricultural industry are dealt with quickly and efficiently. General direction is received from the County Manager who holds the incumbent responsible for the effective coordination and promotion of the agricultural industry in Miami-Dade County.

##### ILLUSTRATIVE TASKS

Coordinates with Chambers of Commerce, elected officials and other interested groups the development and implementation of agricultural business retention, expansion and marketing strategies.

Develops new ways and/or utilizes the existing network of information channels to promote best management practices for local agriculture.

Keeps abreast of new trends and influences; researches grant availability for agriculture economic development and prepare grant applications where appropriate.

Prepares presentations and reports for the Board of County Commissioners, the County Manager, other involved departments and other interested groups.

Represents Miami-Dade County and the agriculture industry on public policy issues relating to legislation and regulations at the federal, state and local levels impacting the agricultural community.

Conducts research, data collection, and statistical analysis on agribusiness issues using professionally acceptable techniques and methodologies and develops recommendations for its local enhancement and expansion.

Maintains communication with all the stakeholders in Miami-Dade County, interested departments, agriculture related organizations and any incorporated citizens' groups.

Advises the Board, Mayor, County Manager and County Departments of any concerns or issues affecting the retention or expansion of the agribusiness in Miami-Dade County.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the agriculture field and related issues and concerns in the Miami-Dade County area.

## Human Resources Department

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### Agricultural Manager (000679)

Thorough knowledge of national, state and local economic trends and indicators in the development and expansion of agricultural initiatives..

Considerable knowledge of Best Management Practices for agriculture.

Considerable knowledge of all federal, state and local programs, laws and regulatory requirements.

Knowledge of the mission, goals and objectives of Miami-Dade County government.

Ability to perform research, data collection and analysis of agribusiness issues.

Ability to establish and maintain effective and cooperative working relationships with the County Manager, County departments, officials from regulatory agencies, elected officials, representatives of other interested organizations, and the general public.

Ability to mediate and reach consensus which accommodates conflicting interests.

Ability to organize, plan and direct a variety of detail oriented activities.

Ability to communicate clearly and concisely, verbally and in writing, with groups and individuals at all levels of service.

NEW 12/04

#### **Nature Of Work**

This is advanced responsible professional administrative and liaison work in assisting the Agricultural Practices and Studies Advisory Board and the County Manager in the inter-agency coordination and promotion of the agricultural industry in Miami-Dade County.

## County Mayor's Administrative Assistant (000681)

### Minimum Qualifications

### Job Specifications

COUNTY MANAGER'S ADMINISTRATIVE ASSISTANT 0681

This is professional administrative work managing the operation of the County Manager's Office.

- Conducts daily review of County Manager's e-mail; routes e-mail to appropriate staff for reply; maintains tracking systems for response.
- Coordinates County Manager's calendar; assists in determining scheduling priorities; resolves conflicts in time commitments; identifies appropriate meeting attendees to effect problem resolution.
- Oversees County Manager's correspondence assignments; drafts responses to e-mails and letters; reviews correspondence responses for completeness, accuracy and fulfillment of request.
- Assists in meeting preparation; prepares agenda; attends meetings; develops list of action items; monitors follow-up.
- Completes special projects for County Manager's staff; conducts research; interviews appropriate personnel; communicates with external entities to obtain information; makes recommendations for issue resolution.
- Evaluates administrative operation of the County Manager's office support function; analyzes work processes; develops procedures to facilitate workflow; Makes recommendations to streamline work processes; implements quality control measures.

### Nature Of Work

This is professional administrative work managing the operation of the County Manager's Office.

## Human Resources Department

### Assistant to the Deputy Mayor (000692)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to eight years of responsible professional administrative experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional and administrative work in assisting the Deputy Mayor and senior staff in the coordination and provision of a variety of County-wide services to include, but not limited to, policy formulation, law enforcement, transportation, culture and recreation, infrastructure, human services and internal operations.

An employee in this class is responsible for assisting in the coordination and administration of all operational elements of Miami-Dade County government, which provides a full range of governmental services to the citizens of Miami-Dade County. The incumbent exercises considerable independent judgment in assisting in a variety of countywide assignments. General direction is received from the Mayor and Deputy Mayor who hold the incumbent responsible for effective assistance in coordinating and managing a variety of countywide departmental assignments.

##### ILLUSTRATIVE TASKS

Assists the Deputy Mayor and/or senior staff in coordinating and ensuring the provision of governmental services; coordinates assignments with County departments; ensures response and follow up are provided; resolves issues involving constituents and multiple County departments; prioritizes assignments for supervisor as required.

Reviews, modifies and approves/disapproves agenda items to be presented to the Board of County Commissioners for content and form; provides information to supervisor in reference to agenda items; facilitates and/or participates in meetings with and responds to questions from County Commissioners and Commission staff; represents Mayor's Office at Board of County Commission, Commission Committees and other community, interdepartmental and departmental meetings; serves on advisory and community boards as necessary; interacts with constituents regarding County issues; delegates assignments to County departments which result from actions taken by the Board of County Commissioners and constituent requests; tracks and follows up on assignments.

Reviews and/or formulates a variety of correspondence and reports initiated by assigned County departments for the signature of the Mayor's and/or senior staff.

Reviews correspondence and other materials received in the Mayor's Office; assigns correspondence to staff, as necessary.

Participates in the development of management policies and procedures to direct Miami-Dade County government services; participates in the implementation of Mayoral and County Commission policy directives.

Participates in the development of goals and objectives, performance measures and strategic planning for assigned County departments; attends business plan meetings and budget hearings for assigned County departments.

Responds to media inquiries received in the Mayor's Office; provides public information as requested; refers more specific inquiries to the Communications Department for an appropriate response.

Provides staff support to a variety of boards, special events, task forces and committees and facilitates meetings as necessary; follows up on recommendations; ensures recommendations are implemented.

Interacts with community groups, entities that do business with the County and other constituents regarding issues related to assigned departments and responsibilities.

Performs related work as required.

## Human Resources Department

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### Assistant to the Deputy Mayor (000692)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the mission, goals and objectives of Miami-Dade County government.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of personnel rules, administrative orders and Miami-Dade County policies and procedures.

Considerable knowledge of the principles and practices of modern public merit system administration.

Knowledge of local, state and federal laws and regulations pertaining to assigned departmental activities.

Knowledge of public relations principles and techniques.

Ability to provide effective assistance to the County Manager and senior staff in the coordination and management of a variety of countywide services.

Ability to coordinate assignments with County departments necessary to complete responsibilities in varied countywide activities.

Ability to quickly assess, diagnose, mediate and respond to problems brought to the attention of the County Manager's Office.

Ability to mediate and troubleshoot.

Ability to be detail-oriented yet able to multi-task is essential.

Ability to establish and maintain effective working relationships with the County Manager, senior management, County departments, officials from regulatory agencies, elected officials, representatives of other local, state and federal organizations, and the general public.

Ability to communicate clearly and concisely, verbally and in writing, with groups and individuals.

NEW 10/02

REVISED 1/14

#### **Nature Of Work**

This is advanced responsible professional and administrative work in assisting the County Manager and senior staff in the coordination and provision of a variety of County-wide services to include, but not limited to, policy formulation, law enforcement, transportation, culture and recreation, infrastructure, human services and internal operations.

## Human Resources Department

### Chief, Capital Improvement Professional Contract Services (000714)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to nine years of professional experience in the solicitation, evaluation or award of architectural/engineering contracts, procurement, contracts administration, or contracts compliance are required.

#### Job Specifications

##### NATURE OF WORK

The incumbent in this position performs at a highly responsible, professional level directing, planning and administering the Professional, Technical & Expert Services Division of the Office of Capital Improvements.

The employee in this class is responsible for managing the solicitation and award of the County's professional and consulting services contracts; ensuring compliance with contractual and legal requirements including local, state and federal policies, rules and regulations; supervising and improving the effectiveness of the County's centralized negotiated procurement process such as Requests for Proposals/Requests for Qualifications, including pre-proposal conferences, selection committee meetings, and the evaluation of proposals, administering and improving effective acquisition planning and market research; supervising or conducting personally negotiations with offerors under the County's most sensitive or complex purchases, and managing the preparation and presentation of professional and consulting service contract documents. In addition, the employee in this class is responsible for overseeing the administration and improvement of the County's architectural and engineering selection process pursuant to Florida Statute Section 287.055, as well as the Value Engineering Analysis Program wherein data is collected, reported and distributed concerning the County's use of 'value engineering initiatives. Responsibilities also include directing and managing operational activities involving the development and implementation of standardized terms and conditions for use in the County's decentralized procurement of construction and public works contracts to establish uniformity in the terms, format and procedures utilized by the various County departments. Emphasis is on building and monitoring a centralized system for the collection of construction and design contract award administration information, and providing professional and technical assistance to departments for improved construction contracting and project management. Supervision is exercised through subordinate levels of managers and supervisors over a staff of professional, technical and clerical subordinates with assigned responsibilities in various phases of procurement operations to ensure the proper solicitation, evaluation, selection, award, cost savings, delivery, efficiency, effectiveness and strict adherence to all legal requirements. Direction is received from the Department Director and the Assistant Department Director who review work through personal conferences and various reports and hold the incumbent responsible for efficient and effective management of divisional operations and attainment of goals and objectives.

#### ILLUSTRATIVE TASKS

Plans, directs and coordinates the work of professional, technical and clerical employees through subordinate levels of supervisors and managers engaged in a variety of procurement processes including development and implementation of standardized terms and conditions for the county's complex multi-million dollar construction and maintenance contracts and agreements for design, the RFP/RFQ procurement process and the architectural and engineering selection and award process, and ensuring compliance with contractual and legal requirements plus local, state and federal policies, rules and regulations. Directs County construction and service contracts, to include Professional Service Agreements. Request for Qualifications/Proposals processes, and the amendment/supplemental agreements process; provides County departments with technical assistance, which includes conducting pre-proposal conferences, selection committee meetings, and the evaluation of proposal; responding to marketplace inquiries on procurement and contractual matters, negotiating and selecting contract award processes; analyzing contracts and agreements to ensure their legality, reviewing policy and procedural requirements while achieving cost effective goals, performing contract administration during the performance of agreements; and professional services agreements. Oversees the administration and coordination of the County's process for acquisition of professional engineering and architectural selection process pursuant to Florida Statute 287.055. Maintains the collection of data and distributes reports pertaining to the County's use of Value Engineering analysis. Confers regularly with the Office of Capital Improvements' Director and Assistant Director, County Manager staff, and County departments' procurement professionals and managerial staff. Develops procedures for the Office of Capital Improvements professional, technical & expert division's procurement activities to include performance standards for optimal quality assurance; automated measurement tracking systems; and effective acquisition strategies. Reviews processes and procedures, and implements re-engineering practices as needed. Responsible for developing and implementing policies and procedures pertaining to construction, RFP/RFQ and A&E related procurements, and as required by legislative mandate and communicating same to County departments. Directs the work of all Division personnel, and monitors and evaluates their performances.

Establishes ethical business procurement practices and assists subordinates and County departments in developing negotiation strategies for

### **Chief, Capital Improvement Professional Contract Services (000714)**

the procurement of negotiated commercial and non-commercial contracts and agreements. Analyzes, initiates, approves and authorizes purchases of products, services and technology through Raps and FRS programs.

Evaluates, implements, and utilizes the most effective technology and business processes to solicit proposals and recommends contract canards.

Resolves complex problems with contract compliance, invoice payments and other issues to ensure vendor reliability and customer satisfaction. Assists the DPM Director and Assistant Director in presentation of technical, Architecture/engineering, and construction issues to the Board of County Commissioners. Consults with, responds to, and advises County's senior management, County Attorney's Office and elected officials on issues and policies that affect the Division's operations.

Performs related duties as required.

#### **Nature Of Work**

This is highly responsible, professional level work directing, planning and administering the Professional, Technical & Expert Services Division of the Office of Capital Improvements.



## Human Resources Department

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### Capital Improvement Projects Analyst (000725)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional administrative experience in developing, managing, monitoring or analyzing capital funded contracts or construction projects is required. A Master's degree may substitute for one year of the required experience.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional analysis work for Miami-Dade County's Office of Capital Improvement.

## Human Resources Department

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### Assistant Agenda Coordinator (000738)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of professional or administrative experience in agenda coordination, office management, technical writing, public relations is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory work assisting in coordinating the preparation and processing of the Official Regular and Consent Agendas of the Board of County Commissioners.

An employee in this class is responsible for assisting in the management of the agenda process and ensuring that all aspects of the agenda have been incorporated into the Official Agenda package and delivered to the Board of County Commissioners on a timely basis. Responsibilities include supervising the preparation of the Official Agenda in compliance with established regulations and procedures, conferring with elected and appointed officials on agenda matters, monitoring the disposition of agenda items deferred or referred to committee, and assisting in the coordination of special meetings scheduled by the Board of County Commissioners. The incumbent exercises considerable independent judgment in ensuring agenda preparation in accordance with established regulations and policies. Supervision is exercised over professional, technical and clerical subordinates engaged in the preparation and processing of components of the agenda. General supervision is received from the Agenda Coordinator who holds the incumbent responsible for effective assistance in preparation and processing of the Official Agenda.

##### ILLUSTRATIVE TASKS

Supervises and reviews the work of a staff of professional, technical and clerical subordinates engaged in preparation, monitoring and processing the Official Regular and Consent, Ratification and Special Called/Emergency Agendas of the Board of County Commissioners.

Assists in coordinating the agenda process among County departments and agencies, Mayor's Office, County Manager's Office, County Attorney's Office, Clerk of the Circuit and County Courts, and the Board of County Commissioners.

Assists in reviewing the work of County departments and agenda coordination staff to ensure that agenda items have been submitted properly and received required approvals; analyzes returned items to determine problems and execute timely corrections.

Coordinates orientation workshops concerning the agenda process for departmental agenda liaisons and County Commissioners and their staff members.

Assists in coordinating special meetings scheduled by the Board of County Commissioners.

Develops and monitors the Economic Impact Analysis Report detailing the economic impact of new ordinances.

Develops and monitors a follow-up report which identifies agenda items which warrant further action by the department before final submission to the Board of County Commissioners.

Coordinates confirmation for citizens requesting to appear before the Board of County Commissioners.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of Commission rules, the Home Rule Charter and County codes pertaining to preparation and processing of the Official

## Human Resources Department

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### Assistant Agenda Coordinator (000738)

Regular and Consent Agendas of the Board of County Commissioners.

Thorough knowledge of the format, content, and required appearance of agenda items including ordinances, resolutions, reports, administrative orders, bid advertisements, bid awards and change orders.

Considerable knowledge of the role of County departments and agencies, the County Manager's Office, the County Attorney's Office and the Office of the Clerk of the Circuit & County Courts in preparation and processing of the Official Agenda.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles of management and public administration.

Knowledge of supervisory principles and practices.

Ability to provide effective assistance in coordinating and managing the agenda process in accordance with established practices, regulations and procedures.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with a variety of elected and appointed officials.

Ability to assist in the production of the Official Regular and Consent Agendas for the Board of County Commissioners on a timely basis without errors, omissions or duplications.

Ability to monitor various processes affecting agenda items and ensure agenda items are included on scheduled agendas.

REV 10/00

#### **Nature Of Work**

This is advanced professional and supervisory work assisting in coordinating the preparation and processing of the Official Regular and Consent Agendas of the Board of County Commissioners.

## Human Resources Department

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### Agenda Coordinator (000739)

#### Minimum Qualifications

Bachelor's degree. Eight years of administrative or professional experience in agenda coordination, office management, technical writing, public relations or a related field to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in coordinating preparation and processing of the Official Regular and Consent Agendas of the Board of County Commissioners.

An employee in this class is responsible for managing the agenda process and ensuring that all aspects of the agenda have been coordinated and incorporated into the Official Agenda package and delivered to the Mayor's Office and the Board of County Commissioners. Responsibilities include directing preparation of the Official Agenda in compliance with the Home Rule Charter, Commission rules and County codes, frequent interaction with elected and appointed County officials on agenda matters, monitoring agenda items that are deferred or referred to committee, and coordinating special meetings scheduled by the Board of County Commissioners. The incumbent exercises considerable independent judgment and professional managerial knowledge in ensuring agenda preparation and administration in accordance with established regulations and policies. Supervision is exercised over professional, technical and clerical subordinates with assigned responsibilities in various phases of agenda preparation, processing and monitoring. General direction is received from the County Manager who holds the incumbent responsible for the professional management of the Official Agenda process and related responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of professional, technical and clerical subordinates engaged in the preparation, monitoring and processing of the Official Regular and Consent, Ratification and Special Called/Emergency Agendas of the Board of County Commissioners.

Coordinates the agenda process among County departments and agencies, Mayor's Office, County Manager's Office, County Attorney's Office, Clerk of the Circuit and County Courts, and the Board of County Commissioners.

Reviews the work of County departments and agenda coordination staff to ensure that agenda items have been submitted properly and received required approvals.

Reviews committee meeting results to ensure agenda items are placed on the appropriate agenda.

Coordinates orientation workshops concerning the agenda process for County Commissioners and their staff members.

Attends briefings with County management staff to review Official Agendas in preparation for meetings of the Board of County Commissioners.

Reviews Economic Impact Analysis Report with County management staff to ensure that ordinances contain proper information.

Proofreads each agenda item and both official agendas to ensure completeness and accuracy.

Supervises the distribution of agenda kits.

Reviews results concerning agenda items after meetings of the Board of County Commissioners to prepare a follow-up report.

Proofreads Changes List and new agenda items to ensure all changes to the Official Agenda have been incorporated.

Develops agenda guidelines for departments and agencies that explain procedures for preparation of agenda items.

Coordinates special meetings scheduled by the Board of County Commissioners.

## Human Resources Department

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### Agenda Coordinator (000739)

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of Commission rules, the Home Rule Charter and County codes pertaining to preparation and processing of the Official Regular and Consent Agendas of the Board of County Commissioners.

Thorough knowledge of the format, content and required appearance of agenda items including ordinances, resolutions, reports, administrative orders, bid advertisements, bid awards and change orders.

Thorough knowledge of the role of County departments and agencies, the Mayor's Office, the County Manager's Office, the County Attorney's Office and the Office of the Clerk of the Circuit and County Courts in preparation and processing of the Official Agenda.

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of English grammar, spelling and punctuation.

Knowledge of supervisory principles and practices.

Ability to coordinate and manage the agenda process in accordance with established practices, regulations and procedures.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with a variety of elected and appointed County officials.

Ability to produce the Official Regular and Consent Agendas for the Board of County Commissioners on a timely basis without errors, omissions or duplications.

Ability to monitor various processes affecting agenda items and ensure agenda items are included on scheduled agendas.

REV 10/00

#### **Nature Of Work**

This is highly responsible professional managerial work in coordinating preparation and processing of the Official Regular and Consent Agendas of the Board of County Commissioners.

## Director, Metropolitan Planning Organization (000769)

### Minimum Qualifications

Bachelor's degree and a minimum of six years of progressively responsible managerial experience in transportation planning or related field are required.

### Job Specifications

#### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of the Metropolitan Planning Organization.

An employee in this class is responsible for planning, directing and coordinating the accomplishment of transportation planning functions. Responsibilities include complying with state and federal urban area transportation planning regulations, ensuring the provision of staff support to the Metropolitan Planning Organization Governing Board, managing state and federal transportation planning grants, preparing the Miami-Dade County Transportation Improvement Program and the metropolitan area 20 year transportation plan. The incumbent exercises considerable independent judgment in directing local transportation planning activities and in coordinating work with other organizations. Supervision is exercised over a staff of executive, professional, technical and clerical subordinates engaged in various phases of operations. General direction is received from the County Manager who holds the incumbent responsible for the achievement of established transportation planning goals and objectives.

#### ILLUSTRATIVE TASKS

Directs the development of monthly MPO Governing Board agendas, agendas for the Transportation Planning Council and Citizens Transportation Advisory Committee, and other technical and administrative subcommittees of the Metropolitan Planning Organization program.

Identifies agenda issues and assists members to ensure that their concerns are addressed; prepares and reviews agenda items including back-up documentation and resolutions.

Directs administration of the MPO Municipal Transportation Planning Fund and the MPO budget, including federal grants, joint participation agreements, consultant contracts, municipal agreements, and quarterly progress reports.

Attends meetings, conferences and seminars involving local, state and national transportation issues related to the MPO.

Oversees meetings of the MPO Transportation Plan Technical Advisory Committee and other study committees as necessary.

Directs the planning, development and implementation of policies and activities pertaining to the Bicycle/Pedestrian Program and the Regional Vanpool Program.

Works with County and Metropolitan area transportation agencies to ensure that the priorities of the MPO Board regarding transportation projects and programs are implemented according to the adopted plans.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the theories, principles and practices of urban planning.

Extensive knowledge of the special principles and practices of transportation planning.

## Human Resources Department

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### Director, Metropolitan Planning Organization (000769)

Thorough knowledge of local, state and federal regulations pertaining to transportation planning.

Thorough knowledge of transportation planning funding and administration.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of recent developments and sources of information pertaining to transportation planning.

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Ability to direct and coordinate activities of a Metropolitan Planning Organization.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of a variety of other public and private agencies.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced principles of urban and transportation planning to the effective development and implementation of a local transportation planning program.

Ability to communicate clearly and concisely, verbally and in writing.

REV 11/2010

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of the Metropolitan Planning Organization.

## Human Resources Department

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### Sustainability Program Assistant (000780)

#### Minimum Qualifications

Bachelor's degree. Advanced responsible clerical or administrative professional work experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced, responsible administrative work in assisting the Office of Sustainability Director and Program Managers in carrying out the required operations and strategies for Miami-Dade County's Sustainability Program.

An employee in this classification performs specialized administrative duties of a staff nature relating to a specific program including but not limited to outreach and public affairs, assisting with budget preparation and expenditure control, purchasing and inventory work, and methods and procedure studies. Responsibilities include assisting in the development of short and long-range marketing strategies; conducting market research activities; identifying marketing and promotional opportunities as well as functioning as a liaison with counterparts in marketing, promotions, and advertising functions in other county departments. Additional responsibilities include supporting the department in various administrative and executive administrative functions such as assisting with budget preparation and office management activities including handling highly confidential matters for the Director and Program Managers; ensuring departmental compliance with County protocol requirements for various documents and reports; arranging for and attending conferences; and independently answering inquiries where there is established policy or precedent action. Incumbents utilize a variety of administrative skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. General supervision is received from the director and his/her executive assistant who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Assists in the coordination of the Energy Efficiency and Conservation Block Grant (EECBG) including the tracking of project implementation, expenditures and project reporting.

Assists with the preparation of the departmental budget and periodic budget reports, business plan, ASE updates and other administrative activities for the department.

Coordinates the administrative activities for the department director; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required, essentially managing the office.

Assists with auditing departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores, and equipment inventory control or improvements in operational efficiency; accounts for costs and reviews revenue summaries to assure revenues are properly collected; checks requisitions for completeness and accuracy

Prepares invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports

Researches social and traditional marketing strategies, and gathers information related to specific market research projects.

Assists in coordinating marketing and promotional activities with other departments and county agencies in planning and implementing countywide promotional initiatives.

Serves as staff to a variety of public and educational outreach events.

Assists in the design and evaluation of market research studies and surveys.

Handles highly confidential matters for submission to senior county management.

Ensures compliance with county policies and procedures, legal deadlines, and other requirements for correspondence, legal advertising,



### Sustainability Program Assistant (000780)

certifications, and other documents.

Assists in the handling of incoming correspondence and follow-up to county constituent inquiries and complaints received from the offices of the Mayor, BCC and CEO.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and procedures of modern office administration.

Considerable knowledge of the mission, goals and objectives of Miami-Dade County and the Office of Sustainability.

Knowledge of policies and procedures used in budget preparation, monitoring and reporting.

Knowledge of the principles of general management and their application to governmental administration.

Knowledge of the content and provisions of the Energy Efficiency and Conservation Block Grant.

Knowledge of the basic principles and practices of marketing and public relations techniques.

Knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Knowledge of departmental, legal, administrative, and procedural regulations.

Knowledge of basic accounting principles, practices, and procedures.

Knowledge of the use of data processing and cost accounting systems.

Knowledge of supervisory principles and practices.

Ability to analyze administrative problems and make sound recommendations as to their solution.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, and the general public.

Ability to express ideas clearly, concisely, verbally, and in writing.

Ability to manage a variety of different projects at any given time.

NEW 11/4/2009

#### **Nature Of Work**

This is advanced, responsible administrative work in assisting the Office of Sustainability Director and Program Managers in carrying out the required operations and strategies for Miami-Dade County's Sustainability Program.

### Energy Management Specialist (000782)

#### Minimum Qualifications

Bachelor's degree. A combination of two years experience in energy management, mechanical systems design, construction, maintenance or a related field is required. A State of Florida Professional Engineer license; or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work with administrative responsibility in the improvement of the energy efficiency of Miami-Dade County.

An employee in this class is responsible for analyzing current energy usage and developing the County's energy management plan in order to provide proper environmental conditions with cost effective energy utilization. Emphasis of the work is to act as an agent of change within the County organization, coordinating all aspects of energy management, from energy efficiency and reduction of carbon dioxide emissions to waste management and sustainable development by encouraging the use of renewable/sustainable energy resources within Miami-Dade; deriving solutions for carbon management; and raising the profile of energy conservation. Supervision is received from an administrative and technical superior who holds the incumbent responsible for the attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Develops coordinates, and implements the aims and objectives of strategies and policies to reduce energy consumption, i.e., federal, state and local directives on energy performance and emissions, and monitors and reviews the effectiveness of these policies and strategies, including coordinating progress reports.

Devises policies and systems for buying energy and assists with contract negotiations.

Provides technical and practical advice and offers training on energy efficiency.

Contributes to sustainable development initiatives.

Liaises and negotiates with contractors, the building supply industry, council services and other relevant organizations.

Ensures accurate records are maintained and energy monitoring data is collected regularly; compiles reports to conform to strict deadlines.

Prepares specifications, drawings and tenders documents for building services, improvement or plant replacement work, including obtaining statutory approvals; liaises with and provides technical support to mechanical/electrical design engineers on new and refurbishment projects regarding sustainability, energy and water conservation.

Carries out site inspections and energy surveys.

Prepares detailed schedules of work/feasibility studies and cost estimates.

Benchmarks county energy consumption against best practice guidelines.

Keeps abreast of federal and state legislation.

Organizes events and workshops.

Performs other related work.

### Energy Management Specialist (000782)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of energy management program development.

Considerable knowledge of conservation methods, practices and techniques.

Considerable knowledge of contract and agreement language for the procurement of goods and services that complies with desired sustainable practices.

Considerable knowledge of local, state and federal legislative processes.

Considerable knowledge of the general provisions of local, state and federal laws and regulations applicable to energy resource utilization.

Working knowledge of the Florida Building Code, Mechanical and Chapter 13 (Energy Efficiency) of the Florida Building Code.

Knowledge of HVAC and lighting systems.

Ability to keep informed on current developments and legislative issues pertaining to sustainability initiatives.

Ability to review, evaluate, modify and improve existing sustainability methods and practices and explore new and emerging sustainability technology and practices.

Ability to evaluate the language of contracts and agreements used to procure commodities and services to ensure compliance with desired sustainability practices and the County's Master Plan.

Ability to represent the County at a variety of conferences, meetings, and gatherings.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private organizations.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 8/2009

#### **Nature Of Work**

This is advanced technical work with administrative responsibility in the improvement of the energy efficiency of Miami-Dade County.

## Human Resources Department

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### Administrative Assistant 1 (000803)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Political Science, Human Resources or a related field.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is administrative work performing various administrative activities in support of a departmental program.

## Human Resources Department

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### Grants Specialist (000804)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related field. Two years of professional administrative experience to include grants writing or business planning are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function in a county department or agency.

## Human Resources Department

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### Department Records Supervisor (000809)

**Minimum Qualifications**

Bachelor's degree. Two years of experience in storing, indexing, filing, records management activities or information database record management systems are required. Additional related experience will substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced administrative work with supervisory responsibility assisting in the oversight of the Juvenile Records Section of the Miami-Dade Juvenile Assessment Center.

## Administrative Officer 1 (000810)

### Minimum Qualifications

Bachelor's degree.

### Job Specifications

#### NATURE OF WORK

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.

Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary, depending on the department to which assigned. Some incumbents in the class perform specialized duties of a staff nature relating to a specific program. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and personnel administration. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision may be exercised over clerical and technical employees who assist in various phases of administrative operations. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports.

#### ILLUSTRATIVE TASKS

Assists in planning and preparing divisional or project budgets; insures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports.

Supervises clerical subordinates engaged in preparation of invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports and related clerical activities; provides training to employees in new procedures required with automated accounting and reporting systems.

Coordinates the maintenance of various accounting records such as cash and surety bonds; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected.

Analyzes financial, procurement and administrative procedures for simplification and improvement in efficiency; analyzes purchase orders to determine requirements; checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies.

Interviews applicants for employment to determine qualifications; provides information to applicants regarding career county employment; requests eligible lists and coordinates panel interviews for departmental positions; processes affirmative action complaints from employees through appropriate channels.

Assists in the supervision of clerical subordinates engaged in processing departmental personnel actions; discusses work related problems with employees; coordinates departmental personnel activities with federal funded employment programs as necessary.

Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with departmental instructions and accuracy of computations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

### Administrative Officer 1 (000810)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of general management and their application to governmental administration.

Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Knowledge of budget preparation procedures and reporting requirements.

Knowledge of departmental, legal, administrative and procedural regulations.

Knowledge of the principles and procedures of modern office administration.

Knowledge of basic accounting principles, practices and procedures.

Knowledge of the use of data processing and cost accounting systems.

Knowledge of the principles, practices and procedures of public personnel administration.

Knowledge of supervisory principles and practices.

Ability to analyze administrative problems and make sound recommendations as to their solution.

Ability to supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to supervise preparation of records and reports on a timely and complete basis.

Ability to prepare complete narrative and statistical reports.

Ability to conduct appropriate interviews with prospective employees and obtain pertinent information.

Ability to prepare accurate accounting and budgetary reports.

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#### **Nature Of Work**

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.



## Administrative Officer 2 (000811)

### Minimum Qualifications

Bachelor's degree. One year of professional administrative experience is required.

### Job Specifications

#### NATURE OF WORK

Employees in this class are responsible for performing diversified administrative duties or specializing in assigned administrative work of a more complex nature. Duties or combinations of duties performed vary, depending on the department to which assigned. Some employees in the class are assigned to assist an administrative division head in a major operating department, performing a variety of administrative duties including budget preparation, purchasing, accounting maintenance and expenditure controls and related administrative work. Other incumbents carry out administrative activities of a varied nature as the administrative official in a small operating department. Supervision is exercised over clerical and technical employees who assist in various phases of administrative operations. In some programs incumbents specialize in complex work such as the conduct of detailed programs under contract to the county. Responsibilities typically include analyzing administrative problems and recommending solutions, developing revised procedure and policy recommendations for the department, and maintaining contact with management and supervisory personnel within or outside the agency. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

#### ILLUSTRATIVE TASKS

Assists an administrative division head in carrying out various administrative activities; reviews and controls procurement processes by maintaining relationships with county central purchasing, reviewing purchase requisitions, assuring availability of funds for expenditures and writing specifications for capital equipment.

Discusses changes in budget formats with county budget officials; provides departmental officials with budget histories and pertinent information on forecasts; conducts training sessions for divisional personnel and consults on budget development and review; reviews divisional budgets and develops and complete required narratives; combines information into the departmental budget document.

Periodically analyzes budget status by monitoring monthly expenditure reports; prepares and processes transactions, periodic adjustments and transfers; supervises maintenance of inventory controls.

Supervises departmental fiscal activities; approves payments for invoices for completed work by assuring compliance with contract terms, laws, rules and regulations; approves journal entries and adjustments prepared by subordinates; explains variations in expense projections to superiors; supervises accounts established for reimbursement from state and federal sources.

Supervises personnel activities including employment, personnel records and payroll; serves as appointing authority as delegated.

Reviews and approves reimbursements of expenditures by county affiliated projects by verifying expenses and proper documentation, availability of funds and compliance with contract provisions; prepares reports and projections of costs related to services provided and associated expenditures.

Prepares oral and written program evaluation reports and other sources of supplemental information in order to ensure that departmental and professional program standards have been adhered to in a departmental activity or a program under contract; identifies problem areas, determines trends, evaluates performance, presents findings and recommends solutions or alternatives.

Coordinates grant projects ensuring that programs and procedures are consistent with federal, state and local laws, rules and regulations; prepares justifications for grant proposals and modifications; develops grant objectives based on analysis of existing and potential problems or needs, design of work programs and development of budgets, detailing the equipment, services and personnel needed to carry out projects.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates; rates employee performance.

## Human Resources Department

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### Administrative Officer 2 (000811)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of general management, public and business administration and their application to governmental administration.

Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Considerable knowledge of policies and procedures used in budget preparation, monitoring and reporting.

Considerable knowledge of applicable federal, state, and county laws relating to departmental operations.

Considerable knowledge of departmental legal, administrative and procedural regulations.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of federal, state, and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Knowledge of the use of data processing and cost accounting systems.

Knowledge of inventory control and county procurement procedures.

Knowledge of the principles, practices and procedures of public personnel administration.

Knowledge of supervisory principles and practices.

Ability to analyze a variety of administrative problems and make sound recommendations as to their solution.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to analyze expenditures in relation to established budgets and furnish detailed information to management and supervisory personnel.

Ability to evaluate operating programs in relation to established goals and objectives and recommend courses of action.

Ability to supervise and prepare a variety of required reports accurately and completely and on a timely basis.

REV 05/98

#### **Nature Of Work**

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative

## Human Resources Department

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### **Administrative Officer 2 (000811)**

division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Human Resources Department

### Administrative Officer 3 (000812)

#### Minimum Qualifications

Bachelor's degree. Two years of professional administrative experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function in a county department or agency.

Employees in this class are responsible for supervising, planning, organizing and implementing diversified administrative activities in the central administrative division of a major operating department or supervising, planning, and implementing activities in a major departmental activity. Some incumbents in the class perform advanced and responsible administrative work of comparable scope in a specialized staff capacity. Incumbents are typically located at the division head level or as assistants to administrative or operating division heads in large departments. Employees engaged in central administrative activities typically supervise cost analysis and control, revenue management, budget preparation, expenditure controls, procurement and inventory controls, personnel administration, grant proposals, information system analysis and special investigations. Assignments are broad in nature with considerable opportunity for the exercise of independent judgment, application of management knowledges and skills, analysis of administrative and clerical employees through intermediate supervisors by assignment of duties and responsibilities and review of results for conformity to departmental policies and procedures and for attainment of quality results. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate professional, administrative, specialized and clerical employees engaged in performing varied activities such as financial management of departmental operations, specialized investigations, preparation and monitoring of expense and revenue budgets in connection with the reimbursement of state and federal funds under grant provisions, and Administers, reviews and analyzes departmental and divisional budgets including general fund accounts, proprietary funds, special tax district accounts, capital improvement bond funds, departmental revenues and a variety of federally funded programs; develops narrative information required for proposed departmental and divisional budgets; prepares and obtains approval of final budget documents; attends departmental and county budget hearings to assist in justifying and defending budget requests; approves budget charges generated in accordance with approved or revised budgets; exercises responsibility for keeping various divisions within budget allocations.

Plans, directs and coordinates comprehensive cost accounting programs providing management data concerning divisional operations; supervises business management in expenditure control, equipment purchase, distribution and supply; recommends, designs and implements departmental procedures relating to auditability and control of fiscal matters; established departmental administrative orders and procedures.

Examines management information systems within a large operating department, including automated and manual systems for implementation, combination or termination; analyzes management information systems of other departments and agencies which impact on systems of assigned department; develops management information systems and report formats for submitting information to the department director to assist in making informed management decisions.

Manages personnel administration in a large operating department with a large variety of classes, complex salary supplements and a substantial payroll operation; supervises administrative, specialized and clerical personnel engaged in providing comprehensive departmental personnel services; supervises departmental safety management in heavy industrial operations, comprehensive department training programs and affirmative action programs, provides assistance as a member of management bargaining teams in labor relations negotiations and other similar activities.

Designs inventory control procedures for the receipt and distribution of materials and supplies; reviews and prepares specifications for the acquisition of a large variety of goods and services; reviews and approves fiscal transactions to assure proper funding and compliance with Federal, State and county laws, rules, regulations and departmental goals and objectives; coordinates fiscal matters with administrative and supervisory personnel of the department, other government agencies and departments.

## Human Resources Department

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### Administrative Officer 3 (000812)

Reviews and analyzes proposed contracts, federal and state grants, professional service agreements and leases prepared by departmental staff for compliance with federal, state and county rules and regulations; provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures; prepares grant approval resolutions for action by the County Commission; examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.

Provides assistance to agencies and subcontractors in complying with State and Federal grant guidelines and procedures related to fiscal management, budgets and contracts; develops and maintains administrative policies and procedures to provide for information flow from subcontractors and programs to division and funding sources; negotiates and prepares drafts of leases, permits and agreements with vendors or potential vendors, their attorneys or representatives; obtains final agreements with vendors and prepares resolutions for approval of county commission.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of data processing and cost accounting systems.

Knowledge of public relations principles and techniques.

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to supervise a large staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

## Human Resources Department

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### Administrative Officer 3 (000812)

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

REV 05/98

#### **Nature Of Work**

This is advanced and responsible administrative and management work overseeing the proper and effective compliance of passenger amenities contracts for Miami-Dade Transit.

# Human Resources Department

## Special Projects Administrator 1 (000831)

### Minimum Qualifications

Bachelor's degree. Three years of professional administrative experience are required.

### Job Specifications

#### NATURE OF WORK

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

Employees in this class are responsible for managing the planning, research, design, development and evaluation of a major departmental program or function. Some incumbents in the class perform advanced and responsible administrative work of comparable scope in a specialized staff capacity. Incumbents are typically located at the division head level or as full assistants to an assistant director of a department. Employees are typically engaged in formulating, developing, implementing, conducting, supervising and monitoring programs, procedures, and operational initiatives; formulating departmental policies and procedures; and establishing organizational goals and performance measures. Assignments are broad in scope with considerable latitude for the exercise of independent judgment and application of management and/or technical knowledge and skills. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

#### ILLUSTRATIVE TASKS

Coordinates complex administrative duties with department-wide responsibility; serves as project manager over specialized projects and program coordinator; develops and negotiates large contracts, grant proposals and budgets; develops and implements departmental and program policies, procedures and revisions; administers various research and feasibility studies.

Assists in the development of a department's operating budget including production of actual budget documents; conducts monthly analysis of budgetary expenditures and prepares complex financial reports for the department director and assistant directors; plans, assigns and review the work of subordinate staff engaged in various accounting activities; conducts meetings with assistant directors to ensure financial viability of the department; acts as the budget liaison between the department and the Office of Strategic Business Management (OSBM); ensures that all procurement expenses are charged to correct line-items and expenditure authority is granted for those purchases; coordinates accounting activities with the Finance Department and OSBM; develops and implements new and revised financial policies and procedures to include training of accounting staff and other departmental staff on new procedures.

Plans, assigns and reviews the work of professional and clerical subordinates engaged in the preparation, monitoring and processing of the department's agenda items; coordinates orientation workshops concerning the agenda process for departmental staff; coordinates the agenda process among departmental units; reviews committee meeting results to ensure agenda items are placed on the appropriate agenda; proofreads each agenda item and official agendas to ensure completeness and accuracy; supervises the distribution of agenda packages; reviews results concerning agenda items and prepares follow up report.

Plans, assigns and reviews the work of subordinate professional staff engaged in researching government, corporate and foundation grant opportunities and developing relationships within the grant making community and writing and compiling grant applications to secure funding; administers grant funds by overseeing relationships with funders and all grant reports, ensuring matching-fund and other grant requirements are met.

Performs quality control reviews of audit reports to ensure compliance with departmental and county standards; develops statistical audit plans and analyses; evaluates a system's effectiveness and identifies the key control plans of a particular system; performs audit assignments of moderate difficulty and limited in scope such as review of incurred costs, review of annual overhead costs and routine forward pricing of bid proposals of moderate dollar impact or risk; prepares audit reports of moderate complexity assuring that they are responsive to specific audit requests.

Determines the information system needs of a department; coordinates and implements overall departmental data processing systems program; prepares and implements departmental information technology plan; makes recommendations for hardware and software systems to

## Human Resources Department

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### Special Projects Administrator 1 (000831)

meet departmental requirements; develops, presents and supports budget estimates and financial plans concerning the acquisition of data processing equipment and software acquisition or development costs.

Plans, assigns and reviews the work of subordinate professional staff engaged in the analysis of proposed contracts, federal and state grants, professional service agreements and leases for compliance with federal, state and county rules and regulations; provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures; prepares grant approval resolutions for action by the County Commission; examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of data processing and cost accounting systems.

Knowledge of public relations principles and techniques.

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to supervise a large staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.



## Human Resources Department

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### Special Projects Administrator 1 (000831)

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

## Human Resources Department

### Special Projects Administrator 2 (000832)

#### Minimum Qualifications

Bachelor's degree. Four years of professional administrative experience to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible professional work with supervisory responsibility managing a county-wide program or a major program or function in a county department or agency.

Employees in this class are responsible for managing the planning, research, design, development and evaluation of a county-wide or major departmental program or function. Some incumbents in the class perform advanced and responsible administrative work of comparable scope in a specialized staff capacity. Incumbents are typically located at the division head level or as full assistants to deputy or department director. Employees are typically engaged in formulating, developing, implementing, conducting, supervising and monitoring programs, procedures, and operational initiatives; formulating departmental policies and procedures; and establishing organizational goals and performance measures. Work differs from that found in the Special Projects Administrator 1 classification in that incumbents are responsible for directing the implementation of a county-wide program or implementing a departmental program without established guidelines. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Researches, designs and develops comprehensive programs to systematically achieve departmental or county goals; ensures that program results are consistent with the policies and objectives of the county, state or federal agencies; oversees and participates in the development of project and program budgets; forecasts necessary funds for staffing, materials and supplies; negotiates and oversees contracts; writes and administers grants.

Manages the operations, services and activities of a county or departmental program; supervises the training and evaluation of staff; manages the work of consultants.

Conducts and supervises the collection, analysis and interpretation of information; develops and implements projects in accordance with established guidelines; evaluates the outcome and effectiveness of programs; develops status reports to detail program outcomes; presents reports to upper management, the County Executive Office and the Board of County Commissioners and other agencies.

Plans and organizes workshops and meetings with various shareholders including county departments, representatives from affected private sectors, municipalities and regulatory agencies; reviews and discusses specific initiatives and develops consensus on measures to be incorporated into the program.

Manages the implementation of program saving measures; assists county departments and agencies in the implementation of program measures in their specific areas.

Prepares policy and legislation related to programs in collaboration with the County Attorney's Office; prepares technical and administrative reports; prepares written correspondence.

Identifies opportunities for specific program initiatives and pilot projects; encourages participation by county departments and agencies.

Secures funding and resources for the implementation of program initiatives or pilot projects; monitors and pursues grant opportunities on behalf of Miami-Dade County.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

### Special Projects Administrator 2 (000832)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Knowledge of public relations principles and techniques.

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to perform statistical analysis to develop and implement management reporting processes that support systematic program evaluation and workload forecasting.

Ability to evaluate and predict trends and to advise management of appropriate actions and policies to ensure successful program implementation and management.

Ability to develop and administer county-wide or departmental programs.

Ability to analyze, explain and apply applicable policies, procedures, laws, codes and regulations pertain to specific programs or initiatives.

Ability to supervise a large staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

## Human Resources Department

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### Special Projects Administrator 2 (000832)

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a county-wide program or a major program or function in a county department or agency.

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to five years of professional experience in budget preparation and accounting to include supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### Manager, Fiscal Resources (000834)

#### Minimum Qualifications

Bachelor's degree in Business Administration or related field to include 21 semester credits in Accounting. Three years of professional supervisory experience in financial management, to include budgeting, procurement, inventory, accounts payable, and account receivable is required.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Manager, Budget and Planning (000836)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional experience in budget preparation and monitoring and business plan development and implementation to include supervisory experience are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing departmental budget preparation and business plan activities.

## Human Resources Department

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### Finance & Budget Administrator 1 (000838)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, Business Management or related field. Three years of professional administrative experience to include budget preparation, financial analysis, expenditure monitoring and auditing are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility for capital and operating budget preparation and financial, budget and performance analysis.

## Human Resources Department

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### Administrative Operations Specialist (000845)

#### **Minimum Qualifications**

Bachelor's degree. Two years of professional administrative experience are required. Additional experience may substitute for the required degree.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in the Office of Strategic Business Management.



## Human Resources Department

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### Ryan White Program Administrator (000851)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional experience in the preparation and administration of grants and contract to include project management, planning, budgeting, implementation, monitoring, and evaluation is required. Master's degree may substitute for one year of the required experience.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### Ryan White Fiscal Administrator (000852)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related field. A minimum of four to eight years of professional experience to include grants administration, health and social service planning, program coordination, contract development and monitoring, budget administration or related fiscal experience is required. A Master's degree may substitute for one year of the required experience.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

### Assistant Business Analyst (000853)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration or related field. One year of professional experience in budget preparation/monitoring; business, organizational, financial or performance analysis; or related management experience are required; or completion of the Miami-Dade County Management Trainee Program is required. A Master's degree may substitute for required experience.

#### Job Specifications

##### NATURE OF WORK

This is professional consulting work in various County departments and external government organization's having a contractual relationship with the Miami-Dade County.

Employees in this class are located in the Office of Performance Improvement and are responsible for the execution of complex and difficult consulting projects and studies. Emphasis of the work is on detailed data collection, data analysis and preparation of deliverables, including reports and exhibits. Responsibilities include preparation of project work plans, performance of work tasks in conjunction with other departments when applicable, assisting in the implementation of operational decisions or modifications of departmental procedures, and representation at conferences and committees. Supervision is received from a professional superior who reviews work in progress and upon completion for conformance with standards and objectives.

##### ILLUSTRATIVE TASKS

Completes detailed task assignments during consulting projects and studies; discusses work in progress with project manager and other appropriate personnel.

Prepares projects deliverables, maintains working papers and conforms to the standard for completeness and preparation of work products.

Assists in the preparation of interim project status reports and attends status meetings with department officers; attends final deliverable presentations.

Develops data collecting instruments and assists in conducting interviews, collecting, analyzing and summarizing data, preparing flow diagrams, charts and tables, developing recommendations and observations, preparing descriptive information and final report preparation.

Coordinates with and assists external consultants in providing consulting services to various departments.

Attends departmental staff conferences; represents division in committees and conferences.

Reviews applicable technical literature to keep abreast of changes in consulting techniques and other related areas.

Confers with department officials in the development of observations and recommendations to assure accuracy and completeness of supporting documentation.

Maintains information on laws, rules, regulations, standards, technical requirements and other relevant material which impacts potential and existing projects.

Assists in the development of detailed and practical work plans for assigned project areas; maintains records to assure conformance with budgeted project hours.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of personnel, business and public administration.

### Assistant Business Analyst (000853)

Knowledge of research techniques required to gather information for consultant projects and studies.

Knowledge of the structure, functions and operation of local government entities.

Knowledge of federal, state and local laws, ordinances and regulations.

Knowledge of the use of technologies to provide management information and support management decision making.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to prepare flow diagrams, charts, tables and written reports.

Ability to promote and maintain effective departmental and public relations.

Ability to communicate effectively, verbally and in writing.

Ability to respond quickly to departmental concerns and questions.

Ability to exercise sound judgment in the application of consulting standards and during complex consulting engagements.

Ability to keep informed on technical issues, laws, regulations and standards related to consulting projects.

REV 7/00

#### **Nature Of Work**

This is professional consulting work in various County departments and external government organizations having a contractual relationship with Miami-Dade County.

## Human Resources Department

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### Senior Business Analyst (000855)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of three to five years of professional experience to include assisting in developing, monitoring or reviewing budgets or performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional budget analysis work for the Miami-Dade County Office of Strategic Business Management (OSBM).

Employees in this class are responsible for analyzing large and complex departmental operating and capital budgets from initial submission and development of the annual budget to year-end close-out. Responsibilities include making recommendations regarding departmental policy, programmatic and budgetary issues, assisting in the planning and programming of capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Related duties include conducting financial and programmatic research, performing data entry and spreadsheet development tasks, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in the analysis of complex departmental budgets involving fund complexities and increased significance of community service issues. Supervision is received from a professional superior who holds the incumbent responsible for effectiveness in the analysis, preparation, monitoring and review of complex operating and capital budgets.

##### ILLUSTRATIVE TASKS

Analyzes and monitors complex operating and capital funds from initial budget submission and development to year-end close out for at least two large and complex departments as well as departments of smaller size and complexity.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Conducts complex financial analysis, policy research and statistical work on budgetary, financial and management policy issues.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Works with assigned departments to develop and monitor performance measures.

Acts as budget liaison between operating departments and the County Manager's Office.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment based on funding availability.

Develops policy recommendations regarding County funding, staffing, services and activities.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Considerable knowledge of budget preparation rules, regulations and procedures.

## Human Resources Department

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### Senior Business Analyst (000855)

Considerable knowledge of the organization and operation of County departments and agencies.

Considerable knowledge of research techniques and the sources and availability of current information.

Considerable knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

REV 08/01

### **Nature Of Work**

This is advanced professional budget analysis work for the Miami-Dade County Office of Strategic Business Management.

## Human Resources Department

### Business Analyst Manager (000858)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of four to seven years of professional experience to include assisting in developing, monitoring or reviewing budgets or performing related fiscal or management analyses is required. A Master's degree may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible professional budget analysis work for the Miami-Dade County Office of Strategic Business Management (OSBM).

Employees in this class are responsible for analyzing multiple large and complex departmental operating and capital budgets from initial submission and development of the annual budget to year-end close-out. Responsibilities include making recommendations regarding departmental policy, programmatic and budgetary issues, assisting in the planning and programming of large-scale departmental capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Related duties include conducting financial and programmatic research, performing data entry and spreadsheet development tasks, performing staff training, making presentations to the public, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in the analysis of multiple complex departmental budgets involving fund complexities and significant community service issues. General direction is received from a professional superior who holds the incumbent responsible for effectiveness in the analysis, preparation, monitoring and review of complex operating and capital budgets.

##### ILLUSTRATIVE TASKS

Analyzes and monitors multiple complex operating and capital funds from initial budget submission and development to year-end close out for at least three large and complex departments as well as departments of smaller size and complexity.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Conducts complex financial analysis, policy research and statistical work on budgetary, financial and management policy issues.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Works with assigned departments to develop and monitor performance measures.

Acts as budget liaison between operating departments and the County Manager's Office.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment based on funding availability.

Develops policy recommendations regarding County funding, staffing, services and activities.

Conducts financial and programmatic research and budget-related special assignments; prepares reports and conducts special management policy studies and research as directed.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Business Analyst Manager (000858)

Thorough knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Thorough knowledge of budget preparation rules, regulations and procedures.

Thorough knowledge of the organization and operation of County departments and agencies.

Considerable knowledge of research techniques and the sources and availability of current information.

Considerable knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare complex narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

REV 08/01

#### **Nature Of Work**

This is advanced and responsible professional budget analysis work for the Miami-Dade County Office of Strategic Business Management.



## OMB Coordinator (000860)

### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of five to ten years of professional experience to include developing, monitoring, or reviewing budgets or performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

### Job Specifications

#### NATURE OF WORK

This is advanced and highly responsible professional budget analysis work for the Miami-Dade County Office of Strategic Business Management (OSBM).

Employees in this class are responsible for coordinating the development of the proposed operating and capital budgets including production of actual budget documents. Responsibilities include conducting complex revenue and expenditure forecasts with particular emphasis of general discretionary operating and capital funds, analyzing selected high-priority complex departmental operating and capital budgets from initial budget submission and development to year-end close-out, and making recommendations regarding overall County budgetary and fiscal programmatic policy issues. Related duties include coordinating the planning and programming of large-scale departmental capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Duties include conducting highly sensitive and complex financial and programmatic research, conducting comparative tax research and fiscal impact analyses, making presentations to the public, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in coordinating development of the proposed operating and capital budgets and in the analysis of complex budgetary issues. General direction is received from a professional superior who holds the incumbent responsible for the achievement of established budgetary goals and objectives.

#### ILLUSTRATIVE TASKS

Coordinates development of proposed operating and capital budgets including production of actual budget documents.

Conducts complex revenue and expenditure forecasts with particular emphasis on general discretionary operating and capital funds.

Analyzes high-priority complex departmental operating and capital budgets from initial budget submission and development to year-end close out.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Coordinates the planning and programming of large-scale County capital improvement programs.

Coordinates and conducts sensitive and complex budgetary policy, financial, statistical and programmatic research; conducts comparative tax research and fiscal impact analyses; develops performance measurement systems and fiscal indicators.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Acts as budget liaison between operating departments and the County Manager's Office.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment based on funding availability.

Develops policy recommendations regarding County funding, staffing, services and activities.

## OMB Coordinator (000860)

Performs related work as required.

### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of County budgetary processes and related legal and procedural requirements.

Extensive knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Extensive knowledge of the organization and operation of County departments and agencies.

Thorough knowledge of budget preparation rules, regulations and procedures.

Thorough knowledge of research techniques and the sources and availability of current information.

Thorough knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to coordinate the development of the proposed operating and capital budgets including production of budget documents.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare complex narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

### **Nature Of Work**

This is advanced and highly responsible professional budget analysis work for the Miami-Dade County Office of Strategic Business Management (OSBM).

## Human Resources Department

### Program Coordinator, OMB (000865)

#### Minimum Qualifications

Miami-Dade County Office of Strategic Business Management (OSBM) is seeking a highly skilled professional to manage the Incorporation, Annexation and Municipal Services Division. The individual selected is responsible for compiling and analyzing the impact of incorporation and/or annexation of unincorporated areas to all County departments that provide service in the Unincorporated Municipal Service Area (UMSA). This unit also promotes contracting possibilities to all municipalities. The incumbent will partner with the County Manager's Office and elected officials in refining the County incorporation/annexation policy; and serve as the liaison to the Municipal Advisory Committees (MACs). The chosen candidate will supervise both professional and clerical staff assigned to this division within OSBM.

The Office of Strategic Business Management is a dynamic department that ensures the effective allocation of resources for Miami-Dade County government. The department also works to align County operations to achieve results driven by policy and customer needs by "Delivering Excellence Every Day". OSBM staff work in cross-cutting teams to deliver the OSBM and County mission.

A bachelor's degree in Public Administration, Business Administration, or related field is required. A minimum of five to nine years professional experience to include supervision of both professional and clerical positions and developing, monitoring, or reviewing financial budgets or performing related fiscal and/or management analyses is also required. Applicants should have some knowledge of or experience in both long-term and short-term planning in a large county government. A Master's degree in Business Administration, Public Administration or a related field may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional analysis and research work in determining future community needs through planning, coordination, and directing research and reviews for the Miami-Dade County Office of Strategic Business Management.

An employee in this class is responsible for planning, coordinating, analyzing and reporting, and coordination of work completed by supervised staff, assigned County employees and outside contractors/consultants. Emphasis of work is on the economic and effective use of public resources, efficiency improvements, minimizing waste, and providing departments with recommendations to foster good business practices and assisting in building effective management skills. Responsibilities include developing scope of services for consultant engagements, reviewing progress, and assessing quality of work completed by external contractors/consultants. Responsibilities also include oversight of internal engagements, preparing work plans, conducting complex financial studies, legislative and benchmark research, and fiscal impact analysis; reviewing the work of other professional staff and evaluating their performance, generating recommendations and presenting deliverables to the County Manager's Office and the Director of the Office of Strategic Business Management. The incumbent exercises considerable independent judgment in coordinating activities and acting as liaison among the County Manager's Office, the Office of Strategic Business Management, and department directors to develop and implement business strategies. General direction is received from a professional superior who holds the incumbent responsible for the achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Develops scope of work for external contractors/consultants, evaluates progress, quality of services rendered, and processes payment invoices.

Plans and determines the focus and direction of assignments, establishes objectives, approach, methodology, and work program to complete assignments within time constraints.

## Human Resources Department

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### Program Coordinator, OMB (000865)

Coordinates the work of subordinate staff and assigned County employees from other departments, provides direction on proper data gathering, analytical methods, documentation techniques and preparation of recommendations and deliverables.

Coordinates and oversees completion of highly sensitive and complex financial studies, forecasts and trend analysis, legislative and benchmark research, and fiscal impact analysis.

Reviews work completed and distinguishes critical and non-critical matters when assessing the significance of deficiencies in County operations and making recommendations for improvement, changes in legislation, or new business policies and strategies.

Informs management of work progress and/or technical problems and conducts periodic project status meetings with staff.

Conducts special assignments and serves on committees as needed.

Serves as liaison and works with the County Manager's Office, the Office of Strategic Business Management, and department directors to develop and implement countywide and departmental strategies.

Makes recommendations and presentation of final deliverables to County leadership.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime and rates employee performance.

Performs related work as required

#### KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the organization and operation of County departments, external companies, contractors and other agencies having a contractual relationship with Miami-Dade County.

Thorough knowledge of the principles of governmental accounting, business and public administration.

Thorough knowledge of local, state, and federal laws, ordinances and regulations pertaining to fiscal management of government agencies.

Ability to exercise judgment and discretion in evaluating the adequacy and effectiveness of management controls over operational activities, propose changes as needed and/or develop new strategies to improve performance.

Knowledge of the standard principles and practices in the field of financial analysis, legislative research, and fiscal impact analysis.

Knowledge of the organization and operations of departments and agencies assigned for review.

Ability to plan the objectives, approach, and work plan to accomplish goals in accordance with professional and departmental standards.

Ability to analyze data and conduct comprehensive research, develop recommendations and produce final deliverables.

Ability to supervise personnel in a manner conducive to effective performance and fostering high morale.

Ability to communicate clearly and concisely, verbally, and in writing.

Ability to direct and coordinate the work of professional staff and outside consultants to achieve objectives within projected time constraints.

#### **Nature Of Work**

This is highly responsible professional analysis and research work in determining future community needs through planning, coordination, and directing research and reviews for the Miami-Dade County Office of Strategic Business Management.

## Human Resources Department

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### Program Coordinator, OMB (000865)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of six to ten years of professional experience in consulting, auditing or management studies to include supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible managerial work in the planning and development of Strategic Planning and Management within the Office of Strategic Business Management (OSBM).

## Human Resources Department

### Deputy Director, OMB (000868)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven to ten years of progressively responsible managerial and/or administrative experience to include developing, monitoring or reviewing budgets or performing related fiscal or management analysis and supervisory experience is required. A Master's degree may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in assisting in planning and directing the activities of the Miami-Dade County Office of Strategic Business Management (OSBM).

An employee in this class is responsible for planning, managing and coordinating the preparation and implementation of a programmatically valid and fiscally sound operating budget for the County. Responsibilities include directing and coordinating the work of professional employees engaged in complex budgetary, financial and policy analysis work including revenue and expenditure forecasting, and providing assistance to the Office Director, County Manager, Board of County Commissioners in an array of matters including organizational design, policies and procedures, legislative issues, funding priorities and service delivery alternatives. The incumbent exercises an extensive degree of professional managerial knowledge and technical expertise in financial analysis and in advising County officials on budgetary and policy matters. Supervision is exercised over a staff of professional employees engaged in various phases of budget preparation and development. General direction is received from the Office Director who holds the incumbent responsible for effective assistance in the management of complex budgetary processes and in the achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Oversees, supervises and coordinates the work of professional employees engaged in various phases of budget analysis, preparation, development, monitoring and reporting.

Reviews and approves documents such as contracts, travel requests, management studies and reports, resolutions, ordinances and correspondence.

Performs complex management and financial analysis tasks and provides policy assistance to elected and appointed County officials.

Plans, organizes and monitors annual development of County operating and capital budgets.

Assists the Office Director in conducting departmental budget conferences, analyst briefings and senior County management reviews of budgetary issues.

Analyzes and monitors complex operating and capital budgets from initial budget submission and development to year-end close-out, as required.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of current theories and methods in the fields of fiscal analysis and budget planning.

Extensive knowledge of the organizational dynamics of the County and how they integrate into the community economic and political atmosphere.

Extensive knowledge of County budgetary processes and related legal and procedural requirements.

Thorough knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Thorough knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Ability to provide effective assistance in managing and directing development of the Miami-Dade County annual operating and capital budgets.

Ability to establish and maintain effective working relationships with subordinates, superiors and other elected and appointed County officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### Deputy Director, OMB (000868)

Ability to analyze and monitor complex departmental operating and capital budgets from initial budget submission and development to year-end close-out.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to perform budgetary, financial, taxation and policy analysis and provide effective advice to senior County elected and appointed officials.

NEW 10/96; Revised 01/98

#### **Nature Of Work**

This is highly responsible professional and supervisory work assisting in directing the Miami-Dade County Office of Strategic Business Management and Budget.

## Human Resources Department

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### Director, OMB (000869)

#### Minimum Qualifications

Bachelor's degree. Ten years of progressively responsible managerial and/or administrative experience to include developing, monitoring or reviewing budgets or performing related fiscal or management analysis and supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of the Miami-Dade County Office of Management and Budget.

An employee in this class is responsible for planning, directing and coordinating the work of professional staff involved in the development and implementation of Miami-Dade County's annual operating budget and in the provision of management analysis, guidance and assistance to the County Manager and the various County departments. Responsibilities include the preparation and implementation of a programmatically valid and fiscally sound operating budget for the County, review of financial and economic data in order to recommend an overall County fiscal and taxing policy with its corresponding impact on levels and effectiveness of services. Duties also include the review and analysis of a variety of departmental operations in order to improve work methods, set standards, and increase the cost/value relationship of certain County operations. The incumbent exercises an extensive degree of independent judgment and professional managerial knowledge and expertise in fiscal, budgetary and general management analysis. Work is performed with considerable independence of action under the general policy direction and administrative guidance of the County Manager and within applicable federal, state and local laws. Supervision is exercised over a staff of professional subordinates who assist in the design and implementation of various budgetary and operational policies and procedures.

##### ILLUSTRATIVE TASKS

Directs and supervises a staff of professional analysts in the preparation of the annual County operating budget; monitors and evaluates the revenues, expenditures, and programmatic performance of County departments and agencies.

Directs and supervises managerial and financial analyses; provides assistance to the County Manager, Board of County Commissioners and various County departments.

Assists operating departments in establishing desired budgetary and programmatic goals and objectives; coordinates and integrates these individual departmental objectives into the County budget so that they coincide with and support the County's overall goals.

Performs special budgetary, financial and taxation analysis for Board of County Commissioners and the County Manager's Office as required.

Performs productivity and management analysis for departments in order to improve work methods, establish standards, and improve the cost/value relationship of various Miami-Dade County operations; develops solutions and recommendations for improvement and assists departments in implementing systems and/or changes which will achieve operational objectives at minimal cost and within the timeframe required.

Performs a variety of special analytical studies within the Miami-Dade County organization.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of current theories, literature, resources and methodologies in the field of fiscal analysis and budget planning.

Extensive knowledge of theories and methods of management by objectives.



## Human Resources Department

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### Director, OMB (000869)

Extensive knowledge of theories, principles, and practices of management and organizational analysis.

Thorough knowledge of the organizational dynamics of the County and how they integrate into the community, economic, cultural, policy making, and political atmospheres.

Thorough knowledge of federal, state and local laws as they relate to taxation and fiscal planning.

Ability to conceptualize, develop and implement taxing and fiscal policies.

Ability to identify and analyze the efficiency of departmental operations.

Ability to communicate effectively, verbally and in writing, with the County Manager, departmental executives and various community groups.

Ability to coordinate the work of subordinates in the design and implementation of budgetary and operational policies and procedures.

Ability to supervise and participate in the development of a programmatically valid and fiscally sound operating budget for the County Service.

REV 01/98

### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of the Miami-Dade County Office of Strategic Business Management.

## Human Resources Department

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### Management Intern (000872)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Political Science, Human Resources or a related field.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is administrative work performing, developing and coordinating various administrative activities in administrative and operational divisions within Miami-Dade County.

## Human Resources Department

### Contracts Compliance Specialist 2 (000877)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or a related field. One year of professional experience in budget preparation, contracts compliance, auditing, or personnel administration is required. Advanced clerical or field experience in a construction, payroll, enforcement, or investigative environment may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in contracts compliance for the Department of Business Development.

Employees in this class are responsible for performing advanced administrative work in the monitoring of contractors and subcontractors performing construction work for Miami-Dade County for compliance with ordinances pertaining to wages and benefits, minority contractors and minority subcontractors. Responsibilities include reviewing collective bargaining agreements; providing technical assistance to affected departments; compiling and analyzing payroll and other documents; investigating grievances and preparing for hearings; preparing program evaluation reports; and assisting with various related administrative activities. Incumbents exercise considerable independent judgment in ensuring contractor compliance with applicable ordinances. Supervision is received from an administrative superior who reviews work for effectiveness of compliance activities and achievement of related goals and objectives.

##### ILLUSTRATIVE TASKS

Assists in reviewing and coordinating work of employees engaged in monitoring contractors and subcontractors performing construction work for Miami-Dade County.

Assists in extracting and analyzing wage and benefit information from applicable local area collective bargaining agreements; assists in determining wage and benefits levels required to be paid by contractors.

Monitors expiration of applicable local collective bargaining agreements and ensures receipt of new contracts.

Contacts departments affected by applicable ordinances to distribute quarterly wage and benefit rate schedules, answer questions, and provide general support and technical assistance.

Compiles and analyzes payroll and related data to determine if salary and benefit payments by contractors meet responsible wage and benefit requirements.

Investigates grievances related to enforcement of applicable ordinances; prepares documentation for hearing panels when contractor or subcontractor has allegedly underpaid employees.

Prepares program evaluation reports and supplemental information to ensure adherence to program standards.

Develops statistical information, forms and reports as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of ordinances pertaining to wages and benefits, minority contractors and subcontractors, performing construction work for Miami-Dade County.

Considerable knowledge of techniques in monitoring construction contracts compliance.

Considerable knowledge of the content and provisions of local area collective bargaining agreements.

## Human Resources Department

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### Contracts Compliance Specialist 2 (000877)

Considerable knowledge of prevailing wages and benefits in the local area construction industry.

Knowledge of job classifications in the construction industry.

Knowledge of grievance procedures applicable to violation of ordinances relating to contractor and subcontractor wages and benefits.

Ability to extract and analyze wage and benefit information from collective bargaining agreements.

Ability to determine appropriate wage and benefit levels in accordance with local ordinances.

Ability to provide information and technical assistance to departments affected by ordinances pertaining to wage and benefit levels, minority contractors and subcontractors.

Ability to investigate grievances, prepare appropriate documentation and present findings.

Ability to communicate clearly and concisely, verbally and in writing.

REV 03/99

#### **Nature Of Work**

This is advanced administrative work in contracts compliance for the Department of Business Development.

### Quality Assurance Engineer 1 (000886)

#### Minimum Qualifications

Bachelor's degree in Industrial Engineering or related field. Three years of experience in quality assurance systems development, implementation, and maintenance are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional quality assurance engineering work for County departments and agencies.

Employees in this class are responsible for participating in the development, implementation and maintenance of quality assurance plans and programs. Responsibilities include creating standards of performance and inspection systems, formulating instructions for maintenance and use of inspection records and audit documentation, preparing quality trend analyses, performing quality system reviews and quality audits, and implementing necessary action plans to correct or improve quality deficiencies. Incumbents exercise independent judgment in the application of the principles of industrial engineering to the investigation of quality-related activities in departmental projects and operating systems. Supervision is received from a technical and administrative superior who reviews work through personal conferences and written reports for effective development and implementation of quality assurance plans and programs.

##### ILLUSTRATIVE TASKS

Participates in the development, implementation and maintenance of quality assurance plans and programs; develops goals, procedures, processes, quality requirements and guidelines.

Conducts quality system performance auditing and investigates quality-related areas of departmental projects and system operations including design, procurement, construction, installation, inspection, testing, administration, operations and maintenance.

Identifies weaknesses and implements necessary action plans to correct or improve quality deficiencies.

Develops statistical audit plans and analyses; assists in the establishment of data recording and analysis systems; develops defect prevention programs.

Participates in quality improvement reviews; studies processes to establish cause and effect relationships; prepares reports and explanatory material and maintains status reports; issues audit reports identifying non-compliance; assures that corrective action is implemented.

Conducts non-compliance technical reviews; identifies quality problems; controls further processing, delivery or installation of non-conformance aspects; issues rejection notices for deficiencies and coordinates stop work action until corrections are made.

Participates in contract specification development to ensure that quality requirements are implemented; verifies that contractor and vendor programs are in compliance with quality assurance program and that procured equipment and services are in accordance with purchase orders or contract specifications.

Maintains information on laws, regulations, standards and technical requirements which impact potential and existing projects.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of industrial engineering.

Thorough knowledge of the development and implementation of quality assurance programs.

Considerable knowledge of quality system performance auditing and investigation.

### Quality Assurance Engineer 1 (000886)

Considerable knowledge of statistical methods.

Considerable knowledge of statistical audit plans and analysis.

Considerable knowledge of quality assurance aspects and engineering requirements of contract specifications.

Considerable knowledge of quality assurance procedures, guidelines, processes and standards.

Ability to participate effectively in the development and implementation of quality assurance programs.

Ability to gather, analyze, interpret, summarize and present complex quality assurance-related data.

Ability to prepare complex flow diagrams, charts, tables and written reports.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to keep abreast of current developments in the field of quality assurance.

Ability to conduct quality system performance audits and investigations and make effective recommendations for compliance with quality assurance program guidelines.

NEW 10-94

#### **Nature Of Work**

This is advanced professional quality assurance engineering work for County departments and agencies.

## Human Resources Department

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### Quality Assurance Engineer 2 (000887)

#### **Minimum Qualifications**

Bachelor's degree in Industrial Engineering or related field and five years of experience in quality assurance systems development, implementation, auditing and maintenance are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional quality assurance engineering work with administrative and supervisory responsibility for County departments and agencies.

## Human Resources Department

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### Warehousing & Stores Superintendent (000890)

#### Minimum Qualifications

Bachelor's degree in Business Management, Business Administration, Public Administration, or a related field. Three years of management or supervisory experience in a warehousing, supply, stores, or materials management environment to include a computerized inventory control system are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible supervisory and administrative supply work in the large-scale purchase, receipt, storage and issuance of equipment, supplies and materials.

Employees in this class are responsible for planning, supervising and coordinating materials management functions in a wide variety of geographically dispersed warehouse facilities. Responsibilities include preparing and administering annual budgets, developing and implementing warehousing procedures, coordinating the approval of new stock items and disposal of obsolete items, enforcing established safety practices and procedures, conferring with departmental officials concerning equipment and supply requirements, and analyzing warehouse operations to improve efficiency. Incumbents exercise considerable independent judgment in managing warehousing operations to assure an uninterrupted supply of materials for departmental requirements. Supervision is exercised directly and through subordinate supervisors over supervisory, technical and clerical subordinates. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective management of departmental warehousing and stores activities.

##### ILLUSTRATIVE TASKS

Supervises, directs and coordinates the work of supervisors, professional, technical and clerical employees at geographically dispersed warehouses engaged in the receipt, warehousing and distribution of equipment, materials and supplies required for varied departmental operations.

Prepares and administers warehousing and stores annual budget; assists or prepares staff estimates and materials requirements.

Develops procedures for warehousing and stores operations for effective inventory control and conduct of purchasing activities.

Coordinates approval of new stock items and disposal of obsolete items; reviews requisitions to assure proper documentation; coordinates resolution of problems with vendors and accounting officials.

Assists in the development and modification of computerized inventory systems.

Provides training for subordinates in new technologies or procedures; enforces established warehousing safety practices and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and procedures of the receipt, warehousing and distribution of a large volume of supplies, equipment and materials.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of departmental warehousing operations including inventory management and the types, sizes, grades and nomenclatures of an extensive variety of general and specialized materials and supplies.



## Human Resources Department

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### Warehousing & Stores Superintendent (000890)

Considerable knowledge of the principles of public and business administration.

Considerable knowledge of County procurement practices and procedures.

Knowledge of computerized inventory control systems.

Ability to plan, organize and direct diversified and geographically dispersed departmental warehousing and distribution operations to assure the uninterrupted supply of supplies and materials required for departmental operations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop and install warehousing and stores policies and procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private agencies.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-95

#### **Nature Of Work**

This is advanced and responsible supervisory and administrative supply work in the large-scale purchase, receipt, storage and issuance of equipment, supplies and materials.

## Human Resources Department

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### Assistant Auditor (000902)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field.

#### Job Specifications

##### NATURE OF WORK

This is professional auditing work in the audit of various management and financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.

Employees in this class are typically located in the Department of Audit and Management Services and examine, analyze and verify financial records in staff and operating agencies and departments as well as in companies having contracts, leases and franchises with Miami-Dade County. Emphasis of the work is on the analysis of varied accounting records, systems and controls, and preparation of reports based on audit findings. Assignments are usually determined in scope and coverage by departmental regulations and statutory requirements, and incumbents utilize audit program guides and apply professional auditing standards in internal or external audits. Employees frequently work as a team member in the conduct of systematic audit programs or in special auditing assignments, but may be assigned to small-scale less complex audits or phases of audit programs independently. Some employees in the class are assigned full time to audits in federally funded programs. Incumbents must exercise professional knowledge and independent judgment in the audit of income and expenditures and recognition of accounting errors, irregularities and system or control problems which require correction. Supervision is received from a professional superior who reviews work progress and completed work for adherence to professional auditing standards and program guidelines.

##### ILLUSTRATIVE TASKS

Performs audit assignments of moderate difficulty and limited in scope such as review of incurred costs, review of annual overhead costs, and routine forward pricing or bid proposals of moderate dollar impact or risk; reviews for compliance and conformance to cost accounting standards.

Conducts routine audit assignments by examining, analyzing and verifying accounting records and fiscal data; checks and verifies entries, footings and extensions for accuracy; audits accounts, bank reconciliations, payrolls, invoices and expenditures for mathematical correctness and legal compliance; discusses unusual findings with superior during audit progress.

Assists in the design and development of accounting control systems and procedures for more effective and efficient operations within various departments, as assigned.

Assists in the auditing of outside firms that have a franchise with Miami-Dade County or outside agencies that are funded through federal grants; checks on compliance with federal, state and local laws, rules, regulations and guidelines.

Assists in the auditing of outside firms that have a franchise with Miami-Dade County or outside agencies that are funded through federal grants; checks on compliance with federal, state and local laws, rules, regulations and guidelines.

Prepares tentative reports and summaries and supporting information at completion of auditing projects.

Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances.

Assists in determining records or activities to be analyzed, the extent of tests to be applied, and the working papers to be prepared.

Participates in surveys of auditable areas to develop programs for performance of annual overhead and direct cost reviews.

Performs reconciliations of contractor's proposed overhead pools and bases to financial statements and books of records.

### Assistant Auditor (000902)

Evaluates bid proposals with little in-process supervision after gaining familiarity with the offeror's operations.

Performs tests and examinations of contractor's records and actions, policies and procedures, contacts contractor personnel as necessary to obtain information; resolve accounting questions and obtain access to records essential to the conduct of the audit.

Drafts audit reports of moderate complexity assuring that they are responsive to specific audit requests, is objective, timely and accurate, and meets reporting standards and user needs.

Performs follow-up examinations to determine whether organizational units have implemented audit recommendations or corrective actions.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting.

Knowledge of established audit program guidelines applicable to audits assigned.

Knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of Miami-Dade County departments and agencies assigned for audit.

Ability to independently plan and accomplish a variety of contract audits assignments of moderate difficulty.

Ability to exercise judgment and discretion in making sound auditing decisions.

Ability to understand, interpret and implement auditing policies, goals and programs.

Ability to prepare complete and accurate accounting reports and statement.

Ability to promote and maintain effective departmental and public relations.

Ability to maintain an objective attitude in the conduct of audits.

Ability to perform detailed work involving written and numerical data.

Ability to make arithmetic calculations rapidly and accurately.

Ability to apply policies and procedures specified in audit program guidelines.

Ability to communicate effectively, both verbally and in writing.

REV 7/00

#### **Nature Of Work**

This is professional auditing work in the audit of various management and financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.

## Human Resources Department

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**Assistant Auditor (000902)**

## Human Resources Department

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### Associate Auditor (000904)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Two years of professional auditing or related experience are required. A Master's degree, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional auditing work with some supervisory responsibility in the audit of various financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.

Employees in this class perform more complex auditing assignments in various staff and operating agencies, departments and in external organizations, or serve as team leaders in the conduct of small-scale routine audits. Incumbents may also be assigned to assist professional superiors in the conduct of special auditing assignments of considerable complexity. Work differs from that found in the Assistant Auditor class in that the positions require more advanced professional knowledge of auditing theory and practices and the application of a greater degree of professional judgment in the disposition of accounting problems which arise. Emphasis may be assigned to a variety of departments and agencies or may specialize in audits of specifically assigned federally funded programs. Some incumbents are engaged in audits of firms that have contracts or franchises with the county. Supervision is received from a professional superior who reviews statements and reports and evaluates work for quality of results and adherence to professional auditing standards and program guidelines.

##### ILLUSTRATIVE TASKS

Supervises subordinate personnel in conducting audits of fiscal records of county departments; personally audits more difficult fiscal records; reviews and corrects records of audits for subordinate personnel; prepares or supervises preparation of final reports, summaries and supporting information together with analytical statements.

Conducts and supervises audits of outside firms that have franchises with the county, as assigned; conducts and supervises audits of outside agencies that are funded by federal grants; reviews compliance of firms and agencies with federal, state and local laws, rules, regulations and guidelines.

Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances.

Performs audit assignments typically involving complete segments of audit programs involving manual accounting systems or generally automated systems.

Reviews incurred costs, forward pricing or bid proposals, progress payment requests, reimbursement claims, overhead costs, price redeterminations; termination claims, defective pricing reviews, purchasing, estimating and accounting surveys, and other miscellaneous audits and contract administration assignments.

Develops audit programs and contacts contractor/ subcontractor personnel to explain purpose of the audit and to obtain audit information.

Determines or assists in determining the direction and thrust of audit effort and in planning the theory and scope of audit.

Obtains, analyzes, and appraises evidential data as a basis for an informed and objective opinion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed and on the adequacy of outside commercial firms, franchisers, or concessioners representations.

Makes, or assists in making, oral or written presentations to management during and at the conclusion of the examinations, after approval by

### Associate Auditor (000904)

the supervising auditor, discussing deficiencies and recommending corrective actions.

Prepares formal written reports, as requested, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out.

Appraises, or assists in appraising, the adequacy of corrective actions taken to improve deficient conditions.

Assists superior in the conduct of more complex assignments such as those of an investigative nature.

Prepares summaries, schedules and supporting information for phases of audits assigned.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Considerable knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting.

Considerable knowledge of established audit program guidelines applicable to audits assigned.

Considerable knowledge of established audit program guidelines applicable to audits assigned.

Considerable knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants.

Knowledge of the organization and operating activities of departments and agencies funded by federal grants.

Knowledge of supervisory practices and procedures.

Ability to plan organize and direct efforts to achieve audit objectives.

Ability to understand, interpret and implement auditing policies, goals and programs.

Ability to exercise judgment and discretion in making sound auditing decisions.

Ability to apply policies and procedures specified in audit program guidelines for various departments and agencies.

Ability to prepare more complex accounting reports and statements.

Ability to promote and maintain effective departmental and public relations.

Ability to maintain and objective attitude in the conduct of audits.

Ability to perform detailed work involving written and numerical data.

Ability to make arithmetic calculations rapidly and accurately.

Ability to communicate effectively, both verbally and in writing.

## Human Resources Department

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### Associate Auditor (000904)

REV 7/00

#### **Nature Of Work**

This is advanced professional auditing work with some supervisory responsibility in the audit of various financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.

## Senior Auditor (000906)

### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Three years of professional auditing or related experience to include project management experience are required. A Master's degree, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

### Job Specifications

#### NATURE OF WORK

This is advanced and supervisory professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.

Employees in this class are responsible for the supervision of the conduct of various moderately difficult and complex audit program including major auditing assignments. Incumbents must exercise professional and independent judgement in the audit of various management and financial operations.

#### ILLUSTRATIVE TASKS

Supervises and participates in continuous post audits of financial records of assigned county administrative and revenue-producing departments, including records of revenue, expenditures, assets and liabilities; supervises and participates in audits of concessionaires and operators of facilities leased, franchised or regulated by Miami-Dade County; prepares interim and annual reports of audits performed.

Assigns and supervises subordinate employees in the preparation of detailed financial reports, projections and analyses; reviews final reports and statements for adherence to program guidelines and auditing standards.

Participates in preparation of lease agreements and contracts undertaken by Miami-Dade County; conducts pre-audits preliminary to contract preparation; conducts subsequent post audits of facilities operating under lease agreements and contracts.

Assists in the setting of bid specifications for the engagement of external auditors and evaluates proposals submitted; confers with external auditors regarding audit findings as assigned.

Assists the Miami-Dade Police Department, State Attorney and Grand Jury as assigned by obtaining information in investigative audits; qualifies as an expert witness and testifies in court proceedings as required.

Audits and reviews applications for rate increases from water and sewer utilities; audits records of fixed assets, depreciation reserve and contributions in aid of construction to determine major rate base items; audits operating income statements of the utility; analyzes rate structure to verify effect of new rates; prepares staff reports and recommendations.

Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances.

Evaluates effectiveness of internal controls, procurement and estimating procedures and costs systems of more than average complexity.

Prepares entire audit programs and audit reports when serving as auditor-in-charge; when serving as a lead auditor, prepares portions thereof on segments of complex audit assignments.

Prepares correspondence to contractors/subcontractors on costs questioned/ suspended, credits, reinstatements, amounts withheld, audit conversations and other related matters.



### Senior Auditor (000906)

Determines audit procedures to be used, including statistical sampling and the use of electronic data processing equipment.

Recommends necessary staff required to complete audits and modifications of audit programs for supervisory approval.

Obtains, analyzes, and appraises evidentiary data or a base for an informed and objective opinion in the adequacy and effectiveness of the system and efficiency of performance of the activities being reviewed and on the adequacy of outside commercial firms, franchisers, or concessioners representations.

Makes oral or written presentations to management during and at the conclusion of the examination, after approval by the supervising auditor, discussing deficiencies and recommending corrective actions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of governmental accounting, office management and the principles of public and business administration in their application to governmental accounting.

Thorough knowledge of all federal, state and local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies.

Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Considerable knowledge of the special principles, practices, and procedures of auditing with reference to public finance and governmental accounting.

Considerable knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.

Knowledge of supervisory practices and procedures.

Ability to coordinate and supervise the work of an auditing staff in a manner conducive to full performance and high morale.

Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems.

Ability to supervise the preparation of or prepare complete and accurate accounting reports and statements, including those of a complex nature.

Ability to promote and maintain effective departmental and public relations.

Ability to communicate effectively, both verbally and in writing.

Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems.

Ability to plan an audit program and organize and audit staff for a major audit assignment.

## Human Resources Department

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### Senior Auditor (000906)

Ability to understand, interpret and implement auditing policies, goals and programs.

REV 7/00

#### **Nature Of Work**

This is advanced and supervisory professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.

### Audit Supervisor (000908)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. Four years of professional auditing or related experience to include two years of supervisory experience are required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license or Certified Information Systems Auditor (CISA) license. Two years of additional auditing or related experience may substitute for licensure requirement.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and administrative professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.

Employees in this class are responsible for supervision of the conduct of various difficult and complex audit programs including major auditing assignments. Emphasis of the work is on planning, assigning and reviewing the work of subordinate auditors engaged in systematic and special audits such as federal grant programs in various departments. Incumbents also give guidance and direction to subordinate auditors in the completion of difficult audits where irregularities have been found. Related responsibilities include administrative assignments such as review and modification of audit program guidelines, coordination of work with decisions or modification of departmental procedures, or representing the department in various conferences and committees. General supervision is received from administrative superiors who hold incumbents responsible for professional and administrative management of major auditing assignments and evaluate effectiveness of work planning and progress and quality of professional results.

##### ILLUSTRATIVE TASKS

Plans and assigns the work of professional auditors engaged in both regular systematic and special audits in departments and agencies, or a group engaged in audit of contractors, utility and franchise taxes and concessions; discusses work in progress with subordinate supervisors or team leaders.

Reviews completed audit reports and analyses for completeness of preparation and conformance with audit program guidelines and professional auditing standards; attends exit conferences with departmental officials or officials in external organizations as needed.

Guides subordinates in the planning and conduct of special audits of a difficult nature; participates as necessary in the completion of complex audits such as those involving controversial claims against the county; testifies in court as an expert witness.

Attends departmental staff conferences; participates in decisions relating to changes in auditing policies and procedures; coordinates division work with that of other departmental division; represents the department in outside meetings and conferences as assigned.

Modifies and revises standard audit program guides; holds conferences with subordinate staff to discuss audit policies and procedures or to further train new personnel; insures that staff receives available professional literature to keep abreast of techniques and developments in the governmental auditing field.

Confers with administrative officials in the development and installation of new or modified fiscal controls, systems and procedures to insure accurate accounting and reporting of funds.

Keeps informed on laws opinions, rules, regulations, standards and related information pertaining to the internal audit of county departments or audit of external agencies.

Develops comprehensive practical programs of audit coverage for assigned areas of audit, assures conformance with acceptable audit standards, plans, budgets and schedules.

## Human Resources Department

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### Audit Supervisor (000908)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of governmental accounting, office management and the principles of public and business administration in their application to governmental accounting.

Thorough knowledge of all federal, state and local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.

Thorough knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.

Considerable knowledge of management principles and supervisory practices and procedures.

Ability to coordinate and supervise the work of an auditing staff in a manner conducive to full performance and high morale.

Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems.

Ability to supervise the preparation of complete and accurate accounting reports and statements, including those of a complex nature.

Ability to promote and maintain effective departmental and public relations.

Ability to communicate effectively and persuasively, both verbally and in writing.

Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems.

Ability to participate effectively in the formulation of departmental policies and procedures.

Ability to stay abreast of laws, legal opinions, regulations and standards relating to the conduct of audits in county departments and external agencies.

REV 07/00

#### **Nature Of Work**

This is supervisory and administrative professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.

### Audit Manager (000910)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. Five years of professional auditing or related experience to include three years of supervisory experience is required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, or Certified Information Systems Auditor (CISA) license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible supervisory and administrative professional auditing work in the audit of various financial operations in County departments, external government organizations having contractual relationship with the County and commercial firms doing business with Miami-Dade County.

Employees in this class are responsible for planning, directing and conducting reviews of assigned organizational and functional activities in accordance with professional auditing principles and departmental standards. Primary responsibilities include directing the conduct of operational, compliance, performance and financial audits of external companies, contractors and grantees having a contractual relationship with Miami-Dade County. Duties include assessing the adequacy of internal controls, appraising the management of resources, and determining compliance with procedures, contract terms, laws and regulations. Incumbents exercise considerable independent judgment and technical expertise in the application of advanced auditing knowledges to the management of complex auditing programs. Supervision is exercised through subordinate supervisors over a staff of professional auditors engaged in conducting auditing assignments. General direction is received from an administrative superior who holds the incumbent responsible for the effective management of multiple auditing assignments, quality of professional results, and accomplishment of audit objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates the work of subordinate supervisors and professional auditors engaged in the auditing of assigned organizational and functional activities.

Plans and determines the focus and direction of specific audits; assists in formulating an annual audit plan; plans the objectives, approach, scope and work program to accomplish audit objectives in accordance with professional and departmental standards and within time constraints.

Monitors activities of subordinates and work progress; provides direction on proper documentation techniques, data gathering, analysis methods, and quality and quantity of audit documentation.

Reviews and evaluates completed work, findings and recommendations for accuracy, adequacy and presence of sufficient supporting documentation; assures that working papers support findings and conclusions and are in accordance with professional and departmental standards.

Obtains, analyzes and appraises evidentiary data in support of audit objectives, conclusions and findings.

Participates in audits of highly technical or complex areas to determine the adequacy and effectiveness of management controls, effectiveness and efficiency of activities under review, and compliance with policies, procedures, laws and regulations.

Evaluates audit findings for inclusion in audit reports; distinguishes critical and non-critical matters when assessing the significance of deficiencies and making recommendations for improvement.

Regularly informs management of auditing progress and/or technical problems; conducts periodic project status meetings with staff; prepares administrative reports regarding job scheduling and assigned activities.

Reviews audit reports and analyzes for thoroughness and conformance with audit program guidelines and professional auditing standards; participates in exit conferences with operating department employees; evaluates responses to reports to determine reasonableness and

### Audit Manager (000910)

suggests follow-up actions.

Performs special reviews and serves on special committees; coordinates auditing work with other departmental divisions; coordinates audit work with auditees and external auditors.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the special principles, practices and procedures of auditing pertaining to financial operations of County departments, and external companies, contractors and grantees having contractual relationship with Miami-Dade County.

Thorough knowledge of the principles of governmental accounting, business and public administration.

Thorough knowledge of local, state and federal laws, ordinances and regulations pertaining to fiscal management of government agencies.

Thorough knowledge of the organization and operations of departments and agencies assigned for audit.

Thorough knowledge of professional and departmental standards for the conduct of comprehensive auditing programs.

Thorough knowledge of the provisions of various contracts between Miami-Dade County and external companies, contractors and grantees.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Ability to plan the objectives, approach, scope and work plan to accomplish audit objectives in accordance with professional and departmental standards.

Ability to direct and coordinate the work of an auditing staff to achieve audit objectives within projected time constraints.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze and interpret accounting data, devise audit procedures and techniques, and evaluate completed audit reports.

Ability to determine the adequacy and effectiveness of management controls over operational activities.

Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters.

Ability to communicate clearly and concisely, verbally and in writing.

REV 7/00

#### Nature Of Work

This is highly responsible supervisory and administrative professional auditing work in the audit of various financial operations in County departments, external government organizations having contractual relationships with the County and commercial firms doing business with Miami-Dade County.

## Human Resources Department

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### Associate EDP Auditor (000911)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Computer Science or related field. Two years of EDP auditing, systems analysis or programming experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible administrative work assisting in the review of the County's Information Technology environment.

## Human Resources Department

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### Senior EDP Auditor (000912)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Computer Science or related field. Three years of EDP auditing, systems analysis or programming experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible administrative work in the review of the County's Information Technology environment.



## Human Resources Department

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### EDP Audit Manager (000915)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Accounting, Data Processing, Finance or related field. Five years of professional auditing, EDP auditing or information technology experience to include three years at the supervisory level are required. Must possess a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent license. Two years of additional EDP auditing or information technology experience may substitute for the licensure requirement.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced responsible administrative work administering audits of the County's Information Technology environment.

## Human Resources Department

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### Deputy Director, Audit and Management Services (000938)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or a related field. A minimum of five to nine years of progressively responsible managerial and/or administrative experience in accounting or auditing to include supervisory experience is required. Must possess a Certified Public Accountant license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning, managing and supervising activities of the Audit and Management Services Department.

An employee in this class is responsible for assisting the Department Director in the management of departmental functions and for directing the various management advisory services provided by the department. Responsibilities include assisting in defining the scope of departmental activities and methods to achieve objectives, maintaining working relationships with County officials and private-sector organizations, assisting in long-range planning, directing and reviewing financial and compliance audits of County departments and external organizations having a contractual relationship with the County, and providing advisory support on technology issues. The incumbent exercises an extensive degree of independent judgment and professional managerial knowledge in assisting in directing departmental operations and in supervising management advisory services. Supervision is exercised over a staff of professional and clerical employees engaged in diversified divisional operations. General direction is received from the Department Director who holds the incumbent responsible for the professional management of division functions and for effective assistance in the achievement of departmental goals and objectives.

##### ILLUSTRATIVE TASKS

Provides assistance to the Department Director in planning departmental activities and defining goals and objectives; reviews and evaluates department operations and devises new policies and procedures to improve effectiveness.

Plans, assigns and reviews the work of staff engaged in providing management advisory services including special projects and the review of administrative orders; determines scope and direction of management advisory services through interaction with Department Director and various departments' management.

Assists the Department Director in the selection of management consulting firms.

Acts in the absence of the Department Director as required.

Directs and supervises, through subordinate managers, professional auditors engaged in regular, systematic and special audits in departments or agencies, auditing of contractors, utility and franchise taxes, and concessions.

Reviews completed audit reports and analyses for completeness, preparation and conformance with various professional auditing standards.

Convenes meetings with department management to discuss audit findings, policies, procedures, and other subjects.

Provides information to subordinates concerning changes in ordinances, rulings, guidelines, legal opinions, standards and related information pertaining to the internal audit of County departments or audit of external agencies.

Assists in evaluating divisional performance in relation to departmental goals and objectives.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinate supervisors and rates employee performance.

Performs related work as required.

## Human Resources Department

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### Deputy Director, Audit and Management Services (000938)

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of governmental accounting, office management and the principles of public and business administration in their application to governmental accounting.

Extensive knowledge of all federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.

Thorough knowledge of generally accepted accounting principles, public finance administration, and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting.

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.

Ability to use advanced professional knowledge of the principles of auditing and public administration to assist in formulating departmental policy and controlling departmental activities.

Ability to plan, organize, and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing, and interpreting departmental and County policies, rules, and regulations.

Ability to establish and maintain effective working relationships with senior County management, officials of other public and private organizations, and officials of County departments.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems.

Ability to supervise the preparation of complete and accurate accounting reports and statements, including those of a complex nature.

Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems.

Ability to keep informed on laws, legal opinions, regulations and standards relating to the conduct of audits in County departments and external agencies.

REV 03/03

#### **Nature Of Work**

This is highly responsible executive level work in planning, managing and supervising activities of the Audit and Management Services Department.

## Human Resources Department

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### Director, Audit and Management Services (000939)

#### Minimum Qualifications

Bachelor's degree. A minimum of six to ten of progressively responsible managerial and/or administrative experience in public or private accounting or auditing work to include supervisory experience are required. Must possess a State of Florida Certified Public Accountant or State of Florida Certified Internal Auditor license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing activities of the management of the Miami-Dade County Audit and Management Services Department.

An employee in this class is responsible for planning, directing and coordinating internal auditing of County operations, providing management consulting assistance to County departments, and providing a variety of Countywide management services. Responsibilities include directing, through subordinate levels of executives and supervisors, the conduct of audits of County operations and external companies having contractual relationships with the County, determining compliance with regulations and contract terms, providing management consulting assistance to County departments to improve operations, and providing assistance in the formulation of Countywide policies and ordinances. The incumbent exercises extensive independent judgment and professional managerial knowledge in establishing auditing priorities and the scope of audit and management assignments. Supervision is exercised through subordinate executives and managers over a staff of professional, administrative and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of the department and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates, through subordinate executives and supervisors, internal auditing functions including conducting operational, compliance, performance and financial audits of County operations and external companies, contractors and grantees; assessing the adequacy of internal controls, appraising the management of resources, determining compliance with procedures, contract terms, laws and regulations; performing special examinations and reviews at the request of the Board of County Commissioners; providing guidance to operating departments in selecting external auditors, establishing internal controls and other audit-related matters; and furnishing staff support to external auditors.

Directs and coordinates, through subordinate executives and supervisors, management consulting activities including conducting consulting projects, providing management consulting assistance to County departments, preparing recommendations to improve operations and management, providing support to departments in implementing recommendations, and assisting in the selection and monitoring of external consultants.

Supervises a variety of management services including providing assistance in the formulation of the uniform application of Countywide policies and ordinances, reviewing and assisting in the development of administrative orders and procedures, implementing Economic Impact and Sunset Review of County Boards, and providing organizational studies and operational reviews.

Directs preparation and administration of department annual budget; supervises subordinates responsible for personnel administration, purchasing, cost accounting, safety programs and other administrative services.

Defines and formulates department policy, programs, objectives and direction; establishes priorities and the focus for audit management projects; Coordinates auditing and management activities with the Mayor's Office, Board of County Commissioners and other County departments as required.

Reviews organizational patterns, work relationships and staff responsibilities; structures the organization of the department to effectively achieve departmental goals.

Meets with executive, administrative and supervisory employees to discuss and resolve budgetary issues, audit findings and recommendations, administrative problems and other subjects.

## Human Resources Department

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### Director, Audit and Management Services (000939)

Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles of general management, public and business administration and governmental accounting.

Extensive knowledge of local, state and federal laws, ordinances, rules, regulations and guidelines pertaining to the fiscal management of government agencies, including those funded by federal grants.

Extensive knowledge of generally accepted accounting principles, public finance administration, and internal control systems, and their methods and application to the development, installation and audit of governmental accounting systems.

Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the organization and operating activities of County departments and agencies.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, business administration and accounting in directing, supervising and coordinating complex audit and management services.

Ability to plan, organize, direct and coordinate, through subordinate executives and managers, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to establish and maintain effective working relationships with subordinates, senior County management, elected officials, and other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to determine if departmental standards, objectives and goals are being met and to redirect priorities as necessary.

REV 04/99

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing activities of the management of the Miami-Dade County Audit and Management Services Department.

## Human Resources Department

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### Senior Grants Analyst (000943)

#### **Minimum Qualifications**

Bachelor's degree in Public or Business Administration or a related field and a minimum of three years of experience working with a governmental organization including grant writing, grants management, or intergovernmental affairs is required. A Master's Degree in Public or Business Administration or related field may be substituted for one year of experience.

Master's Degree and greater than seven years of experience are highly desired.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Revenue Development Coordinator (000944)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to ten years of professional experience to include generating revenue activities, business development, grant writing and/or marketing experience is required. Supervisory experience and knowledge of establishing policies and procedures that support successful sponsorship, trust fund, and donation activities within a non-profit or governmental setting is high desired. Master's degree is preferred.

#### Job Specifications

#### Nature Of Work

## Engineering Drafter 1 (001002)

### Minimum Qualifications

High school diploma or GED. One year of experience in drafting, rendering sketches from blueprints, or making drawings of simple parts, equipment or facilities from materials such as sketches, marked-up prints or models is required. Completion of six semester credits in Engineering Drafting, Architectural Drafting or Computer-Aided Design Drawing (CADD) may substitute for the required experience.

### Job Specifications

#### NATURE OF WORK

This is sub-professional engineering work with emphasis upon drafting and related skills.

Employees in the Engineering Drafter 1 classification prepare clear, complete, and accurate working plans and detailed drawings from rough or detailed sketches or notes for varied engineering purposes. Work requires utilizing knowledge of engineering practices and mathematics, as well as knowledge of various machines and structural materials. Employees occasionally supervise others on specific projects and, less formally, as part of routine check, verification, and review. All work is performed subject to technical or professional review.

#### ILLUSTRATIVE TASKS

Performs detailed drafting on electrical, mechanical, and structural layouts; computes and drafts work involved in checking and reducing field survey notes, calculating distances, ties, angles, areas, traverses, and closures; inks in all lines and letters on pencil drawings as required.

Prepares grading plans and estimates; shows proposed contour lines, elevations, and drainage of surface waters; estimates the amount of rock fill and paving required and its cost.

Makes or corrects topographic maps from aerial photo; plots contour lines; transfers parts or entire topographic drawing to the same or different scale.

Prepares various drawings from field notes; reduces field notes; plots and checks center lines and cross sections; uses planimeter to make engineering measurements, and makes less technical computations.

Prepares a variety of hydrographic drawings; plots hydrographs from gauge readings; computes and illustrates a variety of hydrographic information related to water control and canal and dam operation.

Draws and computes dimensions for minor bridge construction; shows general lay out in in plane and elevation views; the location of test borings data; draws foundations and pile cap; shows superstructure including framing plan and detail; shows handrail plan and detail.

Makes field trips in order to obtain or verify dimensions and data.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices, techniques and instruments of engineering drawing.

Knowledge of surveying instruments and all major cartographic survey procedures.

Knowledge of mathematics through trigonometry.

Knowledge of general construction specifications and blueprints.

Ability to make the less complex engineering computations quickly and accurately.



### Engineering Drafter 1 (001002)

Skill in the use of engineering drafting instruments and equipment.

REV 03/99

#### **Nature Of Work**

This is sub-professional engineering work with emphasis upon drafting and related skills.

## Engineering Drafter 2 (001003)

### Minimum Qualifications

High school diploma or GED. Three years of experience in technical engineering surveying and/or drafting are required. Completion of coursework in Engineering, Architecture, Geography or related field may substitute for the required experience on a year-for-year basis to a maximum of two years.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work in engineering drafting.

Employees in this class act as principal assistants to professional engineers in performing a variety of the more responsible and technical drafting and office engineering tasks. Work requires a considerable knowledge of certain phases of civil engineering, but engineering registration is not necessary. Engineering Drafter 2 incumbents frequently supervise subordinate technical personnel. Where supervision is not direct, they provide a point of technical reference and review for junior personnel of the office. All work is subject to check in progress and upon completion by professional engineers.

#### ILLUSTRATIVE TASKS

Checks and verifies plats of subdivisions which have been prepared by land surveyors for official recording; writes and checks legal descriptions for parcels of land required for road right-of-way; examines and studies related property abstracts; prepares maps as necessary, identifying and numbering parcels.

Lays out and traces plan-profile sheets for street improvements; searches for and collates sources of information such as: field survey notes for elevations and land occupation, utilities for construction plans, and proposed construction from county and state road department plans.

Plots road and channel cross sections; computes earth work.

Lays out and designs alterations for bridge structures under professional supervision; does pencil or ink drafting of plans for both alterations and new bridges; reviews and checks the computations of others for bridge designs.

Checks a considerable variety and volume of plans and specifications related to parks activities; work area includes topographic, and limited hydrographic work; prepares cost estimates on structural plans and checks cost estimates of others; writes original specifications or those for plans drawn by others; draws detailed plans of proposed structures, or delegates detailed drafting to subordinates; maintains a detailed check upon contract performance on projects not done on force account.

Prepares plans and does detailed lay outs for county canals and drainage system; investigates for right-of-way and easement for canal widening, improvements, and general maintenance; reduces field notes and computes excavation areas for fill; draws topographic, and other maps showing contours, roads, canals, and other physical features; utilizes aerial photos, plats, and survey notes; makes drawings or sketches, for storm sewers and trenches; supplies subdivision developers with a variety of flood control information; supplies engineers and survey parties with information regarding bench marks; supervises and assists subordinates in various subprofessional engineering assignments.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, techniques and instruments of engineering drafting.

Considerable knowledge of mathematics through trigonometry and its application to subprofessional engineering computations.

Considerable knowledge of construction specifications and plans, and of applicable regulations relating to public works construction by contract.

### Engineering Drafter 2 (001003)

Considerable knowledge of the basic principles of civil engineering as they relate to topographic surveying and engineering drafting.

Ability to plan and supervise the work of technical assistants in a manner conducive to full performance and high morale.

Ability to perform difficult technical computations, to make estimates and tests, and to compile simple engineering data and statistics.

Ability to make difficult and technical engineering drawings.

Ability to read and interpret a wide variety of maps, plans, aerial photographs, survey notes, and other cartographic records.

Ability to understand, follow and transmit complex oral and written instructions.

Skill in the use of engineering drafting instruments and equipment.

REV 03/99

#### **Nature Of Work**

This is advanced technical work in engineering drafting.

## Human Resources Department

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### CADD and Survey Manager (001006)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Computer Science or related field. A minimum of two to three years of experience in AutoCADD or related systems is required.

#### **Job Specifications**

#### **Nature Of Work**

### Engineering Survey Technician 1 (001010)

#### Minimum Qualifications

High school diploma or GED. One year of land surveying field experience is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled technical work assisting on surveying and engineering field projects.

Employees in this class are responsible for utilizing simple engineering and surveying practices in the performance of sub-professional work on engineering field projects. While little independent judgement or action is required, employees are assigned progressively more difficult tasks as experience is gained. Assignments are generally accompanied by specific instructions until routines are thoroughly mastered. Supervision is received from a technical superior who reviews work for compliance with instructions and established procedures.

##### ILLUSTRATIVE TASKS

Serves as rod-person on a topographic survey crew; serves as a relief instrument-person on simple survey assignments; measures with chain, clears brush, drives stakes, holds rod; cleans and cares for trucks and surveying equipment.

Serves as a rod-person and general aide in hydrographic surveys; runs levels in connection with extending benchmarks and determining ground or water elevations; performs measuring/soundings in the cross sections of canals and waterways, occasionally operating motor boat when taking soundings.

Paints aerial control targets and control lines.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of simple surveying and engineering instruments, equipment and practices.

Ability to understand and follow verbal and written instructions.

Ability to obtain a State of Florida Driver License.

Physical strength and agility sufficient to perform assigned duties.

REV 12-93

#### Nature Of Work

This is semi-skilled technical work assisting on surveying and engineering field projects.

### Engineering Survey Technician 2 (001011)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in survey work to include one year of experience as rod person or instrument person are required. Must possess a valid Driver's license.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work assisting on surveying and engineering field projects.

Employees in this class are responsible for performing the duties of an instrument person using surveying instruments in topographic or hydrographic field surveys. Work assignments are received accompanied by detailed written or verbal instructions. Incumbents have more responsibility for work methods and greater opportunity to use independent judgment than in the next lower class. Work may include directing Engineering Surveying Technician 1 in the performance of their duties. Supervision is received from a technical superior who reviews work for satisfactory application of surveying skills and compliance with instructions and procedures.

##### ILLUSTRATIVE TASKS

Sets up, adjusts and operates a transit/theodolite and electronic measuring device to locate and establish lines, points and angles, and establish the correlation of surface features with each other by angles, elevations and distances.

Sets up, adjusts and operates a level and electronic device to obtain or establish elevations of surface features and waterways.

Directs Engineering Surveying Tech 1's in the performance of surveying duties, as required.

Prepares drawings from field notes, reduces field notes, and makes simple computations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the techniques and practices of field surveying.

Knowledge of the use of modern surveying instruments.

Knowledge of mathematics through trigonometry.

Some knowledge of general construction principles and practices.

Ability to understand and follow verbal and written instructions.

Ability to make simple surveying computations quickly and accurately.

Ability to read and interpret specifications, maps and technical drawings.

Ability to obtain a State of Florida Driver's License.

Ability to prepare drawings from field work neatly and accurately.

Skill in the use of surveying instruments.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

### Engineering Survey Technician 2 (001011)

REV 08-02

#### **Nature Of Work**

This is skilled technical work assisting on surveying and engineering field projects.

The written examination will evaluate techniques and practices of field surveying, use of modern surveying instruments, mathematics through trigonometry, simple surveying computations, specification, maps, and technical drawings, and the ability to follow written instructions.

Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 point per year of continuous, full-time service in the County service to a maximum credit of ten years of service or five points.

Applicants requesting Veterans' Preference must submit Veterans' Preference documents at the time of application. Preference will be given to veterans and spouses of veterans, when applicable. Those claiming Veterans' Preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility documents must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability. All veterans are required to complete a Veteran's Preference Claim Form at the time of application.

Photo identification is required at the time of application. Applicants must apply in person. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from Monday, February 6, 2005 through Tuesday, February 22, 2005 8:30 a.m. to 4:00 p.m., Monday through Friday. Location of examination: Stephen P. Clark Center, 111 NW 1st Street, 18th Floor, Room 18-A, Miami, Florida, 33128-1996. Date of examination: Wednesday, March 30, 2005. Registration time: 1:45 p.m. until 2:00 p.m. Doors to the test facility will be closed promptly at 2:00 p.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination.

### Engineering Survey Technician Supervisor (001012)

#### Minimum Qualifications

High school diploma or GED. Three years of experience as an instrument person or party chief in general land surveying to include experience in highway design and layout are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work on surveying and engineering field projects.

Employees in this class are responsible for performing the duties of a party chief in topographic and hydrographic land surveys. Responsibilities include supervising the more technical assignments in field surveying, making and checking engineering computations, and inspecting construction work. Assignments may be received verbally or in writing and incumbents exercise independent judgment in carrying out assigned responsibilities. Supervision is exercised over subordinate engineering aides engaged in various field survey activities. Work is subject to review in process and upon completion by professional surveying and engineering superiors.

##### ILLUSTRATIVE TASKS

Serves as chief of field party in topographic and hydrographic land surveys; supervises field work, takes field notes and makes sketches; contacts interested public and exercises responsibility for work results and progress of project.

Supervises and participates in the review of construction plans.

Investigates subdivisions; makes engineering field inspections of drainage problems; checks proposed street grades and drainage plans.

Prepares drawings from field notes, reduces field notes, and makes survey computations as needed.

Prepares a variety of preliminary estimates for engineering and surveying projects; receives records, maps and statistical information of a technical surveying and engineering nature; analyzes data as it comes from the field; prepares detailed information for superiors; does calculations for the layout and control of construction and land title projects.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, techniques, and practices of all types of field surveying.

Considerable knowledge of the use of modern surveying instruments.

Considerable knowledge of mathematics through trigonometry and its application to field surveying and engineering computations.

Knowledge of civil engineering principles and practices related to surveying.

Knowledge of construction specifications and plans and of public works regulations relating to projects.

Knowledge of supervisory principles and practices.

Ability to perform technical computations related to surveying and to compile related data.

Ability to prepare accurate and neat minor technical drawings from field notes.



## Human Resources Department

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### Engineering Survey Technician Supervisor (001012)

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to read and interpret specifications, maps and technical drawings.

Skill in the use of surveying instruments.

Physical strength and agility sufficient to perform assigned duties.

REV 12-93

#### **Nature Of Work**

This is advanced technical and supervisory work on surveying and engineering field projects.

### Public Works Hydraulics Mechanic (001013)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the maintenance of electrical and hydraulics equipment are required. Must be able to swim. Must possess or obtain a CDL/Class B with Tanker Endorsement during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is skilled mechanical work at the journeyman level in the repair and maintenance of hydraulic and electrical equipment related to Public Works.

Employees in this class perform skilled work in the repair and maintenance of fluid power and electrical systems which activate and control bascule and swing bridges; and other hydraulic systems within Public Works. Work involves diagnosing, repairing, overhauling and adjusting a variety of hydraulic equipment and systems. Supervision is occasionally exercised over subordinate employees who assist with various phases of work. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory repair and maintenance of hydraulic systems.

##### ILLUSTRATIVE TASKS

Repairs and maintains a variety of hydraulically controlled and operated equipment with emphasis on movable bridges; makes adjustments on pressure relief valves and flow control valves to bring components into proper operating range.

Troubleshoots hydraulic and electrical systems to locate and correct problems; makes bench tests to locate leaks and defects in equipment; recommends solutions to correct operating problems.

Overhauls, rebuilds and services hydraulic component parts such as cylinders, directional control valves, and pumps.

Installs and/or adjusts and maintains limit switches, proximity sensors, permissive system and other electrical bridge movement controls.

Makes repairs in the field; tests and checks components and equipment before returning to service.

Completes all necessary paperwork associated with the maintenance and repair of moveable bridges, computerized work order charge sheets and equipment vehicle check lists on a daily basis.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the construction, design, repair and adjustment of hydraulic and electrical components and equipment.

Considerable knowledge of the operation of movable bridges.

Considerable knowledge of tools and equipment needed for major and minor repairs of hydraulic and electrical systems associated with moveable bridges.

Considerable knowledge of hydraulic and electrical principles and theory.

Considerable knowledge of the mechanics of hydraulic and electrical components.

Knowledge of the occupational hazards and safety precautions of hydraulic and electrical work.

## Human Resources Department

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### Public Works Hydraulics Mechanic (001013)

Ability to diagnose and detect failures in hydraulic systems.

Ability to make bench tests to locate leaks and defects in equipment and recommend solutions to correct the problem.

Ability to adjust and maintain electric bridge movement controls such as limit switches, proximity sensors and permissive systems.

Ability to overhaul, rebuild and service a variety of hydraulic components.

Ability to read hydraulic and electrical schematics.

Ability to follow verbal and written instructions.

Ability to complete all necessary paperwork associated with the maintenance and repair of moveable bridges, computerized work order change sheets, equipment vehicle check lists and other written documents as required.

Skill in the care and use of tools, equipment and materials used in industrial hydraulics.

Skill in the diagnosis of hydraulic and electrical malfunctions.

NEW/09/13/2007

#### **Nature Of Work**

This is skilled mechanical work at the journeyman level in the repair and maintenance of hydraulic and electrical equipment related to Public Works.

### Engineering Permit Clerk 2 (001014)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the examination of engineering plans or issuance of engineering permits are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the examination of plans and in the issuance of engineering permits.

Employees in this class are responsible for reviewing engineering plans submitted for work within the public right-of-way, reviewing progress reports of public works projects under construction, and advising contractors when work being performed is unsatisfactory. Duties include reviewing reports of unusual conditions within the public right-of-way, enforcing engineering requirements, and maintaining contacts with inspectors and project engineers. Work requires current knowledge of engineering permit regulations and the ability to read standard details on engineering plans. Supervision is received from a technical supervisor who reviews work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Provides advice and assistance in the examination of engineering plans submitted for construction, repair or alteration of streets, drainage systems, water and sewer utilities, telephone or electrical pole lines, underground installations, and other work to be performed in the public right-of-way.

Reviews progress reports with supervisors or inspectors concerning progress of public projects under construction.

Informs contractors when work being performed is unsatisfactory.

Reviews reports of unusual conditions within the public right-of-way and channels information for necessary action.

Enforces the requirements of the standard details of the Public Works Manual.

Maintains daily verbal communication with inspectors and project engineers.

Verifies eligibility of permit applicants.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the content and meaning of information on engineering plans submitted for construction in the public right-of-way.

Considerable knowledge of regulations and rules pertaining to public works construction in the public right-of-way.

Knowledge of mathematics through trigonometry.

Knowledge of survey and construction principles and practices.

Knowledge of public relations principles and techniques.

Ability to read, understand, and interpret information contained on engineering plans for construction in the public right-of-way.

Ability to explain regulations and engineering requirements to contractors and the public.

## Human Resources Department

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### Engineering Permit Clerk 2 (001014)

Ability to determine if engineering plans are in conformance with current rules and regulations.

Ability to understand and follow verbal and written instructions.

Ability to review progress reports of public works projects under construction with inspectors and supervisors.

REV 12-93

#### **Nature Of Work**

This is advanced technical work in the examination of plans and in the issuance of engineering permits.

### PWD Engineering Permit Coordinator (001016)

#### Minimum Qualifications

High school diploma or GED. Six years of experience in the examination of engineering plans and issuing permits to include one year at a supervisory level are required. Completion of coursework in Engineering, Architecture, Building Construction or Real Estate may substitute for the required experience on a year-for-year basis up to a maximum of two years.

#### Job Specifications

##### NATURE OF WORK

This is technical and supervisory work in the examination of engineering plans and in the issuance of engineering permits.

An employee in this class is responsible for supervising subordinates engaged in reviewing engineering plans submitted for work within the public right-of-way. Responsibilities include managing the issuance of Uniform Civil Violation Notices, monitoring collections of paid citations, investigating proposed locations of bus shelters and monitoring wells, maintaining files of engineering drawings of proposed public works construction, and approving all utility construction requests prior to the issuance of a permit. Duties require a considerable knowledge of the engineering plans permits process for work within the public right-of-way. Supervision is exercised over a staff of engineering permit clerks engaged in various phases of the engineering permit process. Supervision is received from a professional superior who reviews work for effective engineering permitting operations.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of engineering permit clerks engaged in reviewing engineering plans submitted for work within the public right-of-way, issuing engineering permits, reviewing progress of public works projects under construction, and advising contractors when work being performed is unsatisfactory.

Manages the issuance of construction permits and Oversize/Overweight Movement Permits.

Manages the issuance of Uniform Civil Violation Notices as issued by public works inspectors; maintains log of all citations issued and monitors collections of paid citations.

Physically investigates the proposed locations of bus shelters, and monitoring wells.

Maintains a running log of "dry run" engineering drawings of proposed construction of water, sewer, and sanitary force mains to ascertain that they conform to the Public Works manual in terms of location, depth, and other factors.

Approves all utility construction requests prior to permit being issued.

Receives complaints and requests concerning construction within right-of-ways and utility easements.

Reviews and approves plans for commercial properties regarding the paving and drainage of the property.

Assists in issuing engineering permits, as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of engineering permit office methods, operations, and filing systems.

Considerable knowledge of the content and meaning of information on engineering plans submitted for construction in the public right-of-way.

### **PWD Engineering Permit Coordinator (001016)**

Considerable knowledge of regulations and rules pertaining to public works construction in the public right-of-way, Oversize/Overweight Movement Permits, and plans for commercial properties regarding paving and drainage.

Knowledge of supervisory principles and practices.

Knowledge of mathematics through trigonometry.

Knowledge of survey and construction principles and practices.

Knowledge of public relations principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to manage and coordinate engineering plans office permitting operations.

Ability to read, understand, and interpret information contained on engineering plans for construction in the public right-of-way.

Ability to enforce engineering permit regulations with firmness, tact, and impartiality.

Ability to establish and maintain effective working relations with contractors, the public, and a variety of other public and private officials.

NEW 7-92

#### **Nature Of Work**

This is technical and supervisory work in the examination of engineering plans and in the issuance of engineering permits.

### Cadastral Technician (001017)

#### Minimum Qualifications

High school diploma or GED. Three years of drafting and/or surveying experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in cadastral engineering.

Employees in this classification act as principal assistants to professional engineers in performing a variety of the more responsible and technical cadastral engineering tasks. Work requires a considerable knowledge of engineering surveying, land surveying and real property interests. Cadastral Technicians frequently supervise subordinate technical personnel. All work is subject to check in progress and upon completion by professional engineers.

##### ILLUSTRATIVE TASKS

Checks and verifies plats of subdivisions which have been prepared by land surveyors for official recording.

Reviews title search information prepared by abstractors to determine ownerships and other property interests.

Prepares and checks legal descriptions of property to be acquired for road right-of-way or other public purposes.

Performs difficult surveying computations to determine bearings and distances included in legal descriptions and area of tracts of land.

Checks executed instruments of conveyance and related documents for proper form, accuracy and completeness.

Supervises the preparation of exhibits, maps and sketches as needed in connection with acquisition functions and condemnation proceedings.

Makes routine field trips to obtain information concerning property descriptions and property values.

Trains lower level technical personnel by informal on-the-job instruction.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles, techniques and instruments of engineering drafting.

Considerable knowledge of mathematics through trigonometry and its application to sub-professional engineering and surveying computations.

Considerable knowledge of the basic principles of civil engineering and land surveying.

Considerable knowledge of interests in real property and instruments of conveyance and documents related thereto.

Ability to perform difficult surveying computations.

Ability to read and interpret a wide variety of maps, plans, aerial photographs, survey notes and other cartographic records.

Ability to understand and follow complex oral and written instructions.

Skill in the use of engineering drafting instruments and equipment.



### Cadastral Technician (001017)

NEW 10-73

#### **Nature Of Work**

This is advanced technical work in cadastral engineering.

## Human Resources Department

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### Senior Cadastral Technician (001018)

#### Minimum Qualifications

Bachelor's degree in Engineering, Land Surveying or related field. Four years of experience in cadastral engineering or land surveying to include experience in computerized surveying, design calculation and mapping systems are required. Additional experience in cadastral engineering or land surveying to include experience in computerized surveying, design calculation and mapping systems may substitute for the required education on a year-for-year basis up to two years.

#### Job Specifications

#### Nature Of Work

This is highly advanced technical work in cadastral engineering.

### Engineer 1 (001020)

#### Minimum Qualifications

Bachelor's degree in Engineering. A State of Florida Professional Engineer license or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is professional civil engineering work in the planning, design, inspection of construction, and maintenance of a variety of public works facilities.

An employee in this class performs work involving the application of professional engineering skills to moderately difficult engineering projects. Incumbents may supervise several field survey parties, act as inspector for a single construction project or several minor projects or perform technical work in research, roadway and bridge design, cadastral surveys, hydrology, hydraulic engineering, coastal engineering, water supply and sewer engineering, subdivision control or engineering surveys. Work in this class may also include research and participation in engineering feasibility studies for public works construction projects. Work may involve supervision of technical and clerical personnel. Assignments are received with general instructions, however employees in this class apply knowledge of engineering principles, exercise professional judgment and initiative in performing the assigned duties. Work is reviewed in progress and upon completion by professional superiors for technical adequacy, economy, and conformance to departmental practices, policies and regulations.

##### ILLUSTRATIVE TASKS

Lays out and supervises the work of a large number of survey field crews performing land surveys, topographic surveys, location surveys, and layout work for construction of public works facilities.

Serves as a subordinate highway engineer under professional direction; plans and designs urban and rural roadways, intersections, and grade separations in accordance with design standards established by national and state officials and county specifications; makes preliminary layouts of proposed highway improvements with the aid of reconnaissance and aerial photographs; establishes grade lines in accordance with the requirements of drainage design, existing topography and earthwork economy; prepares summaries of quantities of materials and labor required for proposed road improvement; computes total cost estimates.

Serves as subordinate project engineer for coastal construction projects under professional direction; assists in preparing and revising permit procedures for control of dredging and filling in tidal waters and beach restoration work; assists in preparing design criteria and detail standards for coastal construction work for publication in the public works manual; reviews applications for permit to perform coastal engineering construction work; investigates coastal structures and recommends adjustment, repair and replacement of groins and bulkheads.

Serves as subordinate hydraulic engineer under professional direction, performing designs of secondary canals and related structures; supervises and participates in preparation of construction plans and specifications for canals and water control structures to be constructed by county forces, by contract or under permit; determines amount of performance bond and time limit for contract and permit work; reviews plans for flood control and drainage facilities submitted to the county for approval and permit for construction.

Serves as subordinate bridge engineer under professional direction; investigates proposed bridge sites; makes preliminary design and, after approval by superior, prepares final design; prepares cost estimates of proposed work; writes technical specifications; supervises drafting and layout of plans; makes strength ratings of existing or proposed structures; studies new construction and design methods for possible application to county work.

Serves as a subordinate construction specification writer under professional supervision, prepares contract documents for construction projects; prepares cooperative project agreements, and agreements for engineering and other professional services; prepares and reviews bid tabulations; recommends procedures for the administration of contract documents; prepares specifications for purchase of equipment and materials to be used in various maintenance operations; reviews contract documents and specifications prepared by consulting engineers for use on county projects.

## Human Resources Department

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### Engineer 1 (001020)

Serves as research engineer preparing and revising standards for the design and construction of public works for publication in the public works manual; investigates new materials and methods for public works construction; assists in compiling and preparing annual County and State Road Department budget recommendations; assists in preparation of ordinances affecting the Public Works Department; prepares periodic and special engineering reports as required; compiles and analyzes data for special tax districts for street lighting, water distribution, sanitary sewers, storm sewers, street paving, and other public improvements.

Under professional supervision, processes all land subdivision plats submitted to the county; examines tentative plats, grading and drainage plans, and final plats; checks improvement bonds for conformance to applicable state and local laws; prepares subdivision plats for county-owned property; prepares final plans and legal descriptions for official bulkhead lines.

Acts as project engineer on construction of bridges, roads, and other public works by contract for the county; works with contractors in setting alignment and grade; inspects placing of steel and the mixing and placing of concrete; inspects completion of each phase of construction; prepares estimates and submits recommendations on monies due contractors each month.

Serves as subordinate right-of-way engineer under professional direction; supervises draftsmen and computers in the preparation of right-of-way maps, parcel sketches and legal descriptions required for obtaining the necessary interests in land to be acquired; checks for accuracy the computation of dimensions and areas of land parcels.

Performs hydraulic computations as required to maintain adequate standards of drainage including rainfall analysis, water run-off, stream flow, ground water and salt water encroachment studies, and related hydrologic problems; supervises the establishment, expansion and maintenance of a network of hydrologic data stations.

Performs research required to convert engineering design computations from manual methods to electronic data processing procedures; develops and writes computer programs for engineering and accounting applications; prepares coding forms, user manuals, operating instructions and diagrams for computer programs; instructs engineering and accounting personnel in the use of computer programs; confers with division heads and their subordinates to develop and revise programs as needed; prepares reports concerning application of electronic data processing to engineering and accounting activities.

Reviews plans of water distribution and sewage collection facilities for compliance with county requirements prior to issuance of construction permit; prepares preliminary and final designs and cost estimates of proposed water supply and sewer facilities; investigates water and sewer service complaints; assists in the preparation of the County Manager's report for the creation of water and sewer special taxing districts.

Acts as head of the Permit and Underground Section; supervises issuance of permits for public works construction in the public right-of-way, issuance of oversize and overweight vehicle permits, review of grading and drainage plans for parking lots to determine effects upon public right-of-way, and preparation of maps showing location of underground utilities.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of civil engineering.

Knowledge of surveying principles, practices and laws governing land subdivision.

Knowledge of the design, construction and operation of public works facilities, including highways, bridges, water and sewer facilities, flood control and drainage works, and coastal structures.

Knowledge of applicable laws and regulatory codes pertinent to design and construction.

Knowledge of mathematics, automatic data processing equipment and techniques and computer program languages for scientific and business applications.

## Human Resources Department

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### Engineer 1 (001020)

Ability to learn complex engineering design procedures, and to analyze and organize a large and complex array of data for electronic processing.

Ability to make engineering cost estimates and related computations and recommendations on moderately difficult engineering problems.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to design moderately difficult engineering projects.

Ability to take charge of moderately difficult engineering construction projects, to obtain adherence to plans and specifications, and to secure compliance by private contractors with contracts in a tactful, firm and impartial manner.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Skill in the use of civil engineering instruments and equipment.

REV 8-66

#### **Nature Of Work**

This is professional civil engineering work in the planning, design, inspection of construction, and maintenance of a variety of public works facilities.

### Engineer 2 (001021)

#### Minimum Qualifications

Bachelor's degree in Engineering. Two years of engineering experience are required. A State of Florida Professional Engineer license; or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional civil engineering work with supervisory responsibility in the planning, design, construction, inspection and maintenance of a variety of public works facilities.

Employees in this class typically serve as heads of work units in the Public Works engineering organization with responsibility for, and participating in, the work of complex and diversified projects. This class is distinguished from that of Engineer 1 in that employees apply more advanced knowledge and skills to projects of a more complex nature, and are responsible for finalizing major projects. Employees receive a minimum of professional direction and confer with superiors on unusual or difficult problems and matters of policy. Work is reviewed by a professional superior primarily to determine general progress and conformity to departmental practices, governmental ordinances and statutes.

##### ILLUSTRATIVE TASKS

Supervises and participates in the production of plans for construction of highways; supervises the design and preparation of plans for construction of highway bridges; supervises field surveys to develop information required for design activities; supervises the preparation of cost estimates of proposed bridges, highways and other improvements; supervises the advance planning of major highway, bridge and related projects, including preparation of recommendations for program scheduling.

Supervises collection, recording and analysis of ground water elevations, surface water stage, rainfall amount and intensity; supervises regulation of water levels throughout the county by operation of dams and water control structures; studies operation record of water control structures and interrelated hydrologic data to improve both results and methods of operation; conducts continuing review of official County Flood Criteria Map and supervises computation of flood water profiles and stage frequency relationship.

Supervises coastal engineering activities of the county; coordinates these activities with state and federal agencies having jurisdiction over dredging and filling in tidal waters and beach preservation work; supervises planning and design of coastal construction projects and reviews plans for such work submitted to the county for approval and permit; supervises and participates in preparation of standards and permit procedures governing such work.

Supervises and participates in processing of special improvement taxing districts; prepares County Manager's report and recommendations for creating special taxing districts; prepares and maintains status reports covering special taxing districts; prepares plans and designs for street lighting improvement districts; designs and prepares recommendations for lighting of arterial streets; investigates and tests new lighting materials for consideration in street lighting programs; handles public inquiries and complaints regarding improvements in special taxing districts.

Supervises and participates in review of plans for proposed water supply and sewer facilities to insure compliance with county standards; supervises and participates in reviews of tentative subdivision plats for water supply and sewerage requirements; designs water and sewer works including treatment plants and pumping facilities; prepares reports and makes preliminary feasibility studies for water and sewerage facilities; assists in developing programs and projects to implement the countywide master plans for water supply and sewerage.

Supervises and participates in preparation of hydraulic design computations for canals, culverts, ditches and storm sewers; estimates drainage area of water sheds and direction of flow; reviews tentative subdivision plats and subdivision drainage plans for adequacy of design and for conformance with County Water Control Plan; reviews permit applications for proposed utility installations and makes recommendations based on their effect on water control facilities; reviews plans for proposed lake excavations and similar work under jurisdiction of other county departments; prepares recommendations regarding engineering features of such plans.

## Human Resources Department

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### Engineer 2 (001021)

Supervises and participates in development of automatic data processing procedures and their application to engineering and accounting functions; conducts research into new methods of design computation, work measurement recording, and cost accounting using electronic computers; supervises and participates in preparation of computer programs for specific project applications; prepares reports and explanatory materials required for understanding and use of computer programs; instructs users of the programs and assists supervisors in training personnel in their use; investigates areas of operation to which electronic automatic data processing may be applied to increase efficiency and reduce costs.

Acts as traffic design engineer; supervises and participates in studies relating to the movement of traffic on roads and streets for use in geometric design of highways, intersections and interchanges and for design of traffic control devices; prepares technical reports dealing with the traffic engineering aspects of highway design for road program planning and for specific projects; supervises preparation of plans for installation of traffic control signals, signs and markings; through subordinates, investigates complaints and requests concerning local traffic conditions and prepares recommendations for their improvement; prepares road sufficiency ratings and assists in development of the countywide master thoroughfare plan.

Supervises and reviews the work of subordinate technical and professional personnel engaged in preparing cadastral engineering data for state highway and county road projects including right-of-way maps, legal descriptions, survey sketches and related information required for use in right-of-way acquisition and condemnation proceedings.

Supervises and participates in reviewing and checking of building plans and specifications for compliance with building codes; suggests alternative design to safety code requirements; reviews and evaluates engineering drawings, calculations and tests for compliance of various building components; attends and evaluates various tests conducted by laboratories and professional engineers.

Assists in planning and supervising an efficient and effective program of air pollution control; conducts specialized surveys and studies; prepares recommendations, consults with public officials, industrial representatives and private individuals relative to the elimination or control of air pollution; conducts field investigations of complaints of violations, prepares reports with recommendations for corrective measures, makes follow-up investigations.

Supervises engineering survey section providing information for county departments including field work to establish and maintain official survey monuments for section public works construction and related survey work and property corners, surveys of county owned properties, locating right-of-way lines, determining lines and grades for public works construction and related survey work.

Supervises the inspection of public works construction projects, including roads, bridges, canals and other drainage works, water supply and sewer systems, coastal works and land development projects.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of civil engineering and land surveying.

Considerable knowledge of the design, construction and operation of public works projects and facilities, including highways, bridges, water and sewer facilities, flood control works and coastal works.

Considerable knowledge of applicable laws and regulatory codes pertinent to design and construction.

Considerable knowledge of the principles, practices and techniques of hydraulic engineering, hydrology and coastal engineering.

Considerable knowledge of mathematics, automatic data processing equipment and techniques and computer program languages for engineering and related applications.

Considerable knowledge of the principles and practices of traffic planning and engineering and familiarity with current standards for traffic

### Engineer 2 (001021)

control devices.

Knowledge of laws and regulations pertaining to traffic and motor vehicles.

Knowledge of modern developments, current literature and sources of information regarding bridge, highway and other public works design and construction.

Ability to design and prepare engineering plans and specifications for highways, bridges, streets, water control and other major structural projects.

Ability to perform moderately difficult engineering computations and to make recommendations on engineering problems.

Ability to plan, schedule and review the work of technical, professional and clerical assistants in a manner conducive to full performance and high morale.

Ability to make engineering cost estimates, related computations and recommendations on technical engineering problems.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to secure state registration either as a professional engineer or registered land surveyor at time of appointment if required.

Skill in the use of civil engineering instruments and equipment.

REV 8-66

#### **Nature Of Work**

This is advanced professional civil engineering work with supervisory responsibility in the planning, design, construction, inspection and maintenance of a variety of public works facilities.



### Engineer 3 (001022)

#### Minimum Qualifications

Bachelor's degree in Engineering and five years of engineering experience are required. A State of Florida Professional Engineer license or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is supervisory professional civil engineering work with administrative responsibility in the planning, design, construction, maintenance and operation of varied public works facilities.

An employee in this class typically supervises and participates in a major function of public works engineering, such as highway and bridge design, water control and coastal engineering, sanitary engineering, traffic engineering, subdivision control and regulation, construction supervision and inspection, or cadastral engineering for land acquisition for public purposes. Responsibility includes coordination of engineering activities with other public agencies and private organizations. Supervision is exercised over a group of professional, technical and clerical assistants by delegation of assigned projects and review of completed work for professional quality. This class is distinguished from that of Engineer 2 in that incumbents have significant responsibility in administering a major segment of the public works engineering program. Assignments are broad in scope with considerable opportunity for exercising independent professional judgment and making complex technical decisions. Work is under general direction of a professional superior who reviews for conformity with departmental policies, practices and regulations and for attainment of the desired objectives.

##### ILLUSTRATIVE TASKS

Acts as Head of the Highway Design Section; supervises advance planning and preparation of highway construction programs; supervises design and preparation of construction plans, cost estimates, and contract documents for highway and bridge projects; supervises construction bidding procedures; reviews and reports on designs and plans for similar work submitted to the county for approval and permit.

Acts as Head of the Subdivision Control Section; supervises the processing and recording of subdivision plats in conformity with State law and County ordinances; supervises preparation of subdivision plats and survey sketches for County owned lands, preparation and revision of the County map and the official atlas of section maps showing subdivisions and dedicated rights-of-way for roads and canals; supervises issuance of permits for all construction within public right-of-way, review of grading and paving plans for commercial parking lots and drives, and compilation of underground utilities records.

Acts as Resident Engineer, supervising a staff of field engineers and public works inspectors in the control of public works construction projects including roads, bridges, water supply and sewerage facilities, flood control and drainage works and subdivision improvements.

Supervises construction activities in development of a major seaport; coordinates planning and execution of the project through liaison with the Seaport Director, consulting engineers and contractors.

Acts as Engineer for the Water and Sewer Board; reviews proposals and plans for water and sewer main extensions and submits reports and recommendations to the Board on such proposals; conducts engineering surveys of existing water and sewer systems as required by the Board and prepares reports of condition and operations; reviews practices in water supply and sewerage and recommends technical standards for inclusion in the manual of public works construction.

Acts as Traffic Planning Supervisor; plans and directs the work of subordinate engineers, technicians and clerical personnel engaged in a wide variety of traffic engineering activities applicable to highway planning and design and to the design and operation of traffic control systems and devices; supervises the conduct of studies pertaining to traffic flow, highway capacity, accident records, geometric design of roads, intersections and interchanges, and economic feasibility of proposed highway construction; establishes and maintains records and reporting systems to develop and project data applicable to the Countywide master thoroughfare plan and other long range studies; supervises preparation of road sufficiency ratings for use in setting priorities for planning road improvement programs; prepares correspondence and reports pertaining to traffic engineering problems and projects.

## Human Resources Department

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### Engineer 3 (001022)

Acts as Assistant Water Control Engineer, coordinating the activities of the maintenance and construction, hydraulic design, coastal engineering and operations sections of the Water Control Division; periodically reviews and supervises revision of the official Water Control Plan of the County and the official flood criteria maps; reviews reports and plans prepared by the U.S. Army Corps of Engineers for flood control and coastal engineering projects affecting the County and prepares analyses and recommendations for information of and action by superiors; assists in coordinating county water control and coastal engineering programs with State and Federal construction and maintenance activities, and with the work of other divisions and departments of the County, other legal governmental units and private developers; prepares reports and correspondence.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of civil engineering and land surveying.

Thorough knowledge of the design, construction, maintenance and operation of major public works projects and facilities such as highways, bridges, water and sewer works, flood control, water conservation and drainage works, coastal protection facilities, seaport facilities and traffic control systems.

Thorough knowledge of the principles, techniques and practices of hydrology and hydraulic engineering pertaining to flood control, drainage and water conservation.

Thorough knowledge of traffic engineering principles and practices and of laws and regulations pertaining to traffic and motor vehicles.

Thorough knowledge of the principles and practices of land surveying and of laws and regulations applicable to land subdivision.

Considerable knowledge of laws and regulations applicable to design and construction of public works facilities.

Knowledge of the principles and procedures of modern office administration.

Ability to plan, schedule, coordinate and review the work of other professional engineering, technical and clerical assistants in a manner conducive to full performance and high morale.

Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems.

Ability to express ideas clearly and concisely, orally and in writing.

Skill in the use of civil engineering instruments and equipment.

REV 8-66

#### Nature Of Work

This is supervisory professional civil engineering work with administrative responsibility in the planning, design, construction, maintenance and operation of varied public works facilities.

### Engineer 4 (001023)

**Minimum Qualifications**

Bachelor's degree in Engineering and seven years of engineering experience are required. A State of Florida Professional Engineer license or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamental test for the State of Florida Professional Engineer license may substitute for the required education.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced supervisory professional civil engineering work with administrative responsibility in the management of professional engineering firms, consultants and contractors as the Owner Representative of large scale County construction projects.

### CADD Specialist (001025)

**Minimum Qualifications**

Bachelor's degree in Engineering, Architecture, Construction Management or related field. Two years of experience utilizing AutoCAD to include development of AutoCAD standards are required. Must possess AutoCAD certification. Must possess a valid Driver license.

**Job Specifications****NATURE OF WORK:**

Responsible for maintaining and updating AutoCAD files and as-built records of all of Miami-Dade County Park and Recreation facilities including new construction, renovations and infrastructure, establish and manage CADD management system including an archive of in-house and consultant design work in a logical format.

**Nature Of Work**

This is responsible technical work maintaining and updating AutoCAD files and as-built records of all of Miami-Dade County Park and Recreation facilities including new construction, renovations and infrastructure.

## Human Resources Department

### Construction Specifications Writer (001026)

#### Minimum Qualifications

Bachelor's degree in Architecture, Engineering, Building Construction, or related field, and two years of experience writing technical specifications for construction projects are required; or high school diploma or GED and four years of experience writing technical specifications for construction projects are required; or high school diploma or GED and four years of construction management experience to include two years of experience writing technical specifications for construction projects are required. A Construction Specifier certification may substitute for one year of the required writing technical specifications for construction projects experience.

#### Job Specifications

##### NATURE OF WORK

This is professional and administrative work in the development of building construction specifications and related contract documents for the county.

Employees in this class are responsible for conferring with engineering and architectural units or consultants to analyze and interpret specific needs for proposed capital construction projects. The work requires writing and assembling the contract specifications which provide the legal basis for controlling the activities of construction contractors, and which describe in detail what the contractor is required to provide both in quantity and quality. Work may involve supervision of technical and clerical personnel. Assignments are received with general instructions, however, employees in this class apply knowledge of engineering and architectural planning, design, and construction practices in multiple disciplines, and exercise professional judgment and initiative in performing the assigned duties. Work is reviewed in progress and upon completion by professional superiors for technical adequacy, economy, and conformance to departmental and/or county practices and standards, governmental ordinances, and statutes.

##### ILLUSTRATIVE TASKS

Participates in the production of contract documents for construction of county buildings and other facilities; writes the project Proposal, listing all work to be performed; writes the Measurement and Payment section, describing activities to be performed for each item in the Proposal; prepares the Contract; prepares the Bid; prepares the Performance and Payment Bonds section, including various affidavits required by the County; prepares the Sequence of Construction.

Orders engineering plans and drawings from all required disciplines for given projects, such as electrical, mechanical, civil, environmental, structural; supervises the design and preparation of plans for construction of highway bridges; supervises field surveys to develop information required for design activities; supervises the preparation of cost estimates of proposed bridges, highways and other improvements; supervises the advance planning of major highway, bridge and related projects, including preparation of recommendations for program scheduling.

Supervises collection, recording and analysis of ground water elevations, surface water stage, rainfall amount and intensity; supervises regulation of water levels throughout the county by operation of dams and water control structures; studies operation record of water control structures and interrelated hydrologic data to improve both results and methods of operation; conducts continuing review of official County Flood Criteria Map and supervises computation of flood water profiles and stage frequency relationship.

Supervises coastal engineering activities of the county; coordinates these activities with state and federal agencies having jurisdiction over dredging and filling in tidal waters and beach preservation work; supervises planning and design of coastal construction projects and reviews plans for such work submitted to the county for approval and permit; supervises and participates in preparation of standards and permit procedures governing such work.

Supervises and participates in processing of special improvement taxing districts; prepares County Manager's report and recommendations for creating special taxing districts; prepares and maintains status reports covering special taxing districts; prepares plans and designs for street lighting improvement districts; designs and prepares recommendations for lighting of arterial streets; investigates and tests new lighting materials for consideration in street lighting programs; handles public inquiries and complaints regarding improvements in special taxing districts.

## Human Resources Department

### Construction Specifications Writer (001026)

Supervises and participates in review of plans for proposed water supply and sewer facilities to insure compliance with county standards; supervises and participates in reviews of tentative subdivision plats for water supply and sewerage requirements; designs water and sewer works including treatment plants and pumping facilities; prepares reports and makes preliminary feasibility studies for water and sewerage facilities; assists in developing programs and projects to implement the countywide master plans for water supply and sewerage.

Supervises and participates in preparation of hydraulic design computations for canals, culverts, ditches and storm sewers; estimates drainage area of water sheds and direction of flow; reviews tentative subdivision plats and subdivision drainage plans for adequacy of design and for conformance with County Water Control Plan; reviews permit applications for proposed utility installations and makes recommendations based on their effect on water control facilities; reviews plans for proposed lake excavations and similar work under jurisdiction of other county departments; prepares recommendations regarding engineering features of such plans.

Supervises and participates in development of automatic data processing procedures and their application to engineering and accounting functions; conducts research into new methods of design computation, work measurement recording, and cost accounting using electronic computers; supervises and participates in preparation of computer programs for specific project applications; prepares reports and explanatory materials required for understanding and use of computer programs; instructs users of the programs and assists supervisors in training personnel in their use; investigates areas of operation to which electronic automatic data processing may be applied to increase efficiency and reduce costs.

Acts as traffic design engineer; supervises and participates in studies relating to the movement of traffic on roads and streets for use in geometric design of highways, intersections and interchanges and for design of traffic control devices; prepares technical reports dealing with the traffic engineering aspects of highway design for road program planning and for specific projects; supervises preparation of plans for installation of traffic control signals, signs and markings; through subordinates, investigates complaints and requests concerning local traffic conditions and prepares recommendations for their improvement; prepares road sufficiency ratings and assists in development of the countywide master thoroughfare plan.

Supervises and reviews the work of subordinate technical and professional personnel engaged in preparing cadastral engineering data for state highway and county road projects including right-of-way maps, legal descriptions, survey sketches and related information required for use in right-of-way acquisition and condemnation proceedings.

Supervises and participates in reviewing and checking of building plans and specifications for compliance with building codes; suggests alternative design to safety code requirements; reviews and evaluates engineering drawings, calculations and tests for compliance of various building components; attends and evaluates various tests conducted by laboratories and professional engineers.

Assists in planning and supervising an efficient and effective program of air pollution control; conducts specialized surveys and studies; prepares recommendations, consults with public officials, industrial representatives and private individuals relative to the elimination or control of air pollution; conducts field investigations of complaints of violations, prepares reports with recommendations for corrective measures, makes follow-up investigations.

Supervises engineering survey section providing information for county departments including field work to establish and maintain official survey monuments for section public works construction and related survey work.  
and property corners, surveys of county owned properties, locating right-of-way lines, determining lines and grades for public works construction and related survey work.

Supervises the inspection of public works construction projects, including roads, bridges, canals and other drainage works, water supply and sewer systems, coastal works and land development projects.

Performs related work as required.

#### **Nature Of Work**

This is professional and administrative work in the development of building construction specifications and related contract documents for the county.

### Construction Specifications Writer (001026)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Building Construction, or related field, and four years experience writing technical specifications for construction projects; or high school diploma or GED and eight years experience writing technical specifications for construction projects; or high school diploma or GED and eight years construction management experience to include four years experience writing technical specifications for construction projects required. A Certified Construction Specifier certification may substitute for one year of the required technical specifications writing experience.

#### **Job Specifications**

##### **NATURE OF WORK**

This is advanced professional and supervisory work in the development of building construction specifications and related contract documents for the county.

##### **Nature Of Work**

This is advanced professional and supervisory work in the development of building construction specifications and related contract documents for the county.

### Architectural Drafter 2 (001029)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in engineering drafting or architectural drafting to include Computer-Aided Design Drawing are required. Completion of coursework in Architecture, Engineering, or a related field may substitute for the required experience up to a maximum of two years. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in architectural drafting.

Employees in this class act as principal assistants to professional architects in performing a variety of the more responsible technical drafting and office architectural tasks. Work requires a considerable knowledge of certain phases of architecture such as functional planning, layout, cost estimates, and appearance. Architectural Drafter 2 frequently supervise subordinate technical personnel. Where supervision is not direct, employees provide a point of technical reference and review for junior personnel of the office. All work is subject to check in progress and upon completion by professional architects.

##### ILLUSTRATIVE TASKS

Performs final drafting work on a wide range of building projects including architectural, structural, mechanical, electrical and air conditioning projects.

Prepares sketches, including plans, elevations, site plans and renderings of proposed County facilities as required by other departments under the technical supervision of professional architects.

Prepares architectural working drawings of a more complex nature, including site plans, foundations, floor plans, elevations, sections, details, diagrams and schedules as required by County departments.

Prepares the more complex working drawings for structural, plumbing, heating, electrical and air conditioning work, and assists in writing specifications for all phases of architectural projects.

Conducts structural investigations of existing County facilities to ascertain the feasibility of alteration and renovation.

Checks and gives preliminary review to the work of subordinate drafting personnel including the checking of details, dimensions and calculations to assure accuracy and completeness.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and techniques of architectural drafting.

Considerable knowledge of mathematics through trigonometry and its application to sub-professional architectural computations.

Considerable knowledge of construction specifications and plans, and the applicable regulations relating to public works construction by contract.

Ability to perform technical computations, to make estimates and tests, and to compile simple structural, architectural and related engineering data.

Ability to read and interpret a wide variety of plats, plans, aerial photographs, survey notes and engineering reports.

Ability to plan and supervise the work of technical assistants in a manner conducive to full performance and high morale.



### Architectural Drafter 2 (001029)

Ability to make difficult and technical architectural drawings.

Ability to understand, follow and transmit complex oral and written instructions.

Skill in the use of drafting instruments and equipment.

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#### **Nature Of Work**

This is advanced technical work in architectural drafting.

### NEAT Specialist (001030)

**Minimum Qualifications**

High school diploma or GED. Six months of experience operating light equipment such as tractors, trucks or similar equipment to include experience performing general labor duties are required. Must possess a CDL/Class B. The NEAT Specialists will operate large vehicles and similar types of public works equipment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment.

## Architect 1 (001032)

### Minimum Qualifications

Bachelor's degree in Architecture.

### Job Specifications

#### NATURE OF WORK

This is professional and technical architectural work in the preparation of plans, designs and specifications for public works building projects.

An employee in this class is responsible for applying professional architectural skills and knowledge to moderately difficult engineering projects in connection with the design, construction, inspection or maintenance of Public Works. Work may involve supervision of technical assistants in any phase. Assignments are received with general instructions but employees use their own judgment and initiative in solution of details. Work is checked and reviewed frequently throughout its progress and completely at its conclusion by professional associates and superiors.

#### ILLUSTRATIVE TASKS

Acts as subordinate architect under professional direction; plans and designs all types of building projects including architectural, structural, mechanical, electrical and air conditioning phases; writes construction standards and project specifications.

Prepares sketches including plans, elevations, site plans, renderings, and makes reports on feasibility and cost for proposed County work.

Designs and prepares architectural working drawings including site plans, foundations, floor plans, elevations, section details, diagrams and schedules rendering general features and scale details.

Prepares and designs structural framing plans, minor plumbing, heating, electrical and air conditioning work and coordinates all mechanical work by engineers with architectural work on assigned projects.

Writes specifications for all aspects of architectural projects including structural, mechanical, electrical and air conditioning work.

Inspects construction of County facilities including materials used, methods employed and workmanship of all tradespersons involved in order to assure compliance with contract requirements.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of architecture.

Knowledge of the investigation, design and construction of Public Works facilities.

Ability to make structural and related mathematical computations.

Ability to design moderately difficult architectural projects.

Ability to secure compliance by the private contractors with the contracts and specifications governing Public Works projects, with tact, firmness and impartiality.

Ability to train, and to supervise the work of technical and other subordinates in a manner conducive to full performance and high morale.

Skill in the use of architectural instruments and equipment.

### Architect 1 (001032)

NEW 10-59

#### **Nature Of Work**

This is professional and technical architectural work in the preparation of plans, designs and specifications for public works building projects.

### Architect 2 (001033)

#### Minimum Qualifications

Bachelor's degree in Architecture. Two years of professional experience in design, construction, and management of building and/or construction projects are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional architectural work with some supervisory responsibility.

Employees in this class supervise the work of subordinate professional and sub-professional architectural personnel engaged in the preparation of plan, designs and specifications for County buildings and Public Works projects. Work entails the application of professional architectural skills to various projects undertaken in connection with the design, inspection, investigation and construction of public structures. Work is reviewed by an administrative superior through discussions and inspections principally for determining general progress and adherence to departmental policies and regulations.

##### ILLUSTRATIVE TASKS

Supervises and participates in the preparation of plans, designs, specifications, contract documents, and final working drawings of county building projects including architectural, structural, mechanical, plumbing, heating, electrical and air conditioning work.

Conducts investigations and surveys on existing physical status of county occupied buildings in order to ascertain the feasibility of alteration of addition.

Reviews the work of private architects and engineers engaged in contractual projects for the county, coordinates activities to assure compliance with architectural standards.

Selects architectural motifs for structures, subject to approval of administrative superiors and within the limits imposed by structural requirements.

Confers with engineering personnel engaged in the preparation of structural plans for a building, making recommendations and suggestions as to materials, construction and necessary adjustments in architectural design to fit structural requirements.

Prepares standard and project specifications, analyzes bids, and makes recommendations for award of contracts on approved projects.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of architecture and related engineering work.

Considerable knowledge of the investigation, design and construction of public works facilities.

Knowledge of modern developments, current literature and sources of information pertaining to design and construction.

Knowledge of applicable laws and regulatory codes relative to construction and design.

Knowledge of applicable laws and regulatory codes relative to construction and design.

Ability to plan, design and prepare drawings and specifications for structural projects.

Ability to plan, schedule, coordinate and review the work of technical and clerical subordinates in a manner conducive to full performance and high morale.

### Architect 2 (001033)

Ability to make concise recommendations on engineering problems.

Ability to express one's self clearly and concisely, orally and in writing.

Ability to supervise inspection work on complicated construction projects.

Ability to secure registration as an architect from the Florida State Board of Architect Examiners at time of appointment if required.

Skill in the use of architectural instruments and equipment.

NEW 10-59

#### **Nature Of Work**

This is advanced professional architectural work with some supervisory responsibility.

### Architect 3 (001034)

#### Minimum Qualifications

Bachelor's degree in Architecture. Three years of architectural experience in the planning, design, and management of commercial or public building projects are required.

#### Job Specifications

##### NATURE OF WORK

This is professional architectural work with some administrative responsibility.

The incumbent in this class serves as the assistant to the Chief Architect, coordinating project assignment, work schedule compliance, and providing professional architectural review. Work involves a variety and volume of departmental contacts in coordinating county activities with private organizations as well as other public jurisdictions. Duties require direction and coordination of the activities of subordinate professional, technical and clerical assistants. Assignments are usually broad in scope with opportunity for the use of independent professional judgment and for making responsible technical decisions. Work is reviewed generally upon completion for conformity with departmental policies and regulations by the Chief Architect.

##### ILLUSTRATIVE TASKS

Supervises and coordinates the activities of the architectural branch; furnishes designs, plans and specifications for county building construction, maintenance, modification, repair and alteration.

Delineates projects into work units and makes personnel assignments; rearranges assignment of duties when necessary to meet changing conditions and to assure achieving goals on time; maintains progress records on each project; holds discussions with individuals and groups regarding problems that arise.

Assigns work projects and inspection schedules to building maintenance section; prepares reports and cost estimates for the determination of priority and budget limitations.

Assists the Chief Architect by assuming full operational responsibility when necessary.

Makes periodic, routine and special reports relating to the activities of the architectural program.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the practices and principles of architecture.

Thorough knowledge of public building design and construction.

Considerable knowledge of modern developments, current literature and sources of information regarding design, structures and construction.

Considerable knowledge of modern engineering methods, materials and techniques that apply to the design of buildings.

Knowledge of the principles and procedures of modern office administration.

Ability to plan, design and prepare complete plans and specifications for all building types including structural projects.

Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale.

### Architect 3 (001034)

Ability to perform difficult computations and to make comprehensive recommendations on engineering problems.

Ability to express one's self clearly and concisely, orally and in writing.

Skill in the use of architectural instruments and equipment.

REV 10-63

#### **Nature Of Work**

This is professional architectural work with some administrative responsibility.



### Architect 4 (001035)

#### Minimum Qualifications

Bachelor's degree in Architecture. Four years of architectural experience in the planning, design and management of commercial or public building projects are required. Must possess a State of Florida Registered Architect license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional architectural work with administrative responsibilities.

Work involves responsibility for coordination and technical supervision of varied architectural activities in the Public Works Department such as design and construction, planning, property services and building repair, maintenance and alteration. The employee performs a variety and volume of public contacts in coordinating county architectural activities with private and other public jurisdictions. Supervision is exercised directly and indirectly over subordinate professional, technical and clerical personnel. Considerable independence is exercised in making final decisions on technical problems and in participation in the determination of departmental policies. Work is under the administrative direction of the County Engineer and is reviewed generally upon completion for attainment of desired objectives. Assignments are usually broad in scope with considerable opportunity for the use of independent professional judgment and difficult technical decision making.

##### ILLUSTRATIVE TASKS

Plans and directs the professional and administrative activities of the county architectural program, furnishes designs, plans and specifications for county building construction, analyzes and prepares reports on other designs submitted to the county for approval.

Subdivides projects into work units, establishes priorities and makes assignments to subordinates with required general and specific instructions; reassigns duties when necessary to meet changing conditions and to assure attainment of goals on time; maintains progress records on each project; holds discussions with individuals and groups regarding problems that arise.

Acts in a liaison capacity with department heads and elected officials advising them on design characteristics, planning and architectural problems.

Assigns and supervises professional subordinates to act as resident architects on major construction activities awarded on contract or performed by county forces.

Acts as consultant to the County Manager, County Commissioners and various elected officials, in matters pertaining to architecture, planning of public improvements, and major capital outlay projects.

Performs technical and administrative architectural work such as serving as technical advisor on structures, mechanical and electrical engineering, plumbing, elevators, steam generators, heating, ventilating and air conditioning; develops and prepares standard and specialized contracts and specifications.

Manages the operational requirements of a multi-storied public building complex including the design and alteration of office spaces; prepares and supervises space modifications and installation of operational equipment.

Conducts research and in-service training programs.

Assists in the preparation of the annual budget for the architectural division including necessary personnel, equipment and supplies.

Makes periodic, routine and special reports relating to the activities of the County's architectural program.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

### Architect 4 (001035)

Thorough knowledge of the practices and principles of architecture.

Thorough knowledge of building design and construction.

Thorough knowledge of current methods and materials, literature and sources of information regarding building design and structure.

Thorough knowledge of current engineering methods and techniques that apply to the design of buildings.

Knowledge of the principles and procedures of modern business procedures.

Ability to plan, design and prepare complete plans and specifications for all types of buildings and structures.

Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale.

Ability to perform difficult computations and make comprehensive recommendations on architectural problems.

Ability to express one's self clearly and concisely, orally and in writing.

Skill in the use of architectural instruments and equipment.

NEW 10-63

#### **Nature Of Work**

This is highly responsible professional architectural work with administrative responsibilities.

### PW Professional Contracts Specialist (001036)

#### Minimum Qualifications

Bachelor's degree. One year of experience in contract preparation, monitoring and coordination is required. Additional experience in contract preparation and administration may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF DUTIES:

This is advanced professional work in the administration of Professional Services Agreements for the Miami-Dade County Public Works Department.

Employee in this class is responsible for the administration and rotation of Professional Services Agreements that provide soil, foundation, and material testing services for the Public Works Department. Responsibilities include preparing all documentation required to establish the agreement, preparing advertisements, bid forms, attending pre-bidding and pre-work conferences, advising on what's included in the agreement costs, keeping detailed records of work assigned and billing information and preparing a fee schedule for negotiation purposes. Incumbent exercises independent judgment in monitoring all aspects of the soil testing service agreements for the Department. Supervision is received from an administrative superior who reviews work for effective administration of established goals and objectives.

#### ILLUSTRATIVE TASKS

Prepares all pertinent documentation to start the process for establishing the agreement; contacts all firms to advise of requirements, contacts all County Departments to inform them on the procedures and guidelines to follow with respect to this agreement.

Advises County Departments on the scope of the agreement, such as prices on the fee schedule and/or procedures and services provided; requesting information from the laboratories as to specific types of work performed when needed.

Manages the rotation of the use of the professional agreements; keeps detailed records of all work assigned to the laboratories under agreement and services paid.

Prepares informative packages to be distributed to other Departments which use the agreements, updates the information as needed, distributes copies of the signed agreements to Finance department for payment.

Reviews invoices received to determine what is an appropriate charge; contacts laboratories when certain fees are invoiced incorrectly according to the conditions that apply to the agreement, thus making them aware for future invoicing;

Prepares report on the work, dates, and monies paid to all the laboratories; from time-to-time revises the rotation format of the laboratories to base it on an actual and better distribution of work performed and monies paid; prepares an updated Fee Schedule for negotiation purposes and obtains average prices to be paid.

Prepares contract documents, including the preparation of the Special Provisions, Bid Forms, Advertisements, and preparation of the Contract Package for bidding purposes, as well as, attending Pre-Bid and Pre-work Conferences.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the content and provisions of service agreements between Miami-Dade County and service providers.

Considerable knowledge of the principles and practices of contract monitoring and management.

Knowledge of state and federal regulations, policies and procedures pertaining to employment and training programs.

## Human Resources Department

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### **PW Professional Contracts Specialist (001036)**

Knowledge of the principles of management and public administration.

Knowledge of public relations principles and techniques.

Ability to evaluate programmatic and fiscal performance of service agreement providers

Ability to furnish effective technical assistance to service providers and other department users.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to determine if contract providers are meeting contract performance goals.

#### **Nature Of Work**

This is advanced professional work in the administration of Professional Services Agreements for the Miami-Dade County Public Works Department.

## Human Resources Department

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### Road & Bridge Maintenance Superintendent (001039)

#### **Minimum Qualifications**

High school diploma or GED. Four years of experience in public works construction or maintenance to include two years of supervisory experience are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced supervisory and technical work with administrative responsibility at the section head level in the maintenance and construction of various public works projects.

### Road Construction Cost Estimator (001040)

#### Minimum Qualifications

High school diploma or GED and three years of experience in road construction maintenance, road engineering drafting or related office work in estimating, processing of construction work orders and payments, and processing of citizens complaints, to include customer service are required; Completion of 60 semester credits to include 15 semester credits in Civil Engineering or related field and one year of experience in road construction maintenance or road engineering drafting or related office work in estimating, processing or construction work orders and payments, and processing of citizens complaints to include customer service are required; or High school diploma or GED and one year of experience in inspection, supervisory surveying or supervision of construction projects are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized field and office work in the inspection and cost estimation of construction and repairs for public works right-of-way projects.

An employee in this class is responsible for inspecting utility projects, investigating citizen complaints and calculating cost estimates. Responsibilities include the conduct of area right-of-way studies, preparation of plans and specifications, provision of technical assistance to field supervisors, and making recommendations concerning work schedules and priorities. Supervision is occasionally exercised over subordinate employees who assist with various phases of work. Supervision is received from a technical superior who reviews work for attainment of desired objectives.

##### ILLUSTRATIVE TASKS

Conducts inspections of drainage systems, sidewalk resurfacing, roadside maintenance, visual obstructions and other utility projects; gathers information to assist in the prioritizing and scheduling of work; prepares cost estimates of labor and materials for construction and repairs.

Conducts field investigations and gathers information to determine the validity of citizen complaints; makes recommendations concerning the resolution of complaints; prepares correspondence and reports of investigative findings.

Conducts area studies to determine right-of-way conditions and identify construction and/or repair needs; makes recommendations for sidewalk, drainage, resurfacing and mowing projects.

Prepares plans, specifications and estimates for right-of-way construction and repair projects.

Provides technical assistance to field supervisors concerning drainage installations, drain cleaning, sidewalk repairs and related utility projects.

Maintains stock levels for drainage, sidewalk, resurfacing and mowing supplies.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the basic principles, practices and techniques of civil engineering and engineering drafting.

Considerable knowledge of the principles, methods, materials and equipment used in right-of-way construction projects.

Considerable knowledge of the practices and techniques used in the inspection and investigation of right-of-way conditions.

Considerable knowledge of departmental rules, regulations and policies related to cost estimation and right-of-way construction.

### Road Construction Cost Estimator (001040)

Considerable knowledge of construction plans and specifications.

Knowledge of public relations principles and practices.

Knowledge of general office practices and procedures.

Ability to inspect right-of-way construction projects and obtain information through investigative methods.

Ability to prepare and design engineering plans and specifications.

Ability to perform engineering calculations and accurately estimate labor and materials for construction and repairs.

Ability to analyze information and make recommendations concerning the resolution of complaints.

Ability to conduct area right-of-way studies and make recommendations for various utility projects.

Ability to communicate clearly and concisely, verbally and in writing.

Skill in the use of engineering instruments and equipment.

NEW 10-87

#### **Nature Of Work**

This is specialized field and office work in the inspection and cost estimation of construction and repairs for public works right-of-way projects.

### Road Construction Engineer (001043)

#### Minimum Qualifications

Bachelor's degree in Engineering. Two years of experience in the inspection, design and/or construction of public works roadway projects are required. A State of Florida Professional Engineer license, or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is advanced engineering work with supervisory responsibility in the design and inspection of public works road construction projects.

Employees in this class supervise and participate in the various phases of roadway improvement projects. Responsibilities include planning area roadway studies, conducting complex inspections and investigations, preparing construction plans and specifications, and providing technical direction to field supervisors and contractors. Incumbents exercise some independent judgement in the application of engineering principles and development of work schedules. Supervision is exercised over subordinate employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from an administrative superior who reviews work through personal conferences and reports for attainment of goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises and participates in the various phases of road construction and improvement projects; assists with complex inspections and investigations of sidewalk resurfacing, drainage systems, visual obstructions, roadside maintenance and related projects; utility initiates actions to assist in the resolution of difficult or unusual roadway conditions.

Supervises and participates in the preparation of plans and specifications for roadway projects; assists with the preparation of estimates for complex repair and construction projects.

Plans and supervises area studies to determine roadway conditions and identify construction and/or repair needs; reviews recommendations for road construction projects; develops and recommends priorities and schedules for utility projects.

Provides technical direction to field supervisors and contractors concerning drainage, sidewalk, guardrail and culvert construction projects.

Prepares a variety of technical and narrative reports and correspondence.

Assists with the preparation of the Capital Outlay Reserve Budget for Roadway Improvements.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and techniques of civil engineering.

Considerable knowledge of the design and construction of roadway improvement projects.

Considerable knowledge of departmental rules, regulations and policies governing the design and construction of roadway projects.

Considerable knowledge of the practices and techniques used in the inspection and investigation of roadway conditions.

Considerable knowledge of construction plans and specifications.



## Human Resources Department

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### Road Construction Engineer (001043)

Knowledge of public relations principles and practices.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare engineering plans and specifications for roadway construction projects.

Ability to perform complex engineering computations and prepare cost estimations.

Ability to analyze project recommendations, and develop work priorities and schedules.

Ability to provide technical direction and assistance to field supervisors and contractors.

Ability to communicate clearly and concisely, verbally and in writing.

Skill in the use of engineering instruments and equipment.

NEW 10-87

#### **Nature Of Work**

This is advanced engineering work with supervisory responsibility in the design and inspection of public works road construction projects.

## Human Resources Department

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### PW & WM Section Coordinator (001044)

#### Minimum Qualifications

Bachelor's degree in Engineering. Three years of experience in traffic engineering and land development are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory work in managing the activities of a section for the Miami-Dade County Public Works Department.

An employee in this class is responsible for planning, assigning, and reviewing the work of subordinate employees performing a variety of duties in support of a section for the Public Works Department. Responsibilities include providing direction and guidance to subordinate supervisory staff on a variety of issues pertaining to the operation of the section. The incumbent exercises considerable independent judgment and professional knowledge in the application of personnel management theories, principles, and methods and in the resolution of complex administrative problems. Supervision is exercised over a staff of professional, technical, and clerical subordinates engaged in various phases of sectional activities. General supervision is received from an administrative superior who holds the incumbent responsible for the management of the section and for the attainment of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of professional, technical, and clerical staff engaged in various phases of sectional activities.

Attends various planning and programming meetings with departmental and other officials; participates in the development and implementation of new and revised policies and procedures to improve sectional activities and services

Ensures the development and maintenance of tracking and report systems for sectional activities and services.

Conducts analytical reviews of division operational activities to install improvements or implement new programs.

Interprets County, state and federal regulations and policies as they pertain to the management and operation of the section.

Prepares and reviews budget estimates and documents; administers budget for the division; reviews and authorizes requisitions for equipment, materials and supplies.

Establishes and maintains effective working relationships with subordinates, superiors, the public, officials of various local agencies and representatives of various private organizations doing business with the department, to assure compliance and to resolve operational problems.

Develops and implements training programs to enhance employee job performance and operational activities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorized leave and overtime; reviews employee performance reports prepared by subordinates and rates employees' performance.

Performs other related duties.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the County Administrative Orders, regulations and ordinances as they relate to the function of a large metropolitan public works department.

Thorough knowledge of the principles of business and public administration.

## Human Resources Department

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### PW & WM Section Coordinator (001044)

Knowledge of supervisory principles and practices.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in the application of departmental policies and procedures.

Ability to determine if departmental standards have been met and redirect priorities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

#### **Nature Of Work**

This is advanced professional and supervisory work in managing the activities of a section for the Miami-Dade County Public Works Department.

## Human Resources Department

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### PW & WM Special Taxing District Manager (001045)

#### **Minimum Qualifications**

Bachelor's degree in Engineering or related field and five years engineering experience to include project design and construction experience in the development and operation of road, sewer, street lighting, security guard, landscape maintenance or special use special taxing districts; or completion of 60 semester credits to include 15 semester credits in Engineering and seven years of engineering experience to include project design and construction experience in the development and operation of road, sewer, street lighting, security guard, landscape maintenance or special use special taxing districts are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced professional and supervisory work assisting in the planning, administering, supervising and coordinating of diverse special taxing district, community development district and municipal service district functions.

## Human Resources Department

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### PW & WM RAAM Superintendent (001047)

**Minimum Qualifications**

High school. Four years experience in public works construction or maintenance to include two years of supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly advanced supervisory and technical work with administrative responsibility in the Right-of-Way Aesthetic and Assets Management Division of the Public Works Department.

## Human Resources Department

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### Special Administrator for Concurrency (001048)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Computer Service, Mathematics, Transportation Planning or related field. Two years of experience in traffic engineering planning, operations systems or roadway design are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced responsible administrative and technical work in the administration, calculation, evaluation and maintenance of the traffic concurrency records for the Public Works Department.

## Human Resources Department

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### Community Image Manager (001049)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of progressively responsible professional experience to include contracts and/or grants administration, and intergovernmental/interagency experience is required.

#### **Job Specifications**

#### **Nature Of Work**

### Professional Engineer (001050)

#### Minimum Qualifications

Bachelor's degree in Engineering. Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience to include design is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional engineering work for Miami-Dade County departments and agencies.

Employees in this class are responsible for performing professional engineering duties requiring registration as a Professional Engineer in the State of Florida. Duties vary greatly by occupational specialization and department of assignment and may include supervising an engineering section; exercising final authority for planning, design, plans preparation and specifications; signing and sealing plans and change orders; inspecting projects for compliance with specifications and accepted engineering standards; performing specialized engineering functions of a highly technical nature involving design, analysis or testing; overriding, accepting, rejecting or modifying engineering documents prepared by a registered Professional Engineer and bearing responsibility for the action; preparing engineering reports for use outside the department or agency; determining whether a design is in compliance with engineering standards, reviewing engineering calculations; and making analyses to answer complex engineering questions. Incumbents exercise considerable independent judgment and technical expertise in the application of professional engineering knowledges to the development and completion of complex engineering projects. Supervision is exercised over professional, technical and clerical subordinates with assigned responsibilities in various phases of engineering operations. General direction is received from a professional superior who holds the incumbent responsible for quality of results and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs, supervises and coordinates stationary sources air pollution control programs; reviews plans submitted by professional engineers for construction and operating permits; oversees permitting activities delegated to the County and seals permits; supervises asbestos program and reviews corrective action plans submitted by asbestos consultants and contractors; oversees air toxics control program, reviews plans for air toxics control and seals permits issued.

Supervises and implements state delegated domestic wastewater permitting program; reviews and certifies sewer plans; supervises subordinate engineers, program development and enforcement; issues operating permits and renewals, and certifies affidavits for state permits.

Plans, supervises and analyzes existing and proposed electrical installations servicing County facilities; develops and prepares specifications and drawings to build, upgrade or modify power supply and distribution in County facilities; specifies electrical apparatus for multiple applications; performs as Engineer of Record, Prime Professional or Delegated Engineer as required to complete electrical projects; affixes Registered Engineer seal to plans, reports and other documents.

Supervises and coordinates the Bridge Inspection and Structural Analysis Program in compliance with Florida Statutes and other regulations for the Metrorail and Metromover guideway structures and stations; prepares, signs and seals as Professional Engineer, the final and complete inspection reports pertaining to Metrorail and Metromover bridge structures.

Prepares and supervises preparation of roadway design projects; supervises and reviews roadway and bridge design projects prepared by outside consultant engineering firms; prepares various permit applications.

Designs new projects and modifies existing designs for roads, sewerage facilities, water supplies, flood control, drainage and facility improvements at the County's seaport; supervises field inspectors and activities of professional engineering firms involved in seaport development.

Reviews, designs and provides structural engineering expertise in the renovation of existing buildings or proposed additions to County buildings and/or installations of specialized equipment; reviews projects submitted by consultants; prepares site drainage and parking plans for all sites; affixes Professional Engineer seal for building permits and for all work personally designed.



## Human Resources Department

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### Professional Engineer (001050)

Directs professional engineering firms engaged by the Aviation Department in areas of mechanical engineering for County airports including HVAC, plumbing and fire systems; makes evaluation and design decisions concerning the maintenance and operation of chilled water plants and building management systems.

Serves as Project Engineer for fuel storage and distribution facilities at Miami-Dade County airports; directs professional engineering firms in the planning, design, construction and maintenance of fuel storage and fuel distribution systems; directs the preparation of required plans and permits.

Exercises responsibility for the permitting of solid waste management landfills and other solid waste disposal facilities with the requisite regulatory agencies; testifies in court and at legislative or administrative hearings and provides expert technical opinions; designs, certifies and serves as Engineer of Record for solid waste landfills; inspects and certifies surface water management systems for County landfills.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the theories, principles and practices of civil, environmental, electrical, structural, transit, traffic, sanitary or mechanical engineering depending upon the occupational specialty.

Thorough knowledge of the interrelationships between different engineering specializations.

Thorough knowledge of local, state and federal laws, regulations and rules concerning permitting, design and construction of County engineering projects.

Thorough knowledge of engineering and construction contracts, forms and procedures pertaining to work performed by outside contractors and consultants.

Considerable knowledge of modern office administration.

Considerable knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate the work of professional engineering, technical and clerical subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced professional engineering knowledges to the design, development and construction of a variety of engineering projects.

Ability to supervise, direct and review the work of engineering consultants in planning, design, plans preparation and specification development for County engineering projects.

Ability to understand complex engineering drawings and documents and make changes, additions and corrections.

Ability to interpret complex engineering regulations and enforce compliance with system design and installation requirements.

Ability to simultaneously manage several complex engineering projects in various phases of development.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Professional Engineer (001050)

REV 2/00

#### **Nature Of Work**

This is advanced responsible professional engineering work for Miami-Dade County departments and agencies.

## Human Resources Department

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### Senior Professional Engineer (001051)

#### Minimum Qualifications

Must possess a State of Florida Professional Engineer license. A minimum of four to seven years of professional civil engineering experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory engineering work with administrative responsibility for Miami-Dade County departments and agencies.

Employees in this class are responsible for performing professional engineering duties requiring registration as a Professional Engineer in the State of Florida, and for supervising a complex engineering function for a department. Duties vary greatly by occupational specialization and may include supervising the work of professional engineers and others in the construction of roadways, bridges and miscellaneous public works projects; administering a contract processing unit engaged in processing a large number of complex construction documents and contracts; supervising development of complex engineering specifications for construction contracts; signing and/or sealing permit applications and documents as a Professional Engineer; supervising and coordinating highway planning and engineering functions; directing professional engineers in the preparation of construction plans or the review of plans prepared by outside consultants; and supervising the management of engineering projects requiring certification by a Professional Engineer upon completion. Incumbents exercise considerable independent judgment and professional engineering managerial knowledge in the effective administration of highly complex and responsible engineering responsibilities. Supervision is exercised over a staff of professional engineers, technical, administrative and clerical employees engaged in various phases of engineering operations. General direction is received from a professional superior who reviews work for the effective management of engineering services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and coordinates professional engineers and support personnel in managing construction of roadways, bridges and other public works construction projects; coordinates projects with design engineers, utility companies and other governmental agencies; conducts pre-construction conferences, reviews and oversees negotiation of engineer consultant fees, and attends public hearings to resolve issues and concerns.

Administers and supervises a large and complex construction contract processing unit; interprets contract documents and coordinates all phases of bidding, execution and award processes for construction projects; utilizes Professional Engineer license to sign and/or seal permit applications and documents; assists in resolving engineering design problems; directs engineering design constructability review program; coordinates priorities and revisions necessary for the preparation of contract specifications.

Plans, directs and supervises Petroleum Remediation functions in an environmental resources program; coordinates and directs activities of engineers, hydrogeologists and other professional employees engaged in the regulation of environmental compliance and clean-up efforts at petroleum contaminated sites within Metropolitan Dade County to ensure compliance with local, state and federal regulations.

Supervises and coordinates the work of professional engineers, technical and administrative employees in a highway planning function; represents department at a wide variety of planning, advisory and review committees; reviews utility permits and state roadway plans; supervises highway surveillance and environmental impact studies of proposed highway transportation projects.

Plans, supervises and coordinates the work of professional engineers and engineering support personnel in the preparation of road, bridge, pedestrian walkway and sidewalk, landscape, drainage, traffic and miscellaneous construction plans or the review of plans prepared by outside consultants; implements the design and engineering phase of infrastructure projects in accordance with long-range transportation plans; directs and reviews the negotiation of fees for consultants and coordinates projects with the Florida Department of Transportation and the Federal Highway Administration.

Directs construction plan review activities in an environmental resource program; supervises and coordinates the work of professional engineers, administrative and clerical employees engaged in the review of development and construction plans within Miami-Dade County to ensure compliance with environmental regulations, or serving in engineering support capacities.

### Senior Professional Engineer (001051)

Directs activities of design staff and outside consultants in the preparation and/or review of construction documents for solid waste facilities; supervises the conduct of landfills capacity analyses to estimate landfill closure and long-term cost and capacity analyses of landfills; performs civil, structural and landfill design; performs final review of all plans and specifications; certifies civil, structural and landfill designs as a Professional Engineer.

Directs and supervises the construction management of solid waste engineering projects; certifies to various regulatory agencies the completion of projects requiring Professional Engineer certification; executes to completion the construction requirements of all contract drawings and specifications in construction phases; approves payment of invoices from consulting engineers.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the theories, principles and practices of civil, environmental, electrical, structural, transit, traffic, sanitary or mechanical engineering depending upon the occupational specialty.

Extensive knowledge of the interrelationships between different engineering specializations.

Extensive knowledge of local, state and federal laws, regulations and rules concerning permitting, design and construction of County engineering projects.

Extensive knowledge of engineering and construction contracts, specifications, documents, forms and procedures pertaining to work performed by outside contractors and consultants.

Thorough knowledge of modern office administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the planning and organizing of complex and specialized construction and engineering projects.

Ability to plan, direct and coordinate the work of professional engineering, technical and clerical subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced professional engineering knowledges to the administration, design, development and construction of a variety of engineering projects.

Ability to supervise, direct and review the work of engineering consultants in planning, design, plans preparation and specification development for County engineering projects.

Ability to understand complex engineering drawings, specifications and documents and make changes, additions and corrections.

Ability to interpret complex engineering regulations and ensure compliance with system design and installation requirements.

Ability to simultaneously manage several complex engineering projects in various phases of development.

Ability to communicate clearly and concisely, verbally and in writing.

#### MINIMUM QUALIFICATIONS

## Human Resources Department

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### Senior Professional Engineer (001051)

Must possess a State of Florida Professional Engineer license. Five years of professional civil engineering experience are required.

REV 2/00

#### **Nature Of Work**

This is advanced professional and supervisory engineering work with administrative responsibility for Miami-Dade County departments and agencies.

## Human Resources Department

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### Senior Registered Architect (001053)

#### **Minimum Qualifications**

Bachelor's degree in Architecture. A minimum of four to seven years of architectural experience in the planning, design and management of commercial or public building projects is required. Must possess a State of Florida Registered Architect license.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional and supervisory engineering work with administrative responsibility for Miami-Dade County departments and agencies.

## Human Resources Department

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### Professional Land Surveyor (001055)

#### Minimum Qualifications

Must possess a State of Florida Professional Surveyor and Mapper license. A minimum of three to five years of experience in land surveying is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional land surveying work with supervisory responsibility for Miami-Dade County departments and agencies.

Employees in this class are responsible for performing professional land surveying duties requiring registration as a Professional Land Surveyor in the State of Florida. Responsibilities include supervising subordinates engaged in the precise measurements of property boundaries, measurement of and preparation of plans showing existing improvements, layout of proposed improvements, preparation of descriptions for use in legal instruments, preparation of maps and record plats, determination of grades and elevations of roads and land, and creation and perpetuation of alignments related to maps, record plats and related documents and the plans and drawings that represent them. Incumbents exercise considerable independent judgment and technical expertise in the application of knowledges of math and science, and the requirements of the law to land surveying activities. Supervision is exercised over subordinate technical and clerical employees performing office and field surveying duties or serving in support capacities. General direction is received from a professional and administrative superior holds the incumbent responsible for the quality of professional land surveying services.

##### ILLUSTRATIVE TASKS

Supervises measuring, locating, establishing or reestablishing lines, angles, elevations, natural and manmade features in the air, on the surface and immediate subsurface of the earth, within underground workings, and on the beds or surface of bodies of water, for the purpose of determining or establishing the facts of size, shape, topography, tidal datum, planes, legal or geodetic location or relocation, and orientation of improved or unimproved real property and appurtenances thereto.

Supervises preparation of right-of-way maps, parcel maps, parcel sketches, legal descriptions and deeds required for obtaining or conveying various interests in land for public purposes including state and County roads, canals, easements, and rapid transit property acquisition.

Examines right-of-way engineering materials for correctness and conformity to state and County standards.

Determines the owner and validity and extent of all the various interests that exist in parcels of land; ensures that all legal instruments necessary to obtain or convey clear title to property are prepared correctly and not subject to misinterpretation.

Supervises the processing of all deeds conveying property to or from Miami-Dade County and the maintenance of permanent Miami-Dade County right-of-way records; examines and approves deeds conveying rights-of-way, easements and property to or from Miami-Dade County.

Signs and seals survey drawings as a Professional Land Surveyor.

Provides assistance to survey crews in the interpretation of construction plans and legal descriptions; reviews field notes for accuracy and completeness; makes survey computations.

Obtains survey information and construction plans from government agencies and consultants to avoid duplication of effort; attends conferences with local, state and federal government agencies, and consulting engineers.

Answers inquiries from the public; prepares written correspondence and reports; recommends purchase of survey equipment and supplies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

### Professional Land Surveyor (001055)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theories, principles and practices of all types of land surveying.

Thorough knowledge of local, state and federal regulations pertaining to land surveying and the conveyance of property ownership.

Thorough knowledge of the operating characteristics and maintenance requirements of modern surveying instruments.

Thorough knowledge of mathematics through trigonometry and its application to field surveying and engineering computations.

Thorough knowledge of legal instruments and documents required to obtain or convey interests in land for public purposes.

Considerable knowledge of the theories, principles and practices of civil engineering.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of construction plans and specifications.

Ability to plan, direct and coordinate the work of field and office survey employees in a manner conducive to full performance and high morale.

Ability to apply advanced professional knowledges of land surveying to achieve desired goals and objectives.

Ability to perform technical mathematical computations related to land surveying.

Ability to read, understand and interpret maps, parcel sketches, legal descriptions, deeds, engineering drawings and construction specifications.

Ability to determine the owner, validity and extent of all the various interests that exist in parcels of land.

Ability to communicate clearly and concisely, verbally and in writing.

Skill in the care and use of modern surveying instruments.

#### MINIMUM QUALIFICATIONS

Must possess a State of Florida Professional Land Surveyor license. Five years of experience in land surveying are required. Must possess a Driver license.

REV 8/00

#### Nature Of Work

This is advanced professional land surveying work with supervisory responsibility for Miami-Dade County departments and agencies.



## Human Resources Department

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### Senior Professional Land Surveyor (001056)

#### Minimum Qualifications

Must possess a State of Florida Professional Land Surveyor license. A minimum of four to seven years of experience in land surveying is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional, administrative and supervisory land surveying work for Miami-Dade County departments and agencies.

Employees in this class are responsible for supervising a moderate to large surveying section, and performing professional land surveying duties requiring registration as a Professional Land Surveyor in the State of Florida. Responsibilities include supervising Professional Land Surveyors and other subordinates engaged in supervising or participating in the precise measurements of property boundaries, measurement of and preparation of plans showing existing improvements, layout of proposed improvements, preparation of descriptions for use in legal instruments, preparation of maps and record plats, determination of grades and elevations of roads and land, and creation and perpetuation of alignments related to maps, record plats and related documents and the plans and drawings that represent them. Incumbents exercise considerable independent judgment and technical expertise in directing and coordinating complex land surveying activities. Supervision is exercised through Professional Land Surveyors over subordinate technical and clerical employees performing office and field surveying duties or serving in support capacities. General direction is received from a professional and administrative superior holds the incumbent responsible for the quality of professional land surveying services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, through subordinate Professional Land Surveyors, measuring, locating, establishing or reestablishing lines, angles, elevations, natural and manmade features in the air, on the surface and immediate subsurface of the earth, within underground workings, and on the beds or surface of bodies of water, for the purpose of determining or establishing the facts of size, shape, topography, tidal datum, planes, legal or geodetic location or relocation, and orientation of improved or unimproved real property and appurtenances thereto.

Directs and coordinates preparation of right-of-way maps, parcel maps, parcel sketches, legal descriptions and deeds required for obtaining or conveying various interests in land for public purposes including state and County roads, canals, easements, and rapid transit property acquisition.

Examines right-of-way engineering materials for correctness and conformity to state and County standards.

Determines the owner and validity and extent of all the various interests that exist in parcels of land; ensures that all legal instruments necessary to obtain or convey clear title to property are prepared correctly and not subject to misinterpretation.

Supervises the processing of all deeds conveying property to or from Dade County and the maintenance of permanent Dade County right-of-way records; examines and approves deeds conveying rights-of-way, easements and property to or from Dade County.

Signs and seals survey drawings as a Professional Land Surveyor.

Obtains survey information and construction plans from government agencies and consultants to avoid duplication of effort; attends conferences with local, state and federal government agencies, and consulting engineers.

Answers inquiries from the public; prepares written correspondence and reports; reviews and approves purchase of survey equipment and supplies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

## Human Resources Department

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### Senior Professional Land Surveyor (001056)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the theories, principles and practices of all types of land surveying.

Thorough knowledge of local, state and federal regulations pertaining to land surveying and the conveyance of property ownership.

Thorough knowledge of the operating characteristics and maintenance requirements of modern surveying instruments.

Thorough knowledge of mathematics through trigonometry and its application to field surveying and engineering computations.

Thorough knowledge of legal instruments and documents required to obtain or convey interests in land for public purposes.

Thorough knowledge of the theories, principles and practices of civil engineering.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of construction plans and specifications.

Ability to plan, direct and coordinate the work of Professional Land Surveyors and field and office survey employees in a manner conducive to full performance and high morale.

Ability to apply advanced professional knowledges of land surveying to achieve desired goals and objectives.

Ability to perform technical mathematical computations related to land surveying.

Ability to read, understand and interpret maps, parcel sketches, legal descriptions, deeds, engineering drawings and construction specifications.

Ability to determine the owner, validity and extent of all the various interests that exist in parcels of land.

Ability to communicate clearly and concisely, verbally and in writing.

Skill in the care and use of modern surveying instruments.

#### MINIMUM QUALIFICATIONS

Must possess a State of Florida Professional Land Surveyor license. Seven years of land surveying experience are required.

NEW 10-96

#### **Nature Of Work**

This is advanced professional, administrative and supervisory land surveying work for Miami-Dade County departments and agencies.

## Human Resources Department

### Chief, Special Taxing Districts Division (001058)

#### Minimum Qualifications

Bachelors degree. A minimum of four to seven years of professional experience in cost estimation, budget administration, engineering or management is required.

#### Job Specifications

##### NATURE OF WORK:

This is advanced and responsible professional and administrative work directing activities of the Special Taxing Districts Division of the Public Works Department. An employee in this class is responsible for planning, directing, supervising and coordinating special taxing district functions whereby residents of Dade County can obtain desired public improvements not normally provided through general tax revenues. Responsibilities include coordinating work with other county departments and public utilities for the creation of special taxing districts, advising civic organizations of necessary procedures before and during the petitioning process, determining if petitions are valid, designing or coordinating the design of public improvements within the section, conducting required public hearings, preparing resolutions, ordinances and reports, supporting public hearings before the Board of County Commissioners, supervising the preparation of preliminary assessment rolls, and recommending changes in special taxing district regulations. The incumbent exercises considerable independent judgment in effectively managing special taxing district functions and processes. Supervision is exercised over a staff of professional, technical and clerical employees with assigned responsibilities in various phases of operations. General direction is received from a senior departmental executive who reviews work for professional management of assigned responsibilities and achievement of special taxing district goals and objectives.

##### ILLUSTRATIVE TASKS:

Plans, directs and coordinates the work of subordinate engineers, drafters and clerical employees engaged in various phases of special taxing district activities.

Manages the creation or establishment of special taxing districts for the purpose of constructing, installing or providing special services such as potable water, sanitary sewers, street lighting, security, street and sidewalk improvements or other services and facilities which may be considered essential by the Board of County Commissioners or desired by residents.

Coordinates work with various county departments and public utilities for the creation of public improvement special taxing districts.

Attends community meetings and advises civic organizations of necessary procedures and code requirements before and during the petitioning process.

Determines that submitted petitions for improvements are valid and meet requirements of the County Code.

Designs public improvements within the district or coordinates design by other County departments.

Conducts required public hearings at a location in the proximity of the proposed new special taxing district to inform residents and property owners of engineering requirements and other considerations.

Prepares resolutions, ordinances and reports for approval by the County Manager and Board of County Commissioners.

Reviews contractual agreements between Dade County and public utilities and other governmental organizations for the construction, service and maintenance of approved projects.

Supports public hearings before the Board of County Commissioners for the creation of special taxing districts.

Supervises the preparation of preliminary assessment rolls for completed projects; compiles administrative and construction costs for the preparation of assessment rates.

Makes recommendations for changes in special taxing district regulations to facilitate and improve the implementation and administration of special taxing districts and their related services.

## Human Resources Department

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### Chief, Special Taxing Districts Division (001058)

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS:

Thorough knowledge of regulations and requirements pertaining to the creation and administration of special taxing districts.

Thorough knowledge of the theories, principles and practices of civil engineering.

Thorough knowledge of the principles and practices of business and public administration.

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of supervisory principles and practices.

Ability to direct and coordinate special taxing district legal and administrative processes.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, elected representatives, and a variety of other public and private officials.

Ability to apply advanced engineering principles to the design of a variety of public works improvements.

Ability to conduct public hearings pertaining to the creation of special taxing districts.

Ability to prepare reports, ordinances and resolutions pertaining to the creation of special taxing districts.

Ability to develop recommendations for the improvement of special taxing district regulations and procedures.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-93

#### **Nature Of Work**

This is advanced and responsible professional and administrative work directing activities of the Special Taxing Districts Division of the Public Works Department.

## Human Resources Department

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### Chief, PW & WM Technology Services Division (001059)

**Minimum Qualifications**

Bachelor's degree in Computer Science, Business Administration, Public Administration or related field. Eight years of progressively responsible experience in a complex data processing operation to include experience in management and supervisory capacities are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional managerial work in planning and directing activities of the Waste Management Division of the Department of Environmental Resources Management.

### Chief, PW & WM R-O-W Assets and Aesthetic Management Division (001060)

**Minimum Qualifications**

Bachelor's degree. A minimum of three to five years of professional experience in contract administration or engineering contracts administration to include one year of supervisory experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional administrative work managing the activities of the Right-of-Way Assets and Aesthetic Management Division of the Public Works Department.

## Human Resources Department

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### Manager, PW & WM Traffic Engineering Division (001067)

**Minimum Qualifications**

Bachelor's degree. Must possess a State of Florida Professional Engineer license. A minimum of four to eight years of professional experience in highway or transportation engineering is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible supervisory and administrative work assisting in planning and directing activities of the Traffic Engineering Division of the Public Works Department.

## Human Resources Department

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### Chief, Highway Division (001068)

#### Minimum Qualifications

Bachelor's degree in Engineering. A minimum of five to nine years of progressively responsible professional and administrative engineering experience to include roadway or structural design is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional and managerial engineering work planning, directing, and coordinating highway engineering for the Public Works Department.

An employee in this class is responsible for directing complex divisional operations in the evaluation and implementation of highway engineering projects including the preparation of cost estimates, plans, specifications, and contracts for construction of roads and bridges; programming of County transportation activities and their coordination with other County agencies and the State Department of Transportation; and investigating and recommending the installation of new traffic control devices. The employee exercises a considerable degree of independent judgment in the application of advanced principles of civil engineering to the management and direction of highway engineering activities. Supervision is exercised through subordinate levels of professional, technical, and clerical employees assisting in various phases of operations. General direction is received from a senior executive who holds the incumbent responsible for the professional management of highway engineering functions and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs, and coordinates the review of construction plans prepared by consultants, other County agencies, and the Florida Department of Transportation pertaining to roads, bridges, pedestrian walkways and sidewalks, landscaping, drainage, and traffic; implementation of the design and engineering phase of infrastructure projects in accordance with long-range County transportation plans and the annual Capital Budget.

Plans, directs, and coordinates activities pertaining to the negotiation of fees for consultants and the coordination of projects with the Florida Department of Transportation and the Federal Highway Administration; ensures plans and existing conditions are in compliance with the Americans with Disabilities Act; ensures compliance of signal contracts with all applicable laws and regulations.

Plans, directs, and coordinates the preparation of contracts and specifications pertaining to the County's civil engineering construction needs to include traffic signals and signs and signal controller cabinets.

Oversees contracting activities for infrastructure improvement projects such as highways, bridges, storm and surface drainage facilities, street lighting, and other public work projects; ensures that contracting processes are in compliance with law and regulations to include minority participation; and the maintenance of all records and documents pertaining to contracts.

Plans, directs, and coordinates the implementation of traffic engineering studies based on complaints about traffic intersections, roadway markings, and signals; oversees the administration of federal grants pertaining to traffic counting.

Oversees all traffic studies pertaining to public and private schools to include signs, pavement markings, traffic control, signals, road design, bus loading zone, and speed zones; review of road design plans for new schools in order to analyze traffic flow and safe routes to school; creation of safe route to school maps for public schools; and publication of a traffic count map and list.

Plans, directs, and coordinates activities pertaining to the maintenance of a citizen and aesthetics transportation program established to ensure that citizen perspectives are incorporated into the planning and development process of urban transportation systems and that aesthetic considerations recommended by the Transportation Aesthetics Review Committee are an integral part of the planning, design and construction process.

Plans, directs, and coordinates activities pertaining to the maintenance of a bicycle and pedestrian program established to ensure that transportation plans provide for the use of non-motorized alternatives recommended by the Bicycle/Pedestrian Advisory Committee.



## Human Resources Department

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### Chief, Highway Division (001068)

Oversees the monitoring of programs established to determine the social and environmental impacts of proposed transportation projects.

Oversees the monitoring of the distribution of funds collected from the Local Option Gas Tax, Secondary Gas Tax, and Road Impact Fee programs; coordination with the Florida Department of Transportation regarding the reimbursement of funds to the county for activities on state roads.

Establishes, reviews, and coordinates procedures to ensure compliance with applicable policies, codes, and regulations; prepares divisional budget and financial reports for ensuring compliance with budgetary appropriations; prepares agreements and specifications for consultant and contractual services; develops divisional goals and objectives, and evaluates work methods, procedures, and policies.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance; and performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the theories, principles, and practices of civil engineering.

Extensive knowledge of the theories, principles and practices of highway engineering.

Extensive knowledge of engineering cost estimates, building materials, plans, specifications and contracts pertaining to highway engineering projects.

Extensive knowledge of local, state, and federal laws, regulations, and rules concerning permitting, design, and construction of public works engineering projects.

Extensive knowledge of engineering and construction contracts, specifications, documents, forms, and procedures pertaining to work performed by outside contractors and consultants.

Thorough knowledge of ordinances, codes and regulations pertaining to highway engineering projects.

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of supervisory principles and practices.

Knowledge of the policies and procedures used in budget preparation, justification, monitoring and reporting.

Ability to manage and direct divisional activities related to highway engineering.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with federal and state transportation agency officials, subordinates, superiors and a variety of other public and private officials.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Engineering. Seven years of professional engineering experience is required. Must possess a State of Florida Professional Engineer license.

## Human Resources Department

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### Chief, Highway Division (001068)

NEW 01/98

#### **Nature Of Work**

This is advanced responsible professional and managerial engineering work planning, directing, and coordinating highway engineering for the Public Works Department.

## Human Resources Department

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### Chief, Traffic Engineering Division (001069)

**Minimum Qualifications**

Bachelor's degree in Engineering. A minimum of five to nine years of experience in traffic and transportation engineering are required. Must possess a State of Florida Professional Engineer license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible professional and managerial engineering work planning, directing, and coordinating traffic engineering for the Public Works Department.

## Human Resources Department

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### Division Chief, PW & WM (001070)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering or related field. Must possess a State of Florida Professional Engineer license. Four years of professional engineering experience to include supervisory experience in the planning, design, installation, and maintenance of traffic and transportation highway systems and control devices or equipment are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work planning and directing the activities of a division of the Miami-Dade County Public Works Department.

An employee in this class is responsible for planning, directing and coordinating the diversified activities of a division. Responsibilities include providing direction and guidance to subordinate supervisory staff on a variety of issues pertaining to the operation of the division. The incumbent exercises considerable independent judgment in the management of various division services and in the resolution of complex administrative problems. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in various phases of division operations. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of division activities and services.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors, specialized and clerical employees engaged in providing division service activities and functions within the Department of Public Works.

Attends various planning and programming meetings with departmental and other officials; participates in the development and implementation of new and revised policies and procedures to improve division activities and services

Ensures the development and maintenance of tracking and report systems for division activities and services.

Conducts analytical reviews of division operational activities to install improvements or implement new programs.

Interprets County, state and federal regulations and policies as they pertain to the management and operation of the division.

Coordinates division procurement activities consistent with departmental and County policies and procedures.

Prepares and reviews budget estimates and documents; administers budget for the division; reviews and authorizes requisitions for equipment, materials and supplies.

Establishes and maintains effective working relationships with subordinates, superiors, the public, officials of various local and federal agencies and representative of various private organizations doing business with Miami-Dade County, to assure compliance with County rules and regulations and to resolve operational problems.

Represents the department with various local, state, federal agencies, and at state, conferences; attends meetings with Public Works divisional heads, and other County departments.

Supervises the development of agreements, contracts and leases to ensure compatibility with established policies of county, state and federal rules and regulations.

Develops and implements training programs to enhance employee job performance and operational activities.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorized leave and overtime; reviews employee performance reports prepared by subordinates and rates employees' performance.

## Human Resources Department

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### Division Chief, PW & WM (001070)

Performs other related duties.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the County Administrative Orders.

Thorough knowledge of County regulations and ordinances as they relate to the function of a large metropolitan public works department.

Thorough knowledge of the principles of business and public administration.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in the application of departmental policies and procedures to a variety of complex problems.

Ability to enforce established rules and regulations with firmness, tact and impartiality.

Ability to determine if departmental standards have been met and redirect priorities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

#### **Nature Of Work**

This is highly responsible professional managerial work planning and directing the activities of a division of the Miami-Dade County Public Works Department.

## Human Resources Department

### Assistant Director, PW & WM (Administration) (001086)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to ten years of progressively responsible professional and/or administrative experience in public administration or business administration to include four years of supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and managerial work planning, directing, and coordinating operational activities for the Public Works Department.

An employee in this class is responsible for directing a variety of complex divisions, offices, or specialized sections such as all personnel and administrative support functions for the department, traffic engineering, signs and signals, construction, and maintenance of County roads, highways, bridges, and causeways; secondary canal system cleaning and maintenance, and right-of-way acquisition. Responsibilities include developing short and long-range goals, establishing priorities. The incumbent exercises considerable independent judgment in the management of a wide variety of administrative services and support functions and in the resolution of complex administrative problems. Supervision is exercised through subordinate levels of executives, managers, and supervisors over a staff of professional, technical and clerical subordinates assisting in various phases of operations. General direction is received from the Department Director who holds the incumbent responsible for the professional management of departmental operations and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Prepares proposed and final budgets for the department for presentation to budget committees, the County Administrator, and the County Commission.

Exercises primary operational and administrative control over a specified group of divisions, offices, and sections of the County's governmental operations.

Coordinates the activities of the department and its subdivisions with those other County departments; and when necessary, with comparable organizations in other public and private jurisdictions.

Defines operational goals and objectives recommends and implements organizational and administrative changes.

Reviews existing organizational patterns, work relationships, space, equipment, and manpower utilization; promotes effective operations through standardization, improvement, simplification and installation of new operating systems.

Directs and coordinates diversified departmental personnel management activities, including employee recruitment and selection, interviewing and screening, payroll and benefits, grievances and disciplinary actions, and safety administration.

Oversees management of departmental reproduction services operations in the preparation, printing, and finishing of documents, publications, forms, plats, blueprints and maps for various County departments and the public.

Coordinates the assessment, collection, multi-departmental deposit, financial collection reporting and permanent records management of all Dade County road impact fee revenues.

Supervises departmental budgetary functions; administers departmental operating and capital budgets composed of both general fund and proprietary funds, road impact fees, secondary gas tax and local option gas tax.

Directs departmental fiscal activities, accounting and purchasing functions, and department-wide computer services.

Reviews and evaluates departmental policies and procedures; ensures adherence to various rules and regulations.

Meets with various supervisors and managers to resolve financial and administrative matters; advises superiors on administrative policy and procedure issues; coordinates administrative and financial activities with other County departments and agencies.

Conducts meetings with division directors to establish, review and coordinate procedures to assure compliance with applicable policies, codes and regulations; oversees divisional budget preparation and reviews monthly financial reports for compliance with budgetary appropriations.

Analyzes and evaluates on-going and completed highway engineering projects for conformance with planned goals; analyzes requests for highway engineering projects and makes recommendations based on policy directions.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the principles of management and engineering as well as their application to the administration of governmental

## Human Resources Department

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### Assistant Director, PW & WM (Administration) (001086)

affairs.

Extensive knowledge of the principles and practices of public and business administration.

Thorough knowledge of basic budgetary principles and procedures.

Thorough knowledge of supervisory principles and practices.

Ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to direct the operation of assigned county divisions and programs.

Ability to carry out complex oral and written instructions.

Ability to express ideas clearly, concisely, orally and in writing.

Ability to supervise through various levels of executives and supervisors the work of subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced principles of civil, highway and traffic engineering to the analysis and evaluation of highway engineering projects.

Ability to understand and interpret complex architectural and engineering drawings, construction plans, specifications, and contracts pertaining to highway engineering projects.

Ability to assure compliance of highway engineering activities with applicable ordinances, codes, and regulations.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 11-06

#### **Nature Of Work**

This is highly responsible professional and managerial work planning, directing, and coordinating operational activities for the Public Works Department.

## Human Resources Department

### Traffic Analyst 2 (001091)

#### Minimum Qualifications

High school diploma or GED. Two years of inspection or data collection experience in traffic systems design, general engineering or related office environment are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced field and office work in the collection of data essential to the evaluation of traffic problems in the county.

An employee in this class is responsible for conducting independent field and office investigations, studies and surveys relative to off street parking, illumination, origin and destination checks and related urban, suburban and arterial traffic problems. The Traffic Analyst 2 is responsible for the research and definition of the more complex traffic problems and the preparation of resultant findings through reports and specific recommendations. The advanced assignments require the exercise of initiative and technical judgment in the approach and solution of traffic problems. Supervision may be exercised over traffic analysts of a lower grade when on large, complex assignments. Work is reviewed by a superior for accuracy and for adherence to established standards and procedures.

##### ILLUSTRATIVE TASKS

Makes investigations, studies and surveys and prepares detailed reports, including recommendations concerning a variety of traffic problems involving secondary business districts and areas; major thoroughfares and secondary roads; urban, suburban and rural areas; prepares charts, sketches, graphs and related supplementary material to illustrate reports.

Performs a variety of field and office investigations relative to vehicular and pedestrian counts; origin and destination surveys; and flow and accident diagrams.

Meets with and obtains pertinent information from other public agencies, officials and interested parties, relative to traffic problems.

Assists superiors in delineating the more complex traffic problems and on occasion originates traffic investigations and studies.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles, practices and procedures of traffic surveying and the general intent of traffic planning programs.

Knowledge of the rules, regulations and ordinances effective in the county governing traffic operations.

Knowledge of inherent traffic hazards and current precautionary measures.

Knowledge of the geography of the county, its incorporated and unincorporated areas and road network.

Ability to perform mathematic computations rapidly and accurately.

Ability to prepare drawings, sketches, charts and other illustrative material of a nontechnical nature.

Ability to prepare comprehensive reports and recommendations based upon findings.

Ability to meet and deal tactfully with departmental officials and the general public.

Ability to express one's self clearly and concisely, orally and in writing.

Ability to understand and carry out moderately complex oral and written instructions.

NEW 4-59

#### Nature Of Work

This is advanced field and office work in the collection of data essential to the evaluation of traffic problems in the county.



## Human Resources Department

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### Traffic Control System Specialist (001092)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in a large data processing center to include experience in traffic control systems are required.

#### Job Specifications

#### Nature Of Work

This is advanced technical work in the operation of electronic data processing equipment in a large centralized data processing operation.

## Traffic Engineer 1 (001094)

### Minimum Qualifications

Bachelor's degree in Engineering.

### Job Specifications

#### NATURE OF WORK

This is professional engineering work in the planning, design, installation and improvement of traffic and transportation highway systems and control devices.

Employees in this class participate in and implement transportation planning studies, produce geometric traffic engineering designs of roadways and develop comprehensive traffic signal control systems for the metropolitan area. Work involves the application of professional traffic engineering principles to varied projects related to the safe, convenient and economical transportation of persons and goods over the roadway network of the local area. Duties require the application of basic engineering sciences and transportation theory to expedite the movement of vehicular traffic and to overcome deficiencies in the existing transportation complex. Supervision may be exercised over drafting and data collecting subordinates through assignment and review of work in process and upon completion for accuracy and engineering sufficiency. A professional engineering superior assigns projects and advises on unusual or difficult problems, with completed work checked for conformity with departmental policy and governmental regulatory provisions.

#### ILLUSTRATIVE TASKS

Develops proposed traffic signal systems to be computer programmed; prepares internal phasing diagrams, timing sheets, progression off-sets, time space diagrams and work orders for equipment installation.

Prepares preliminary location and geometric design engineering drawings for proposed highway construction projects; develops intersection channelization for highways, submits illustrations, written reports and related data.

Reviews and checks engineering consultant signalization, marking and highway signing plans; makes necessary changes to comply with state and local governmental regulations.

Reviews site plans for various off-street parking developments relative to design, traffic pattern, vehicular access and capacity.

Supervises and evaluates the collection and analysis of traffic and transportation data such as origin-destination, roadway sufficiency, routing and parking capacity.

Participates in the forecasting of long range transportation requirements for the metropolitan area including expressway networks, roadway alignments, interchanges, public transportation systems, arterial network and parking capacity.

Participates in comprehensive transportation planning studies of the local area, assists in the preparation of a master priority plan for arterial and expressway improvements utilizing survey research data and urban planning forecasts.

Reviews major data development plans to insure adequate vehicular flow, parking capacity, roadway integration and proper geometric design.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and theories of traffic and transportation engineering.

Knowledge of mathematics through trigonometry and the statistical concepts used in analyzing engineering data.

Knowledge of the principles and techniques of geometric roadway design as prescribed by the appropriate traffic regulatory authorities.

Knowledge of national traffic engineering standards for uniform control device installation and utilization.

Knowledge of the fundamentals of urban planning, land use and transportation study.

Knowledge of local, state and federal traffic laws and ordinances.

Ability to analyze engineering and mathematical data and to deduce effective operational plans for traffic control.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to perform scientific research utilizing survey data as well as current sources of published information.

Ability to prepare and submit comprehensive reports with findings and recommendations.

Ability to learn basic computer programming principles for the processing of engineering data.

## Human Resources Department

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### Traffic Engineer 1 (001094)

#### **Nature Of Work**

This is professional engineering work in the planning, design, installation and improvement of traffic and transportation highway systems and control devices.

### Traffic Engineer 2 (001095)

#### Minimum Qualifications

Bachelor's degree in Engineering. Two years of traffic and transportation engineering experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional engineering work with supervisory responsibility in the planning, design, installation and improvement of traffic and transportation highway systems and control devices.

Employees in this class are responsible for assisting and supervising traffic signal system design, intersection channelization design, pavement marking and geometric roadway design. Work involves participation in and supervision of work units engaged in applying professional traffic engineering principles to varied projects related to the safe, convenient and economical transportation of persons and goods over the local roadway network. Duties require the application of advanced traffic engineering theory and considerable initiative and independent judgment to expedite the movement of vehicular traffic and to improve the existing transportation complex. Supervision is exercised over subordinate professional engineering, drafting and field survey personnel through assignment of projects and the review of completed work for satisfactory results. General supervision is provided by a professional engineering superior who establishes job priorities and reviews work through conferences, written reports and field inspections to insure the accomplishment of desired objectives.

##### ILLUSTRATIVE TASKS

Supervises and participates in the preparation of installation plans and specifications for traffic signals, signal coordination and timing; determines precise timing and phasing of all existing signal systems.

Develops new concepts in signal control utilizing analogue computer, electronic controllers and radar sensors to operate a responsive traffic signal system.

Supervises and assists in the development of geometric roadway designs and highway intersection channelization.

Carries out liaison assignments with state transportation department in the formulating of contracts for signalization and related work; reviews consulting engineering plans for conformity with state and federal standards.

Supervises a work unit in transportation planning; assigns survey projects in community development, programming and research units engaged in implementing the comprehensive transportation plan for the metropolitan area.

Coordinates and prepares substantiating technical reports on public transportation systems, supervises the collection, analysis and evaluation of mass transit systems data.

Prepares and submits comprehensive recommendations on the functional design and operation of proposed new roadways; presents recommendations for the solution of traffic problems and high accident incidence locations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and theories of traffic and transportation engineering.

Considerable knowledge of mathematics through trigonometry and the statistical concepts used in analyzing engineering data.

Considerable knowledge of the principles and techniques of geometric roadway design as prescribed by the appropriate traffic regulatory authorities.

Considerable knowledge of national traffic engineering standards for uniform control device installation and utilization.

Considerable knowledge of the fundamentals of urban planning, land use and transportation study.

Knowledge of local, state and federal traffic laws and ordinances.

Ability to plan, schedule and review the work of professional, technical and survey personnel in a manner conducive to full performance and high morale.

Ability to analyze engineering and mathematical data and to deduce effective operational plans for traffic control.

Ability to express ideas clearly and concisely orally and in writing.

Ability to make complex engineering computations and to prepare meaningful statistical projections.

Ability to apply mass data to electronic data processing systems.

#### Nature Of Work

This is advanced professional engineering work with supervisory responsibility in the planning, design, installation and improvement of

### Traffic Engineer 2 (001095)

traffic and transportation highway systems and control devices.

#### **Minimum Qualifications**

Bachelor's degree in Engineering and five years of experience in traffic and transportation engineering are required; or Must possess a State of Florida Professional Engineer license and five years of experience in traffic and transportation engineering are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced professional engineering work with supervisory responsibility in the planning, design, installation and improvement of traffic and transportation highway systems and control devices.

## Human Resources Department

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### Traffic Control Standards & Specifications Coordinator (001097)

**Minimum Qualifications**

Bachelor's degree. Five years of experience in traffic and transportation engineering or traffic signal design and developing technical specifications are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional engineering work with administrative responsibility for traffic control equipment specifications, equipment standards and installation procedures.

## Human Resources Department

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### ASD Licensing Clerk (001130)

**Minimum Qualifications**

High school diploma or GED. One year of customer service, cash management or bookkeeping experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical and customer service work for the Animal Services Department.

## Human Resources Department

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### ASD Pharmacy Clerk (001131)

**Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical experience to include public contact, customer service or cash management are required.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is advanced clerical and customer service work for the Animal Services Department.



## Human Resources Department

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### ASD Dispatcher (001132)

#### **Minimum Qualifications**

High school diploma or GED. One year of dispatch and customer service experience is required.

#### **Job Specifications**

No Job Specification Available.

#### **Nature Of Work**

This is advanced clerical and customer service work for the Animal Services Department.

## Human Resources Department

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### ASD Customer Clerk (001133)

**Minimum Qualifications**

High school diploma or GED. One year of advanced clerical experience to include public contact, customer service, cash management, and/or data entry is required. Must be able to work all shifts, all rotating schedules and weekends. Must be able to lift 35 lbs.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is advanced clerical and customer service work for the Animal Services Department.

## Human Resources Department

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### Animal Services Customer Service Supervisor 1 (001137)

#### **Minimum Qualifications**

Bachelor's degree and one year of customer service experience to include some supervisory experience are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Animal Services Collection Specialist 1 (001140)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Animal Services Collections Specialist 2 (001141)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

### Animal Control Specialist (001142)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the handling and custody of dogs or other domestic animals are required. Completion of 60 semester credits to include 15 semester credits in Veterinary Medicine or Criminal Justice may substitute for two years of the required experience on a year-for-year basis; or high school diploma or GED and six months of experience as an Animal Services Clerk, Animal Attendant, or Veterinary Technician with Miami-Dade County are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized field work in the enforcement of laws and ordinances pertaining to animal control within the County.

Employees in this class are responsible for operating specially equipped vehicles in the patrol of an assigned area to apprehend unleashed and unlicensed dogs and other domestic as well as wild animals. Related responsibilities include the investigation of reported animal nuisances and testifying in court as the result of issuance of citations for non-compliance with County animal ordinances. Work involves an element of personal danger in occasional contact with violent or diseased animals and requires tact in dealing with the public. Assignments are usually received by radio transmission or written form which provide information regarding the location and pick up of unleashed dogs or other animals suspected of being diseased, rabid, or otherwise dangerous. Supervision is received from a technical superior who reviews reports of activity and provides directions in unusual or difficult work situations.

##### ILLUSTRATIVE TASKS

Patrols an assigned geographic area in specially equipped vehicles; investigates complaints; questions dog owners and complainants to determine nature of violation; apprehends and collects unleashed, unlicensed, destructive, or deceased dogs or other domestic animals; transports animals to the impoundment facility; and assists in moving animals from vehicles.

Returns licensed animals to owners; explains provisions of the animal control ordinance; issues warnings and official citations.

Investigates reports of bites by animals who are vicious or suspected of being rabid; prepares reports for departmental records and other agencies.

Prepares daily reports of activities and condition of animal found.

Provides testimony in court to support facts relating to issuance of citations, as required.

Assists in animal cruelty cases; assists other enforcement agencies and other organizations concerned with the welfare of animals.

Washes and disinfects vehicle cages, and washes and cleans vehicles after assigned tour of duty.

Operates animal control firearms to subdue dangerous animals under direct supervision of superior.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of principles, practices, and methods of humane animal collection and handling.

Knowledge of the road network of the local geographical area, including municipalities and unincorporated Dade County.

Knowledge of the laws, rules, and ordinances pertaining to animal control and impoundment within Dade County.

### Animal Control Specialist (001142)

Knowledge of the proper use and operation of animal control firearms.

Ability to interpret and enforce related laws and ordinances pertaining to animal control work with firmness, tact, impartiality, and courtesy toward the public.

Ability to understand and follow both verbal and written instructions.

Ability to safely and effectively operate animal control firearms.

Ability to provide information through a deposition or court testimony.

Ability to prepare concise reports of all activities.

Skill in the use of tools and equipment used in apprehending animals.

Skill in the operation of animal control firearms.

Physical strength and agility sufficient to perform assigned duties.

REV 7-93

### **Nature Of Work**

This is specialized field work in the enforcement of laws and ordinances pertaining to animal control within the County.

## Human Resources Department

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### ASD Facilities & Procurement Specialist (001143)

#### Minimum Qualifications

Bachelor's degree. Three years of procurement and/or management and facility maintenance experience is required. Additional experience may substitute for the required education on a year-for year basis.

#### Job Specifications

#### Nature Of Work

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.



### Animal Care Specialist (001146)

#### Minimum Qualifications

Eighth grade. Six months of experience in the care and feeding of animals are required.

#### Job Specifications

##### NATURE OF WORK

This is manual labor work in the impoundment, handling and care of animals and the cleaning and maintaining of animal shelters in a county facility.

Employees in this class are responsible for the feeding, handling and custodial care of animals as well as assisting in the general care and maintenance of buildings and grounds. Instructions are usually received orally and in writing and repetitive tasks are performed with considerable independence. All work is subject to inspection while in progress and upon completion.

##### ILLUSTRATIVE TASKS

Impounds animals and places within the facility according to size, sex, needs and circumstances involved in their pick up; maintains strict accountability by keeping animals with their respective records.

Disinfects kennels and cages after removing feces and other foreign matter; controls insect pests and parasites by spraying insecticide without causing discomfort or injury to animals.

Feeds animals on a regular schedule; maintains ample fresh water supply.

Assists veterinarians in examining, inoculating, treating and euthanizing animals.

Assists the public in search of a lost pet or when seeking to adopt a new one; handles cash receipts and maintains records pertaining to shelter operations as assigned.

Unloads and stores supplies such as feed, disinfectants and equipment; keeps grounds free of debris and rubbish; performs minor repairs on the building and equipment used in normal operation of the facility.

Removes, corrects or brings to the attention of a supervisor any unsafe practice or safety hazard found.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of established procedures in the impoundment and care of animals in the county animal control facility.

Knowledge of the feeding and custodial care of domestic animals.

Ability to handle various species of animals in a compassionate and safe manner.

Ability to assist the public in an informative, pleasant and helpful manner.

Ability to read and comprehend oral and written instructions.

Ability to maintain, compile and submit records or reports as assigned.

Ability to use tools and equipment routinely utilized in the daily operation of the facility.

Physical strength and agility sufficient to perform manual labor tasks such as lifting, moving equipment and handling or restraining large and sometimes dangerous animals.

Willingness to work various assigned work shifts.

REV 10-77

#### Nature Of Work

This is manual labor work in the impoundment, handling and care of animals and the cleaning and maintaining of animal shelters in a county facility.

## Human Resources Department

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### Animal Care Specialist Coordinator (001148)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in the care and feeding of animals are required. Must obtain Euthanasia Certification provided by the Florida Animal Control Association prior to the completion of the probationary period.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

## Human Resources Department

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### Animal Services Disposal Technician (001149)

#### Minimum Qualifications

Eighth grade. Six months of experience as a general helper or laborer are required. Must possess a Driver license.

#### Job Specifications

#### Nature Of Work

## Animal Services Investigator (001150)

### Minimum Qualifications

High school diploma or GED. Two years of investigative experience, code enforcement, veterinary or related experience are required.

### Job Specifications

#### NATURE OF WORK

This is specialized investigative work in the enforcement of State and County animal cruelty laws.

An employee in this class is responsible for investigation of animal cruelty complaints, enforcement of State and County animal cruelty laws, and correlation of evidentiary material for prosecution purposes during court procedures. Responsibilities include obtaining warrants under search-and-seizure statutes, inspecting commercial and private pet-related businesses, and issuing warnings and citations for violations of animal cruelty laws. Duties may include supervision of subordinates on some cruelty cases. Supervision is received from a specialized administrative superior who reviews written reports and correspondence, and evaluates performance for effective investigative and enforcement activities.

#### ILLUSTRATIVE TASKS

Serves as animal services information officer; presents departmentally prepared and approved educational programs, including lectures, slides, and demonstrations at schools and civic meetings.

Investigates, enforces and collects evidentiary material for prosecution purposes, including witnesses' names and addresses.

Maintains case numbered reports on cruelty investigations which are extensive in nature and where evidence is seized, along with maintaining proper chains-of-evidence in question; participates and supervises the collection, transportation and confinement of evidentiary material.

Testifies in court as to facts concerning citations issued for violations of animal control laws.

Maintains contacts with other law enforcement agencies, State and County Attorney's Offices, veterinarians, and other agencies requiring special assistance.

Questions complainants, owners and witnesses, enforcing sections of the code pertaining to cruelty, and assures compliance with pertinent sections.

Inspects commercial and private kennels, and pet and grooming shops to assure conformance with laws; explains violations and need for correction of such things as poor sanitary conditions, inadequate food, sick or injured animals, and overcrowded conditions; issues citations as appropriate.

Collects and impounds animals seized under state statutes dealing with cruelty.

Supervises subordinates on cruelty cases and other functions which require direct attention.

Maintains specialized equipment used for gathering evidentiary materials, and inspects and services vehicle assigned.

Provides limited assistance to complainants or witnesses wishing to seek further court action by guiding them through proper channels.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of applicable codes and ordinances governing animal care and control.

Considerable knowledge of departmental policies and procedures pertaining to animal cruelty investigations.

Considerable knowledge of animal identification, illness, habits and behaviors.

Considerable knowledge of the techniques and equipment used in capturing and restraining, receiving, feeding, caring for, grooming and releasing animals.

Knowledge of investigative techniques, methods and procedures.

Knowledge of public relations principles and techniques.

Ability to enforce animal cruelty laws with firmness, tact and impartiality.

Ability to conduct extensive animal cruelty investigations and maintain sound chains-of-evidence.

Ability to issue citations and warnings for violations of animal cruelty laws.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to testify in court.

## Human Resources Department

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### **Animal Services Investigator (001150)**

Ability to present educational programs, lectures and demonstrations.

NEW 10-88

#### **Nature Of Work**

This is specialized investigative work in the enforcement of State and County animal cruelty laws.

## Human Resources Department

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### Animal Services Enforcement Supervisor (001152)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced administrative work supervising specialized investigations in the enforcement of State and County animal cruelty laws.

## Human Resources Department

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### Animal Services Citations Specialist (001161)

#### **Minimum Qualifications**

Bachelor's degree. One year of code enforcement or related experience is required. Additional related experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

Job description not available.

#### **Nature Of Work**

## Human Resources Department

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### Animal Services Clinic Supervisor (001162)

**Minimum Qualifications**

Bachelor's degree. Two years working in a veterinary practice, animal shelter, or caring for and feeding animals to include supervisory experience are required. Additional related work experience may substitute for the required education on a year for year basis. Must obtain Euthanasia Certification provided by the Florida Animal Control Association prior to the completion of the probationary period.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced and responsible administrative and supervisory work managing the work of Veterinarian Technicians for the Animal Services Department.



## Human Resources Department

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### Director, Miami Dade Animal Services Department (001168)

#### Minimum Qualifications

Bachelor's degree. A minimum of six to ten years of progressively responsible managerial experience to include experience in a veterinary environment, animal welfare agency, animal control department or related field is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of the Miami-Dade Animal Services Department.

An employee in this class is responsible for planning, directing and coordinating the operations of county-wide animal care and control services. Responsibilities include directing through subordinate staff county-wide enforcement of state and local regulations pertaining to domestic animals, administration of license tag and rabies vaccination programs, veterinarian services, dead animal removal from the public right-of-way, adoption and spay/neuter services, humane education, cruelty investigations, public relations, and field operations involving the apprehension, transportation, and confinement of unleashed, unlicensed, diseased or injured dogs or other domestic or wild animals. The incumbent exercises independent judgment in making decisions on technical policies, goals, and objectives, and interacts with local and state organizations regarding animal care and control programs. Supervision is exercised through subordinate personnel with assigned responsibilities in various phases of departmental activities, including administration of license tag and rabies vaccination programs, veterinary services, adoption program, humane education, dead animal removal from the right-of-way, public relations, and field operations involving the control of stray, lost and/or unwanted domestic animals. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and the achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates through subordinates the development of animal care and control program activities.

Directs and coordinates through subordinates the activities of Miami-Dade County's animal shelter including the apprehension, transportation, and confinement of unleashed, unlicensed, diseased or injured dogs and other domestic or wild animals; field enforcement of laws and ordinances pertaining to animal control ordinances within the County; dead animal removal from the right-of-way; impoundment, handling veterinary care and euthanasia of animals; assistance to the public in search of lost pets; investigations of animal cruelty cases in coordination with law enforcement officials and the operation of spay/neuter and animal adoption programs.

Directs and supervises through subordinates the activities of professional and technical employees engaged in providing veterinarian services for Miami-Dade County's animal shelter including interpreting standards and laws pertaining to the care, control, and disposition of impounded dogs; providing technical consultant services to health officers and various agencies; implementing a program for the control of veterinary communicable diseases; directing local rabies control and eradication programs; examining all animals impounded and providing appropriate treatment or

#### DIRECTOR, MIAMI-DADE ANIMAL SERVICES DEPARTMENT

##### ILLUSTRATIVE TASKS (Cont.)

veterinary medical procedures, including autopsies in order to isolate the cause of death; performing euthanasia as necessary in accordance with applicable regulations and recognized humane practices; and ensuring compliance with legal requirements related to the spaying or neutering of animals adopted from the shelter.

Directs the promotion of effective public information and education regarding pet ownership activities; promotes responsible pet ownership through humane education; promotes animal service partnerships with private sector animal welfare agencies; and establishes programs that

## Human Resources Department

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### Director, Miami Dade Animal Services Department (001168)

complement those of the private sector organizations.

Oversees the planning, development and maintenance of a "state of the art animal shelter" including development of a multi-year capital funding strategy to secure substantial shelter improvement.

Establishes departmental programs, functions and direction; sets goals and objectives and monitors their achievement; evaluates animal care and control services and facilities, and assesses their effectiveness in meeting the needs of the citizens of Miami-Dade County.

Exercises financial oversight, including review, approval, and monitoring of expenditures to ensure that they fall within budget allocations.

Meets with outside individuals and groups to solicit input from the community to discuss concerns related to animal care and control issues; attends meetings, conferences and seminars involving local, state and national animal care and control regulation issues, and coordinates with local and regional welfare organizations to maximize quality of animal care and control community-wide.

Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of state and local laws, regulations, codes, and ordinances pertaining to animal control and welfare.

Extensive knowledge of the principles of general management, business and public administration.

#### DIRECTOR, MIAMI-DADE ANIMAL SERVICES DEPARTMENT

#### KNOWLEDGES, ABILITIES AND SKILLS (Cont.)

Thorough knowledge of laws, regulations, ordinances, and procedures pertaining to the investigation of animal cruelty cases.

Thorough knowledge of animal care and control, including an understanding of the health and temperament issues central to the animal services function.

Considerable knowledge of supervisory principles and practices.

Knowledge of the policies and procedures used in budget preparation, justification, monitoring and reporting, including capital planning and management.

Knowledge of training needs associated with all aspects of animal care and control.

Knowledge of computers and commonly used database programs.

Ability to manage and direct activities related to animal control and welfare.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### **Director, Miami Dade Animal Services Department (001168)**

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with the public, senior County management, elected officials, community organizations and officials of local and state organizations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

**MINIMUM QUALIFICATIONS:** Bachelor's degree. A minimum of five to nine years of progressively responsible managerial experience to include experience in a veterinary environment, animal welfare agency, animal control department or related field is required.

NEW 09/2004

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of the Miami-Dade Animal Services Department.

## Human Resources Department

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### Chief, ASD Shelter Services Division (001170)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three years of experience in customer service, outreach, shelter services or related experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible managerial and administrative work overseeing the Public Affairs, Customer Services and Shelter Services Division for the Animal Services Department.

## Human Resources Department

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### Chief, Animal Services Administration & Collections Division (001171)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is responsible professional and managerial work directing and overseeing Budget & Finance, Human Resources, Property Management, Information Technology and Procurement Divisions within Animal Services Department.

## Human Resources Department

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### Chief, ASD Shelter Operations & Code Enforcement Division (001172)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible professional managerial work in directing the Operations (Kennel/Clinic) and Enforcement Division for the Animal Services Department.

### 311 Call Center Specialist (001188)

#### Minimum Qualifications

High school diploma or GED. Three years of clerical experience in public contact, handling complaints, or providing citizen information or referral services are required.

#### Job Specifications

This is specialized public contact work receiving, screening, and referring telephone calls to appropriate County departments.

Employees in this classification are responsible for accurate and effective evaluation and response to telephone calls for information regarding county services. Work is performed in accordance with prescribed procedures and departmental regulations; however, independent judgment is exercised in determining and assessing the needs of the caller. Supervision is provided by an administrative supervisor, who reviews work through observation for quality, consistency, and conformity with established procedures and may confer with employees on unusual or difficult cases.

#### ILLUSTRATIVE TASKS

Receives telephone calls from the public requesting information about county, municipality, and state and federal government services.

Evaluates the needs of the caller by determining the exact nature of the call.

Provides information in response to complaints or request for information from callers and walk-in customers regarding all county departments and departmental services in order to resolve citizen complaints.

Provides direction and accurately refers callers and walk in to a variety of non-county multi-jurisdictional governmental and community resources.

Serves as rumor control resource during and immediately following an emergency or disaster; intercepts rumor control calls and disseminate accurate information in a prompt yet tactful manner.

Performs other duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Miami-Dade County departments, their functions, services, and locations.

Knowledge of the functions, services provided, and locations of other jurisdictions and social service agencies.

Knowledge of the area's geography

Knowledge of the proper legal functions of governmental agencies sufficient to answer or direct citizen inquiries.

Knowledge of departmental regulations pertaining to citizen complaints and resolutions.

Knowledge of public relations principles and techniques.

Knowledge of office practices and procedures.

Ability to communicate effectively with the general public by means of the telephone and in person.

Ability to discuss requests and inquiries with citizens and explain established rules, regulations and procedures.

Ability to provide quality service that consistently meets or exceeds caller needs and expectations.

Ability to communicate effectively with the general public by means of the telephone and in person.

## Human Resources Department

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### 311 Call Center Specialist (001188)

Ability to express ideas clearly and concisely, verbally, and in writing.

Ability to think critically and separate opinion from fact.

Ability to work independently in the absence of supervision.

#### **Nature Of Work**

This is specialized public contact work receiving, screening, and referring telephone calls to appropriate County departments.



## Human Resources Department

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### 311 Call Center Supervisor (001189)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in a call center environment, customer service and/or citizen outreach services are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible administrative work supervising the work of call center employees in the GIC.

## Human Resources Department

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### 311 Senior Call Center Specialist (001190)

#### **Minimum Qualifications**

High school diploma or GED. Four years of clerical experience in public contact, handling complaints, or providing citizen information or referral services are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Manager, 311 Answer Center (001191)

#### Minimum Qualifications

Miami-Dade County is recruiting for the position of Manager for the 3-1-1 Answer Center. This highly critical position will provide leadership and direction to a fast-paced multi-jurisdictional call center operation comprised of over 200 employees engaged in processing 6000+ calls daily from citizens inquiring about County services as well as municipal, federal and state services. The incumbent will be responsible for the development and implementation of long-range strategic plans to efficiently and effectively manage a complex call center environment with the utmost priority for excellence in customer service. The incumbent will exercise direct supervision over line supervisors and knowledge-base specialists in the day-to-day operations. The ideal candidate will possess excellent writing and verbal communication skills, including public speaking experience; extensive knowledge of industry trends and standards; knowledge of telephony systems and advanced call center technology tools and applications; extensive experience in human resource management to include adequate scheduling of workforce; and knowledge of fiscal and budgetary principles. The incumbent will be expected to maintain high levels of quality service, facilitate customer satisfaction surveys, oversee complaint resolution, be available to operate a 24/7 call center operation, and respond to emergency activations. Bachelor's degree and a minimum of four to eight years of professional administrative experience in the delivery of citizen outreach services or information and referral services is required.

#### Job Specifications

This is highly responsible management and administrative work in planning, organizing and directing Miami-Dade County's Enterprise wide 311 call center operations.

An employee in this class is responsible for planning, directing and supervising a diversified call center activities for Miami-Dade County. Responsibilities include a variety of administrative work, formulating policies and procedures for presentation to the Chief Information Officer, evaluating work program, management systems and technological advances, and monitoring service. The incumbent exercises considerable independent judgment in applying advanced principles of management to the efficient administration of the call center. Supervision is exercised over professional, technical and clerical subordinates with assigned responsibilities in various phases of operations. General direction is received from an administrative superior who reviews work through personal conferences and written reports and holds the incumbent responsible the effective management in the operations of the call center operations.

#### Illustrative Task

Plans, assigns and reviews the work of subordinates supervisors and staff employees of the call center engaged in evaluation and responding to request for information and assistance from citizens and representative of other public and private agencies; delivery of information and referrals services and provides direction to subordinates in addressing complex information request.

Evaluates the call center operations and services and assesses their effectiveness in meeting the needs of the public; directs the development of plans for future services; monitors technological development related to the improvement of the call center.

Coordinates with other county departments and with other senior county executives to assure the provision of services and information provided from other county departments are accurate before it is disseminated to the public.

Supervises the annual budget preparation and administration of the call center fiscal activities; attends department budget meetings to justify proposed expenditures.

Provides critical call center services to the Office of Emergency Management during emergency situations.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercise authority for personnel actions consistent with collective bargaining agreements, county personnel rules and all other applicable rules and regulation

## Human Resources Department

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### Manager, 311 Answer Center (001191)

#### KNOWLEDGE, ABILITIES and SKILLS

Thorough knowledge of the call center industry and its principles, practices and procedures including technological software systems related to call center operations.

Knowledge of the County's laws, ordinances and regulations pertaining to the operation of a call center.

Thorough knowledge of supervisory principles and practices.

Ability to use professional knowledge of the principles of management and public administration to formulate the call center policy and procedures.

Ability to delegate the authority to subordinates necessary to complete responsibilities in various call center activities.

Ability to establish and maintain effective working relationship with the general public, subordinates, superiors and a variety of other public and private officials.

Ability to determine if standards are being met and to redirect priorities as necessary.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to analyze the training needs and formulate training programs to achieve employee development objectives.

#### **Nature Of Work**

This is highly responsible management and administrative work in planning, organizing and directing Miami-Dade County's Enterprise wide 311 call center operations.

## Human Resources Department

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### Assistant Director, Community Information & Outreach (001196)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five to ten years of professional administrative or managerial experience in the delivery of citizen outreach services, information and referral services, or customer service to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible managerial work planning, implementing, directing and monitoring the delivery of County government services via digital channels, such as the Internet and 311.

## Human Resources Department

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### Director, Community Information & Outreach (001199)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Communication, Business, Computer Science or related field. A minimum of seven to ten years of progressive management experience to include the effective application of information technology solutions to improve operations, customer service, communications and marketing are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible executive level work planning, implementing, directing and monitoring the delivery of County government services via digital channels, such as the Internet and 311.

## Human Resources Department

### Veterinary Technician (001215)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Veterinary Medicine; high school diploma or GED and one year of relevant experience working with a Veterinarian in a small animal practice or animal shelter is required. Must receive Euthanasia Certificate within the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is highly skilled medical assistance work supporting a veterinarian in a countywide animal shelter program.

Employees in this class maintain a close working relationship with their supervising veterinarian and exercise considerable independent judgment and initiative in the care and treatment of animals within the shelter. Work involves a wide variety of laboratory activities as well as the inoculation of animals and other activities as assigned. Supervision is received from a Doctor of Veterinary Medicine who evaluates work in progress and upon completion.

##### ILLUSTRATIVE TASKS

Prepares animals for surgery and medication; performs laboratory tests and prepares laboratory reports as directed by a veterinarian.

Performs or assists in performance of euthanasia under direction of a veterinarian; selects and assembles those animals to be euthanized in accordance with law and shelter policy; advises information counter staff of animals euthanized.

Provides information counter staff with data on required rabies vaccinations and surgical sterilization schedules for response to public information requests.

Controls and safeguards all drugs and medicines as directed.

Sweeps, hoses, scrubs and disinfects floors, walls and tables in operating suite; cleans and disinfects or sterilizes equipment and instruments as directed by veterinarian on duty.

Participates and assists in public rabies clinics.

Assists in the holding, feeding and caring for all animals impounded.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of county and state animal control laws and regulations.

Considerable knowledge of methods and practices for the maintenance of clean and humane conditions for impounded animals.

Knowledge of basic veterinary medicine, laboratory practices, materials, equipment and instruments.

Knowledge of general aseptic and sterile techniques.

Knowledge of techniques of preparing surgical packs and the proper cleaning and sterilization of surgical instruments.

Ability to communicate effectively with superiors, shelter personnel, and the public with extreme tact and courtesy.

Ability to perform laboratory tests.

Ability to use medical equipment typical of veterinary medicine and assist a veterinarian performing surgery.

NEW 10-78

#### Nature Of Work

This is highly skilled medical assistance work supporting a veterinarian in a countywide animal shelter program.

### Veterinarian (001216)

#### Minimum Qualifications

Doctorate's degree in Veterinary Medicine. Must possess a State of Florida Veterinarian license.

#### Job Specifications

##### NATURE OF WORK

This is professional work in veterinary medicine in a Metro-Dade County animal services program.

An employee in this class is responsible for the professional care and treatment of animals and implementation of various animal control programs. Responsibilities include interpreting standards and laws related to the care, control and disposition of impounded dogs, assisting in the enforcement of laws pertaining to animal control, serving as a technical consultant to health officers and various agencies, implementing a program for the control of veterinary communicable diseases, directing local canine rabies control and eradication programs, and examining all dogs impounded and providing appropriate treatment or veterinary medical procedures. The incumbent exercises considerable independent judgment and technical expertise in applying the principles of veterinary medicine in the operation of an animal services program. Supervision may be exercised over assigned subordinates assisting with various phases of activities. Supervision is received from a professional superior who reviews work through personal conferences and written reports for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Assists in the enforcement of County and state laws pertaining to animal control and dog bites, and assists in the prosecution of offenders.

Determines the program and procedures to be used on biological specimens; participates in or supervises autopsies on animals to isolate the etiological agent or disease causing death; interprets laboratory findings.

Implements a program for the control of veterinary communicable diseases; serves as technical consultant to health officers and professional associates, official and voluntary agencies, and the public in recommending effective control procedures and offering diagnostic services.

Directs canine rabies control and eradication programs within the metropolitan area; assists in planning local disease control program; obtains samples and diagnoses diseases; implements vaccination or other corrective actions.

Examines all dogs impounded; directs the separation of diseased dogs for treatment or other disposition; inoculates, spays or neuters all dogs when required by law prior to redemption or adoption.

Prepares activity reports of inspections, tests and laboratory analyses.

Regularly observes all impounded dogs to ensure proper treatment of any animal showing signs of illness or injury.

Performs euthanasia when required in accordance with local laws and recognized humane practices.

Meets with civic organizations and others to provide animal services and control information.

Exercises responsibility for ordering, safekeeping and use of all drugs necessary in the treatment of dogs; maintains complete and accurate records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the theories, principles and practices of veterinary medicine.

Thorough knowledge of county and state animal control laws and regulations.

Thorough knowledge of methods and practices for the maintenance of clean and humane conditions for impounded dogs.

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of the principles of management and public administration.

Ability to apply the principles and practices of veterinary medicine to local animal services operations and activities.

Ability to deal tactfully, diplomatically, persuasively and firmly with members of the public.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to perform veterinary medical research, analyze results and present reports of findings.

Ability to direct and implement various programs in the control of veterinary communicable diseases.

#### Nature Of Work

This is professional work in veterinary medicine in a Miami-Dade County animal services program.



### Veterinarian (001216)

**Minimum Qualifications**

High school diploma or GED. Two years of experience in civil engineering drafting to include construction drawings, engineering surveying work above the instrumentation level, or road, bridge, or related construction experience are required. Must pass the paving and excavating sections of the General Engineering Contractor's examination during the training period.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is technical work in public works engineering construction inspection.

## Human Resources Department

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### PW & WM Projects Inspector 2 (001224)

**Minimum Qualifications**

High school diploma or GED. Two years of experience in the inspection of road construction and/or public works construction projects are required. Must possess proof of passing the paving and excavating sections of the General Engineering Contractor's Examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is technical and supervisory work in public works engineering construction inspection.

## Human Resources Department

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### Chief, PW & WM Inspector Monitoring (001225)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Architecture, Construction Management or a related field. A minimum of two to four years of experience in the inspection of road construction and/or public works construction projects are required. Additional work related experience may substitute on a year-for-year basis. Must possess proof of passing the paving and excavating sections of the General Engineering Contractor's Examination or must possess a Miami-Dade County or State of Florida General Contractor's certificate, a Miami-Dade County or State of Florida General Building Contractor certificate, or a Miami-Dade County or State of Florida General Engineering Contractor certificate.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible technical supervisory work with administrative responsibility in the inspection of public works installation for compliance with the Miami-Dade County Public Works manual and applicable standards.

## Title Analyst (001228)

### Minimum Qualifications

High school diploma or GED. Two years of experience in researching abstracts and one year of experience in title examinations are required.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work involving title searching and abstracting in the acquisition of right-of-way for public use.

Employees in this class are responsible for researching ownership records, instruments of title and other legal documents necessary in acquiring rights-of-way or easement rights to property required for public use. Work involves the searching of records from first recorded description to present time, checking the entire chain of title for reservations, outstanding interests such as mortgages, probates, judgments, liens, bankruptcy and miscellaneous matters against names in the chain title. Duties require the use of independent judgment in determining pertinent information and the ability to present this information in acceptable form. An administrative superior reviews work for thoroughness and compliance with legal and departmental policy.

#### ILLUSTRATIVE TASKS

Makes detailed search of title to parcel or parcels from abstract and title company records; checks chain of title for reservations, outstanding interests such as mortgages, probates, judgments, liens or bankruptcy proceedings.

Checks necessary or questionable instruments with records on file in county recorders office; makes summary of essential data necessary to show the true status of parcel under search.

Searches for previous right-of-way conveyances; makes special note of exceptions or reservations in prior title which may not have been shown in subsequent conveyances.

Reviews a variety of recorded information to insure that all essential data necessary to understanding the title of the parcel or parcels involved is complete.

Certifies that grantor appearing in said deed is the legal title holder and that there are no outstanding mortgages, judgments or liens of record against property.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the legal processes and documents pertinent to the acquisition and transfer of real property to the county.

Thorough knowledge of the methods used for checking entire chain of title and records involving rights-of-way or easement rights required for public use.

Considerable knowledge of modern office procedures and practices.

Knowledge of topographic mapping, sufficient to read and interpret legal descriptions of parcels of land to be acquired.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to analyze complex technical and legal documents relating to the acquisition and transfer of real property.

Ability to prepare and submit detailed reports.

### Nature Of Work

This is advanced technical work involving title searching and abstracting in the acquisition of right-of-way for public use.

### Traffic Signal Construction Inspector (001235)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in the inspection, management and/or installation of traffic signal construction and/or maintenance projects are required. Must possess a Dade County Certificate of Competency as a Journeyman or Master Electrician. Must obtain an IMSA Traffic Signal Certification Level 2 by the end of the probationary period.

#### Job Specifications

##### ATURE OF WORK

This is advanced technical work in the inspection of traffic signal construction for the Public Works Department.

An employee in this class is responsible for inspecting various aspects of traffic signal installation, modification and improvement projects. Responsibilities include providing technical direction to consultants and contractors, assisting in overseeing installation of traffic signals and related equipment, inspecting electrical installations to ensure compliance with electrical code requirements, testing controller equipment and components for proper operation, and providing assistance in the development of plans and specifications. The incumbent exercises considerable independent judgment in the inspection and testing of traffic signal installations to ensure conformance with plans, specifications and regulations. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Reviews roadway traffic signal improvement projects; provides information concerning construction plans and specifications; provides technical direction to field consultants and contractors.

Oversees contractors in excavation and restoration of trenches for installation of electrical conduit, placement of concrete and steel poles, backfilling with concrete, installation of span wire assemblies and suspension hardware assemblies, and placement and fastening of fittings or supports.

Oversees installation of wiring and ensures electrical connections and grounding are done in accordance with electrical code requirements; ensures wiring and connections are in accordance with wiring diagrams supplied by manufacturer, from the terminal board to any and all controller units, preemptions, flashers, relays, coordinating units, switches, service lead-ins, interconnect and any other equipment necessary for satisfactory operation.

Conducts tests of controller equipment and components including grounding and microprocessor operation to ensure proper installation and operation in accordance with the signal operation plan and timing sheets.

Assists in the resolution of difficult or unusual roadway conditions involving the installation of traffic signals.

Prepares a variety of technical reports and prepares correspondence.

Prepares for and attends pre-construction meetings concerning traffic signal projects.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the design and operating characteristics of traffic signal equipment.

Thorough knowledge of the methods and procedures used in the installation, testing and troubleshooting of traffic signal equipment.

Thorough knowledge of the theories and principles of electronics and electricity as applied to the design, installation, testing and operation of traffic signal devices and equipment.

Considerable knowledge of the tools, equipment and methods of the electronic and electrical trades.

Considerable knowledge of the occupational hazards and safety precautions required in the electrical/electronic trades.

Considerable knowledge of construction plans, blueprints and specifications.

Ability to oversee the work of contractors engaged in the installation of traffic signal equipment.

Ability to interpret technical sketches, blueprints, diagrams and specifications.

Ability to inspect traffic signal installations and ensure that work conforms with applicable electrical codes and related regulations.

Ability to detect the source of malfunctions in complex traffic signal devices and equipment.

Ability to prepare technical records and reports.

Skill in the diagnosis of electrical or electronic malfunctions in traffic signal control and systems equipment.

## Human Resources Department

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### Traffic Signal Construction Inspector (001235)

NEW 10-96

#### **Nature Of Work**

This is advanced technical work in the inspection of traffic signal construction for the Public Works Department.

### Traffic Signal Technician 1 (001237)

#### Minimum Qualifications

High school diploma or GED. Must obtain an IMSA Traffic Signal 1 Certification within one-year of appointment.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the installation, maintenance, modification and repair of traffic signal control mechanisms.

Employees in this class are responsible for the maintenance and repair of a variety of traffic signal equipment including electronic and electro-mechanical traffic controllers, master control systems and traffic signal intersection equipment. Duties include building emergency replacement controllers, performing on-site maintenance and repairs, testing and troubleshooting traffic signal equipment and conducting field inspection of contractors work. Incumbents exercise some independent judgment in the application of the principles and theories of electronics. Supervision is occasionally exercised over subordinate employees who assist with various phases of work. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory maintenance and repair of traffic signal control units.

##### ILLUSTRATIVE TASKS

Repairs, maintains and modifies electronic power supplies used in a variety of equipment including traffic controllers, computer driven maps and displays, and emergency standby power units; installs, repairs and modifies traffic signal poles and mast arms; installs and repairs conduit and electrical cables.

Builds-up and modifies microprocessor based traffic control equipment; installs computer telemetry units in controller cabinets; repairs and modifies microprocessor based, digital and analog controller modules used in traffic control units.

Installs, repairs and maintains digital multiplex telemetry equipment; builds-up emergency replacement controllers using pretimed units to replace damaged traffic controllers; installs emergency, new and replacement controllers at intersections.

Performs on-site maintenance and repairs including cutting span wire and cable, replacing damaged signal heads and burnt out signal lamps, and repairing underground electrical service runs and vehicle loops.

Troubleshoots traffic signal equipment and cable for shorted wires; tests electronic control units to identify

defective components; uses specialized electronic equipment such as oscilloscopes, signal generators, microprocessor testers and telemetry testers to assure the safety of traffic control units.

Operates electronic equipment to interface telephone equipment with remote traffic signal controllers; uses proper radio procedures and codes to document trouble calls, damage reports and work orders; operates and maintains traffic signal lift trucks.

Conducts field inspections of traffic signal control equipment installed by contractors.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and theories of electronics as related to the operation, maintenance and repair of intersection equipment, traffic controllers and control systems.

Considerable knowledge of the principles and theories used in installing, testing and troubleshooting of intersection equipment, traffic controllers and control systems.

Considerable knowledge of the operation and maintenance of state-of-the-art test equipment using LSI, MOS, CMOS, TTL, DTL and microprocessor technologies.

Considerable knowledge of the tools, materials, methods and practices of the electrical/electronics trades.

Considerable knowledge of the occupational hazards and safety precautions of the electrical/electronic trades.

Knowledge of the proper types of splices used for overhead and underground cable installations.

Knowledge of precision test equipment such as voltmeters, ampmeters, meggers and cable locators.

Ability to interpret technical sketches, blueprints and diagrams.

Ability to identify causes of malfunctions and make necessary adjustments in traffic control units.

Ability to accurately apply principles and theories in the operation, maintenance and repair of traffic signal control units.

Ability to operate and maintain precision test equipment.

Ability to make minor repairs and adjustments to precision test equipment.

## Human Resources Department

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### Traffic Signal Technician 1 (001237)

Ability to use proper radio codes and procedures.

Skill in the use of tools, equipment and testing devices of the electrical/electronic trade.

NEW 1-85

#### **Nature Of Work**

This is skilled technical work in the installation, maintenance, modification and repair of traffic signal control mechanisms.



### Traffic Signal Technician 2 (001238)

#### Minimum Qualifications

High school. Five years of experience in the installation, maintenance and repair of traffic signal control mechanisms are required. Must possess an IMSA Traffic Signal Certification Level 2.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work with some supervisory responsibility in the installation, maintenance, modification and repair of traffic signal control mechanisms.

Employees in this class supervise and participate in the work of skilled technical subordinates involved in the maintenance and repair of a variety of traffic signal equipment including electronic, electro-mechanical traffic controllers, master control systems and traffic signal intersection equipment. Duties include coordinating activities with outside agencies, identifying intersections with unresolved problems, instructing subordinates in the operation and maintenance of equipment, and testing control units to locate defective parts. Incumbents exercise independent judgment in determining methods and procedures for the installation, modification and repair of traffic signal equipment. Supervision is exercised over subordinate employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from a technical superior who reviews work in progress and upon completion for compliance to specifications and standards.

##### ILLUSTRATIVE TASKS

Supervises and participates in the repair, maintenance and modification of electronic power supplies used in a variety of equipment including traffic controllers, computer driven maps and displays, and emergency standby power units; assists in the installation and repair of signal poles, mast arms and cables.

Supervises and participates in the build-up and modification of microprocessor based traffic control equipment, installation and repair of computer telemetry units, and repair and modification of controller modules used in traffic control units.

Supervises and participates in on-site maintenance and repairs for traffic signal installations including replacement of damaged signal heads and burnt out signal lamps; assists with the repair of underground electrical service runs and cut vehicle loops.

Supervises and participates in the troubleshooting of intersection equipment, maintenance of digital multiplex telemetry equipment, and build-up of emergency replacement controllers.

Supervises the repair and testing of electro-mechanical traffic signal equipment; diagnoses malfunctions and corrects problems using spare equipment and cabinet prints; uses state-of-the-art electronic equipment to repair and test control units.

Coordinates activities with outside agencies to assure proper operation of interconnect lines.

Instructs subordinates in the operation and maintenance of electronic interface equipment, precision test equipment, and traffic signal lift trucks.

Reviews trouble and damage reports to identify intersection with unresolved problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electronics as related to the operation, maintenance and repair of intersection equipment, traffic controllers and control systems.

Thorough knowledge of the principles and theories used in installing, testing and troubleshooting intersection equipment, traffic controllers and control systems.

Considerable knowledge of the operation and maintenance of state-of-the-art test equipment using LSI, MOS, CMOS, TTL, DTL and microprocessor technologies.

Considerable knowledge of the tools, materials, methods and practices of the electrical/electronic trades.

Considerable knowledge of the occupational hazards and safety precautions of the electrical/electronic trades.

Considerable knowledge of the proper types of splices used for overhead and underground cable installations.

Considerable knowledge of precision test equipment such as voltmeters, ammeters, meggers and cable locators.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to interpret and explain technical sketches, blueprints and diagrams.

### Traffic Signal Technician 2 (001238)

Ability to accurately apply principles and theories in the operation, maintenance and repair of traffic signal control units.

Ability to diagnose malfunctions and make necessary adjustments in traffic control units.

Ability to operate and maintain precision test equipment.

Ability to make minor repairs and adjustments to precision test equipment.

Ability to use proper radio codes and procedures.

Skill in the use of tools, equipment and testing devices of the electrical/electronic trades.

NEW 1-85

#### **Nature Of Work**

This is skilled technical work with some supervisory responsibility in the installation, maintenance, modification and repair of traffic signal control mechanisms.

## Human Resources Department

### Traffic Signal Technician Supervisor (001239)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a Traffic Signal Technician 2 with Miami-Dade County or four years of experience in traffic signal construction and/or maintenance to include two years in a supervisory capacity are required. Must possess an IMSA Traffic Signal Certification Level 2 and a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory work in planning and coordinating the installation, modification and repair of traffic signal control mechanisms. Employees in this class are responsible for supervising through subordinate supervisors a staff of technical and maintenance employees engaged in the installation, modification and repair of traffic signal equipment including electronic and electro-mechanical traffic controllers, master control systems and traffic signal intersection equipment. Emphasis of the work coordinating traffic signal control activities with utility companies, government officials and contractors to ensure that activities conform with safety standards. Responsibilities include advising subordinates on major installations and modifications, assisting in the design of special circuitry for complex systems, and reviewing blueprints for special circuitry requirements. Incumbents exercise considerable independent judgment in determining systems equipment and job requirements. Supervision is exercised over subordinate employees through periodic inspection of work in progress and upon completion for adherence to job specifications. General supervision is received from a professional superior who reviews work through personal conferences and observations for achievement of desired results.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisory and technical employees engaged in the installation, maintenance and repair of traffic signal intersection equipment, electro-mechanical traffic controllers and master control systems.

Coordinates the activities of work crews and provides technical direction; supervises hazardous or unusual work assignments; participates in jobs involving unusual or difficult technical problems.

Advises subordinate supervisors concerning major installations and modifications of signal control equipment and master control systems; assists in the design of special circuitry for complex systems equipment; reviews sketches, blueprints, work orders and electronic circuit diagrams for special circuitry requirements.

Prepares work schedules and assigns work orders; reviews blueprints and suggests working procedures; instructs subordinates in the operation and use of equipment.

Coordinates the installation, maintenance and repair of electronic equipment with utility companies, state officials and contractors; meets with utility personnel for clearances on overhead and underground installations; notifies utility companies upon completion of installations. Conducts inspections of equipment installed at new intersections by contractors.

Prepares estimates of costs, time and materials required for proposed jobs; maintains records of labor and materials cost; requisitions equipment, materials and supplies.

Communicates and enforces established safety practices and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electronics as related to the operation, maintenance and repair of traffic signal intersection equipment, electro-mechanical traffic controllers and master control systems.

Thorough knowledge of the principles and theories used in installing, testing and troubleshooting traffic signal intersection equipment, electro-mechanical controllers and master control systems.

Thorough knowledge of the operation and maintenance of state-of-the-art test equipment using LSI, MOS, CMOS, TTL, DTL and microprocessor technologies.

Thorough knowledge of precision test equipment such as voltmeters, ampmeters, meggers and cable locators.

Considerable knowledge of the tools, methods and practices of the electrical/electronic trades.

Considerable knowledge of the occupational hazards and safety precautions of the electrical/electronic trades.

Considerable knowledge of the proper types of splices used for overhead and underground cable installations.

## Human Resources Department

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### Traffic Signal Technician Supervisor (001239)

Considerable knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to interpret and explain technical sketches, blueprints and diagrams.

Ability to prepare accurate estimates of costs, time and materials required for work assignments.

Ability to prepare and maintain records and reports.

Ability to establish and maintain effective working relationships with representatives from other county departments, government jurisdictions and utility companies.

Ability to express ideas clearly and concisely verbally and in writing.

Skill in the detection, determination and elimination of malfunctions in traffic signal control and systems interface equipment.

NEW 1-85

#### **Nature Of Work**

This is advanced supervisory work in planning and coordinating the installation, modification and repair of traffic signal control mechanisms.

### Traffic Maintenance Repairer (001242)

#### Minimum Qualifications

Eighth grade and one year of experience in the installation of traffic signs and/or the application of street markings are required; or Currently employed by Miami-Dade County as a Maintenance Repairer with permanent status is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work with some supervisory responsibility in the installation of traffic control devices and application of pavement markings and messages.

Employees in this class are responsible for supervising and participating in the installation, removal and repair of signs, construction of asphalt curbing and traffic channelization and the application of painted street markings. Employees work with a crew of traffic maintenance helpers utilizing motorized spray equipment, air compressors and paint striping machines. Assignments are received from a superior in the form of work orders which diagram work to be accomplished and by oral instructions for the more routine work. Work is reviewed by a foreman who inspects work in progress and upon completion for compliance with instructions and satisfactory completion of work schedules.

##### ILLUSTRATIVE TASKS

Receives work orders requiring erection, replacement and repair of stop, caution and warning signs, construction of asphalt curbing or traffic islands, street painting and striping for barrier lines, center lines, cross walks and related activities.

Directs the work of a crew completing work orders and maintaining equipment; assists in performance of tasks as needed to complete projects or train subordinates using a variety of equipment such as air compressors and striping machines.

Applies pavement marking stencils, regulates compressors and prepares paint for application.

Insures compliance of subordinates with safety precautions; inspects completed work for conformance to quality and quantity standards, and traffic engineering specifications.

Contacts the public in the area where crews are working, informs property owners of the work being performed.

Inspects assigned area for damaged or worn signs and markings and reports to superior.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the practices, methods, equipment and materials used in installing traffic control devices and painting traffic control lines.

Knowledge of the occupational hazards and necessary precautions of traffic device installation work.

Knowledge of the adaptabilities and limitation of various kinds of paints and other surfacing materials utilized on the various types of pavements and sign compositions.

Knowledge of operational characteristics, maintenance and repair needs of motorized equipment used in traffic maintenance activities.

Ability to lay out and direct the work of a crew of traffic maintenance helpers and laborers in a manner conducive to full performance and high morale.

Ability to understand and implement instructional diagrams, written and oral instructions.

Ability to anticipate routine equipment maintenance needs.

Ability to secure a Florida State driver's license if required by assignment.

Ability to keep simple records and make simple reports.

Physical strength and agility sufficient to work long hours out of doors and occasionally under adverse working conditions.

REV 1-73

#### Nature Of Work

This is skilled work with some supervisory responsibility in the installation of traffic control devices and application of pavement markings and messages.

## **Human Resources Department**

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### **Traffic Maintenance Repairer (001242)**

### Traffic Maintenance Supervisor 2 (001246)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the installation or inspection of traffic signs, or traffic sign replacement investigations are required. Must possess an IMSA Work Zone Safety Specialist Certificate.

#### Job Specifications

##### NATURE OF WORK

This is large scale supervisory work in the installation and maintenance of traffic control devices and markings.

Work in this class involves the coordination of personnel, mobile equipment and supplies used in a wide variety of traffic markings, sign installations, roadway channelization and product testing. Employees are responsible for work scheduling and for insuring that all field assignments are satisfactorily completed according to prescribed traffic engineering plans. Work requires the use of some independent judgment and initiative in determining material requirements and motorized equipment to be used in the various types of installations. Supervision is exercised over construction and maintenance crews assigned throughout the metropolitan area, special instructions and assistance are provided in the more difficult projects. General supervision is provided by a maintenance superior who determines job priorities and reviews performance primarily for the efficient and economical completion of work schedules.

##### ILLUSTRATIVE TASKS

Develops and issues work schedules for the installation and maintenance of traffic control devices and markings.

Supervises through subordinate foremen the erection of traffic signs, asphaltic and cement channelization, roadway marking by use of transverse lines, long lines and pavement messages.

Inspects work in progress and upon completion for adherence to illustrated schematic plans and for quality of workmanship.

Carries out traffic materials testing program for a variety of paints, reflective devices and mechanical equipment; submits evaluation report to superiors with appropriate recommendation.

Provides for the necessary training of the maintenance staff, demonstrates the proper use of motorized equipment and the standard safety precautions applicable to working in vehicular traffic.

Insures that all supplies are available when needed and that all motorized equipment is in proper working order.

Maintains records on work orders completed, supplies and manpower utilized and related information.

Recommends personnel transactions to a superior, suggests the purchase of various supplies and equipment and submits cost reduction proposals.

Assists the maintenance superintendent in developing efficient work methods and economical manpower utilization techniques.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of traffic engineering as applied to roadway marking and devices used in the control of traffic movement.

Thorough knowledge of the methods, materials and equipment used in traffic maintenance.

Considerable knowledge of safety standards and precautions applicable to working in high volume traffic flow.

Considerable knowledge of mechanical technology and operating characteristics of motorized equipment.

Knowledge of effective supervisory practices and techniques for organizing and coordinating large scale field work.

Ability to assign work from engineering schematic plans using surveying data and measurements.

Ability to organize and coordinate work crews effectively throughout the metropolitan area.

Ability to prepare and submit reports on materials testing programs.

Ability to estimate manpower, material and equipment requirements for long range maintenance and construction programs.

Ability to analyze operating procedures and to recommend improvements where possible.

NEW 1-70

#### Nature Of Work

## Human Resources Department

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### Traffic Maintenance Supervisor 2 (001246)

This is large scale supervisory work in the installation and maintenance of traffic control devices and markings.

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in grounds and landscaping maintenance, tree trimming and/or construction and related office environment are required. Must possess a Driver license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible work in the inspection and monitoring of contractors and subcontractors performing landscape maintenance services and construction for the Miami-Dade County Public Works Department.



## Human Resources Department

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### PW & WM Landscape Maintenance Inspector 2 (001251)

**Minimum Qualifications**

High school diploma or GED. Two years of supervisory experience in grounds and landscaping maintenance, tree trimming or construction are required. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible work in the inspection and monitoring of contractors and subcontractors performing landscape maintenance services and construction for the Miami-Dade County Public Works Department.

### Mosquito Control Inspector (001252)

#### Minimum Qualifications

High school diploma or GED. Must possess a Driver license. Must be able to work varied schedules to include nights.

#### Job Specifications

##### NATURE OF WORK

This is routine field inspection work in the control of mosquitoes.

Employees in this class are responsible for performing inspections of suspected mosquito breeding places in residential and rural areas and operating spraying equipment and spray vehicles to assist in the control of mosquitoes. Work follows established routines with specific instructions received from superiors on all new assignments. Supervision is received from a superior who reviews work through field inspection evaluation reports and on-site inspections.

##### ILLUSTRATIVE TASKS

Makes systematic daily checks of assigned area in the salt marshes during summer mosquito breeding season; walks ditches and dips water at regular established intervals to check for the presence of mosquito larvae; inspects all types of artificial containers in residential and rural areas for the presence of mosquitoes; determines species of mosquitoes and the stage of the breeding process; inspects daily to prevent new breeding areas from developing; maintains alert for incoming flights of mosquitoes from adjacent areas.

Makes door-to-door inspection of an assigned residential area; contacts residents and distributes mosquito leaflets; looks for containers holding water, for pools, elevator shafts, sumps, buckets, tires and other locations where mosquitoes could breed; calls undesirable situations to the attention of occupants and asks for cooperation in eliminating the problem; keeps accurate work records of inspections made.

Makes counts of adult mosquitoes at established stations throughout the county.

Drives spray trucks, fog trucks, and uses spraying equipment to spray any type of area where mosquitoes may be breeding, including artificial containers such as catch basins.

Assists in loading, mixing and unloading insecticide for helicopter and fixed-wing airplane spray operations; assists in "spotting" for the helicopter and fixed-wing airplane.

Assists supervisors by answering telephone, routing trucks and pinning mosquito complaint maps when necessary.

Cleans vehicles and equipment as necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the breeding characteristics of mosquitoes, and of the identifying characteristics of the principal species common to South Florida.

Knowledge of the safe use of pesticides.

Knowledge of the Metropolitan Dade County Mosquito Ordinance.

Ability to learn rapidly, the rules and regulations concerning control of mosquitoes and to apply this knowledge to specific inspection work.

Ability to read and understand the contents of pesticide labels.

Ability to make field inspections and ascertain facts through investigation.

Ability to keep records and prepare routine reports.

Ability to follow verbal and written instructions.

REV 05/98

#### Nature Of Work

This is routine field inspection work in the control of mosquitoes.

## **Human Resources Department**

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**Mosquito Control Inspector (001252)**

### Mosquito Control Supervisor (001253)

#### Minimum Qualifications

High school diploma or GED. Two years of field experience in mosquito abatement or pest control to include pesticide usage, equipment and inspection procedures are required. Must pass the Florida Department of Agriculture examination in the CORE, Public Health and Aerial categories and must successfully complete the Code Enforcement Training Program given by the Public Works Department within the probationary period. Completion of 30 semester credits to include 10 semester credits in Biology and/or Entomology may substitute for required experience to a maximum of one year. Must obtain a CDL/Class C with Hazardous Materials Endorsement prior to completion of the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is administrative and technical work with supervisory responsibility in a mosquito control and inspection program.

Employees in this class are responsible for developing and implementing mosquito control policies and procedures and for the enforcement of the county ordinance pertaining to mosquito control. Emphasis of the work is on supervising a staff of subordinate supervisors assigned to specific zones of the county, establishing and revising a variety of procedures used in the reception of public complaints and establishing priorities for the application of insecticides and scheduling of aircraft for mosquito spraying. Incumbents exercise independent judgment in planning work to be performed, dealing with public complaints and in devising procedures required for an effective mosquito control program. Supervision is exercised through subordinate supervisors over a staff of mosquito control inspectors, technical and clerical employees assigned to various phases of the program. Supervision is received from an administrative superior who reviews work through reports and personal conferences for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors a staff of inspectors, technical and clerical employees engaged in carrying out assigned responsibilities in a mosquito control and inspection program.

Establishes, reviews and modifies field operational procedures used by subordinate supervisors to perform the duties of inspection and mosquito eradication.

Supervises and controls the inventory of insecticides used by subordinate supervisors in field fogging and those that are used in aerial application.

Reviews recommendations from subordinate supervisors, and plans and supervises the aerial application of pesticides; oversees and schedules the hours of a Mosquito Control Pilot/Technician.

Plans, reviews and directs the work performed under the direction of a labor crew supervisor; assures that proper mosquito control trails and paths are established to be used by inspectors in the eradication effort.

Plans, directs and supervises the work performed by a heavy equipment operator in trail construction and larvaciding.

Plans, directs and reviews work performed in vehicle and aircraft maintenance; assures that established manufacturer's and/or FAA requirements are adhered to; establishes priorities and deadlines to assure equipment availability.

Maintains statistical records and prepares periodic reports; provides information for, and assists in budget preparation.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance evaluations prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the breeding characteristics of mosquitoes, and of the identifying characteristics of the principal species common to South Florida.

Considerable knowledge of entomological principles, practices and techniques concerning the identification and control of larval and adult mosquitoes.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the Metropolitan Dade County Mosquito Ordinance.

Considerable knowledge of public relations principles and techniques.

Knowledge of the geography of Metropolitan Dade County.

## Human Resources Department

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### **Mosquito Control Supervisor (001253)**

Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to deal tactfully and persuasively with the public.  
Ability to establish and revise operational policies and procedures.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to enforce the provisions of a local mosquito control ordinance.  
Ability to plan and direct the aerial application of pesticides.

REV

#### **Nature Of Work**

This is administrative and technical work with supervisory responsibility in a mosquito control and inspection program.

## Human Resources Department

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### Mosquito Control Operations Manager (001254)

**Minimum Qualifications**

Bachelor's degree in Natural Sciences, Engineering or a related physical science. Three years of experience in mosquito control operations. Must pass the Florida Department of Agriculture examination in the CORE, Public Health and Aerial categories during the first three months of employment. Must obtain a CDL/Class C with Hazardous Materials Endorsement prior to completion of the probationary period. Additional experience in mosquito abatement or pest control to include pesticide usage, equipment and inspection procedures, and ground and aerial pesticide application may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible work with administrative responsibility planning and supervising ground and aerial mosquito control operations for Miami-Dade County.

### Guard Supervisor (001277)

#### Minimum Qualifications

High school diploma or GED. One year of experience in law enforcement or security work to include supervisory experience is required. Must possess a Driver license. Must be able to work rotating shifts, nights, weekends and holidays on a varying work schedule.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in protecting and patrolling special taxing guard districts.

An employee in this class is responsible for supervising a staff of security guards engaged in providing security services within special taxing guard districts. Emphasis of the work is on supervising a staff of security guards assigned to various locations throughout special taxing guard districts, preparing work schedules, assigning and inspecting patrol areas, assisting other law enforcement agencies, and preparing shift activity reports. Supervision is exercised over a staff of security guards through assignment of responsibilities and review of work for compliance with established practices and procedures. Supervision is received from an administrative superior who reviews work through conferences and reports for effective and efficient security operations.

##### ILLUSTRATIVE TASKS

Supervises the work of a staff of security guards responsible for protecting and patrolling special taxing districts; inspects all posts to assure compliance with policies and directives.

Confers with superiors to receive shift instructions and to report incidents and activities from previous shift.

Prepares work schedules and assigns work areas; changes or modifies schedules as needed; calls in part-time personnel to provide for necessary coverage.

Addresses and resolves routine service complaints from residents; confers with supervisor concerning policy decisions.

Responds to verbal reports of unusual incidents or problems and assists in their resolution; assists other law enforcement agencies in investigative and emergency situations.

Prepares and maintains activity records including guard logs, vehicle logs and incident reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the geography of Dade County including road networks and special taxing guard districts.

Knowledge of modern security practices, techniques and methods of law enforcement.

Knowledge of the policies, regulations and procedures used in protecting and patrolling special taxing guard districts.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce security policies, regulations and procedures firmly and impartially.

Ability to establish and maintain effective working relationships with subordinates, superiors and police officials.

Ability to understand and follow verbal and written instructions.

Ability to react promptly and correctly in emergency situations.

Ability to prepare and maintain routine records and reports.

NEW 10-86

#### Nature Of Work

This is supervisory work in protecting and patrolling special taxing guard districts.

## **Human Resources Department**

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**Guard Supervisor (001277)**



### Duplicating Equipment Operator (001280)

#### Minimum Qualifications

High school diploma or GED. Six months of experience in the operation of duplicating equipment are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the operation of complex reproduction equipment.

Employees in this class operate diazo and other complex reproduction equipment to reproduce a variety of manuals, booklets, contracts, aerial photographs, maps, plats and other documents requiring mass production. Duties include operating, adjusting and maintaining assigned equipment, production of blueline/blackline work, sepia and mylar film prints, and operation of less complex camera and related reproduction equipment. Assignments are generally in the form of work orders and employees are responsible for quality and quantity of work produced according to job specifications. Supervision is received from a technical or administrative superior who reviews work in progress and finished production for technical quality and adherence to departmental standards.

##### ILLUSTRATIVE TASKS

Operates diazo and other complex reproduction equipment to produce a variety of documents, maps and other printed matter requiring mass production.

Receives and reviews requests for reproduction services including number of copies required, original mylar film documents and job specifications.

Operates, maintains and adjusts controls to produce printing products; corrects malfunctions as they occur; cleans glass cylinders, exterior trays and cylinder surface; switches nozzles on ammonia tanks as required.

Produces mylar and sepia prints of structural, architectural, civil and mechanical engineering drawings, utility drawings and blueline/blackline prints.

Operates less complex horizontal camera's and other reproduction equipment.

Maintains stocks of papers, films, chemicals and diazo materials.

Maintains records of printing production.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating, repair and maintenance characteristics of diazo and other complex duplicating equipment.

Knowledge of the papers, inks, chemicals and films used in diazo, camera and other duplicating equipment operations.

Knowledge of printing job specifications.

Knowledge of the records and forms used in the area of assignment.

Ability to operate, adjust, maintain and perform minor repair to complex duplicating equipment.

Ability to follow verbal and written instructions.

Ability to maintain routine records of duplicating equipment operation.

Physical strength and agility sufficient to lift heavy loads and stand for prolonged periods of time.

Skill in duplicating equipment operation.

NEW 10-86

#### Nature Of Work

This is skilled technical work in the operation of complex reproduction equipment.

## Human Resources Department

### Duplicating Equipment Supervisor (001282)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the operation of duplicating equipment to include experience in offset and photolithographic processes are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and skilled work in the operation of offset and photolithographic reproduction equipment.

An employee in this class is responsible for the production of legible copies of legal documents, official records, architectural and engineering plans and specifications. Duties require the operation of varied types of photocopy, photostatic equipment, and photochemical machines and making the necessary adjustments, settings and required servicing for daily use. Incumbents are responsible for making decisions and exercising independent judgment pertaining to the size, weight and cutting of paper, the type of machine or equipment to be used to produce the desired results and the scheduling priority of each job. Supervision is exercised over subordinate personnel by assignment of work, checking work in progress and review of finished copies for quality. Work is reviewed by an administrative superior for timely completion of work schedules and for efficiency of reproduction services.

##### ILLUSTRATIVE TASKS

Sets up and operates offset process duplicating and related photographic equipment in producing a variety of legal documents, official records and engineering drawings.

Makes offset plates by etching, washing and sensitizing; inks plates and develops for reproduction uses.

Personally operates cameras, develops, masks, strips and rules negatives; makes line and half tone plates through the use of vacuum frame and arc lights.

Confers with department officials regarding work to be performed, methods used and priority of work.

Maintains item inventory of all common office and reproduction supplies used; submits requisitions to maintain supply levels.

Recommends the servicing, repair and replacement of equipment and changes in reproduction methods and techniques.

Supervises the cleaning, oiling and adjusting of duplicating equipment; may make minor repairs to equipment.

Prepares reports of reproduction and office supplies issued to include cost for budget control.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the various photolithography equipment, materials and methods used in the reproduction of a variety of documents.

Considerable knowledge of the operation, limitations and adaptabilities of offset presses, photochemical and auxiliary equipment.

Considerable knowledge of the papers, inks, chemicals and other supplies used in duplicating and photography.

Ability to make minor maintenance repairs on equipment used.

Ability to determine the photographic characteristics of a variety of drawings, forms and records.

Ability to plan, schedule and organize work to meet deadlines.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to maintain simple production records and to submit reports.

Skill in the operation of cameras and the developing of negatives.

NEW 10-68

#### Nature Of Work

This is supervisory and skilled work in the operation of offset and photolithographic reproduction equipment.

## Human Resources Department

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### Causeway Services Specialist (001284)

**Minimum Qualifications**

High school diploma or GED. Two years of clerical experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized clerical and customer service work in the Causeways Division of the Public Works Department

### Toll Collector (001286)

#### Minimum Qualifications

Eighth grade. Six months of experience as a cashier or related cash handling experience are required. Must have own transportation. Must be able to work days, nights, weekends, holidays and in inclement weather on a varying schedule for a facility that operates 24-hours a day, seven days a week.

#### Job Specifications

##### NATURE OF WORK

This is routine money collection work on a toll causeway.

Employees in this class are responsible for the safe and expeditious stopping of motor vehicles using a toll causeway and for the collection of the proper toll amount from each motor vehicle operator. Work requires accuracy and speed in receiving, registering and changing money and exposure to inclement weather. Duties are performed subject to the guidance, check and review of supervisors and is further subject to the exact check of vehicle registering machinery against tolls received.

##### ILLUSTRATIVE TASKS

Reports for duty on assigned shift at toll causeway; signs date, name and time in log book; checks money at the beginning of assigned shift; stops vehicles using the causeway by means of signs or warning lights; collects the toll according to the size and type of vehicle; registers the type of toll on a machine and deposits it; insures that bus tokens, other tokens, and foreign monies are not received; observes cars using free lane to insure that no car passes without proper emblem.

Issues receipts for tolls paid upon request.

Advises tourists on routes and current road conditions; checks for vehicles or persons desired by police and believed to be in causeway area.

Informs supervisor of toll machine malfunctions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple arithmetic.

Knowledge of change making and skill in making change accurately and quickly.

Ability to quickly identify a type of vehicle with the appropriate toll to be charged.

Ability to explain toll charges and give routine information to the public in a courteous and tactful manner.

REV 10-78

#### Nature Of Work

This is routine money collection work on a toll causeway.

## Human Resources Department

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### Toll Enforcement Officer (001288)

**Minimum Qualifications**

High school diploma or GED. Must complete a training course with the Department of Highway Safety and Motor Vehicles on the procedures for issuance of uniform traffic citations within the probationary period. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is paraprofessional work in support of the Public Works' Causeway Division's toll collection and enforcement program.

## Human Resources Department

### Causeway Manager (001289)

#### Minimum Qualifications

Bachelor's degree. One year of supervisory experience in customer service or cash handling is required. Additional professional experience with electronic toll collection may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the management of 24-hour toll collection on County toll causeways.

An employee in this class is responsible for supervising a staff of supervisory and toll collection employees engaged in collection and deposit of toll monies and operation of toll causeways. Responsibilities include the safe and efficient operation of toll booths and equipment, evaluating new and prospective equipment, analyzing supply requirements, and developing annual budget documents. Supervision is exercised through subordinate supervisors over collection personnel by personal observations and review of written reports and records. Supervision is received from an administrative superior who reviews work for efficient management through reports, audits and conferences.

##### ILLUSTRATIVE TASKS

Manages the collection, recording and auditing of tolls on County toll causeways; appoints shift supervisors and assists them in scheduling toll gate operations; assures that proper tolls are collected for the various use classifications of the causeways; supervises the internal auditing, accounting and bank depositing of receipts.

Analyzes supply needs, tests new and prospective equipment and materials, and requisitions materials and equipment through the County central purchasing office.

Supervises the sale and distribution of yearly causeways emblems.

Supervises subordinate supervisory personnel in the preparation of causeway personnel and payroll related documents and forms.

Investigates actions to collect for damages to County property on the causeways; appears in court when cases involve the causeway.

Assists in the preparation of the causeway annual budget documents and assists in the forecasting of revenues and expenditures.

Makes recommendations regarding hiring; discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of management, public and business administration and their application to governmental administration.

Considerable knowledge of the principles of management, public and business administration and their application to governmental administration.

Considerable knowledge of the characteristics and equipment of major causeways including roads, bridges, lighting, toll collecting and recording systems.

Considerable knowledge of the laws, rules and administrative requirements governing operation of County causeways.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of policies and procedures used in budget preparation, monitoring and reporting.

Knowledge of inventory control and County procurement procedures.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the public.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to analyze expenditures in relation to established budgets and furnish detailed information to management and supervisory personnel.

Ability to supervise and prepare various accounting, budget and other reports accurately and completely and on a timely basis.

## Human Resources Department

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### Causeway Manager (001289)

NEW 1-83

#### **Nature Of Work**

This is advanced administrative and supervisory work in the management of 24-hour toll collection on County toll causeways.

## Human Resources Department

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### Chief, PW & WM Causeways Division (001293)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of management experience including supervision of an accounting or cash intensive governmental or commercial operation are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible managerial work directing and managing the activities of the Causeway Division of the Public Works Department.



## Human Resources Department

### Seaport Enforcement Specialist (001300)

#### Minimum Qualifications

High school diploma or GED. One year of law enforcement experience as a police officer; two years of military law enforcement experience with an honorable discharge; or three years of full-time experience as a private security guard are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is security work in protecting and patrolling public and private property at the county seaport facility.

Employees in this class perform security work on an assigned shift to safeguard property and ensure the safety of persons at the seaport. Duties include patrolling seaport property on foot and by vehicle to prevent theft, pilferage, vandalism, fire, trespassing, accidents, property damage, misuse and abuse of equipment and ensure the safety of patrons and employees while on seaport property. Work is performed independently in accordance with detailed instructions and regulations and occasionally involves an element of personal danger. Supervision is received from senior security personnel who make daily assignments and review work performance through personal observation and written incident reports.

##### ILLUSTRATIVE TASKS

Patrols parking lots, terminals, business premises and cargo areas to prevent unauthorized entry and detect violations of established security regulations and procedures; stops suspicious persons in restricted areas and questions identities and nature of activities.

Operates the Automated Gate Security system and the STARS System for in-coming and outgoing truck and vehicle traffic at the Port of Miami; validates port issued ID from truck and vehicle drivers, for access approval; certifies pertinent cargo and driver information for terminal access; issues and prints authorized gate pass from gate scales for weight certification and collects appropriate fees; operates manual gate and audio controls in order to control site access during gate system failure.

Monitors the automatic activation of the gamma-ray, STARS System; monitors facility security by observing and operating a group of closed circuit television monitors.

Operates mobile equipment, mobile radios, computer console keyboards, printers, and disc drives, elevator control panels, cooling tower fan controls, intercoms, and fire communications equipment.

Controls and directs traffic using the seaport road network to expedite the flow of traffic with maximum safety.

Prepares incident reports, gate activity reports and logs in accordance with departmental rules, regulations and procedures.

Contacts fire rescue, police, security, building management and building personnel in response to fire, emergency and intrusion alarms; responds to elevator emergency calls.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the policies, regulations and procedures used in protecting and patrolling public property at a major seaport facility.

Knowledge of the geography of the seaport operating area including road network, users and facilities.

## Human Resources Department

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### Seaport Enforcement Specialist (001300)

Knowledge of the operations and activities at a major seaport facility.

Ability to enforce seaport security regulations with firmness, tact and impartiality.

Ability to react promptly and correctly in emergency situations.

Ability to understand and carry out written and oral instructions.

Ability to operate a motor vehicle; mobile communications equipment; automated security equipment, including closed circuit television systems; and other related equipment.

Ability to maintain logs and prepare a variety of reports, including incident and gate activity reports.

Physical strength and agility sufficient to perform assigned duties.

NEW 04/24/2006

#### **Nature Of Work**

This is security work in protecting and patrolling public and private property at the county seaport facility.

### Seaport Security Supervisor 1 (001301)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a Seaport Enforcement Specialist or law enforcement as a Police Officer; or three years of military law enforcement experience with an honorable discharge; or four years of full-time experience as a private security guard are required. Must possess a State of Florida Class D Security Officer license. State of Florida Class D Security Officer license must be maintained current and valid for continued employment. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized supervisory work in the protection of public and private property at the County Seaport facility.

Employees in this class are responsible for supervising and performing security work on an assigned shift to safeguard property and ensure the safety of persons at the Seaport. Responsibilities include supervising security officers assigned to security gate facilities, patrolling Seaport property by vehicle, supervising the patrols of security officers engaged in the prevention of trespassing, theft, pilferage, vandalism, fire, accidents, misuse, and abuse of equipment, and ensuring the safety of patrons and Port employees. Work occasionally involves an element of personal danger and is performed independently in accordance with detailed instructions and regulations. Supervision is exercised over a shift of security officers engaged in various facets of security operations. Supervision is received from a security superior who reviews work for effective shift operations and adherence to established policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of security officers engaged in protecting and patrolling public and private property at the County Seaport facility.

Supervises and directs operation of Seaport cargo entrance facilities, including truck scales; supervises the collection of cargo release forms and the photo recording of truckers and their cargo documentation.

Patrols Seaport property, including passenger terminals, cargo sheds and bays, parking areas and business premises, to prevent unauthorized entry and enforce established county ordinances, Seaport security regulations, and Seaport policies and procedures.

Supervises traffic control operations on cruise ship days, using the Seaport's road network to expedite the flow of traffic for maximum efficiency and safety; issues county parking citations and authorizes the removal of illegally parked vehicles from the Seaport.

Stops persons in restricted areas of the Seaport to ascertain the nature of their activities; may search persons, vehicles, and parcels within restricted areas; provides relief at posts when necessary.

Investigates accidents and other incidents, and assists law enforcement officers with investigations, arrests and emergencies; prepares incident reports and reviews those written by security officers to verify they are properly written in accordance with departmental rules, regulations, and procedures.

Operates mobile equipment, mobile radios, and other equipment, as required.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of policies, procedures, and regulations pertaining to patrolling and protecting persons and property at the Seaport.

Considerable knowledge of Seaport emergency and contingency plans.

Considerable knowledge of Seaport facilities and operations, including buildings, roadways, geographical layout, and port users.

### Seaport Security Supervisor 1 (001301)

Knowledge of supervisory principles and practices.  
Knowledge of public relations principles and techniques.  
Knowledge of records, forms, and reports used in Seaport security operations.  
Ability to react promptly and correctly under emergency situations.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to communicate clearly and concisely, orally, and in writing.  
Ability to operate mobile radio equipment and automobiles.  
Ability to enforce Seaport rules, regulations, and procedures with firmness, tact, and impartiality.  
Ability to investigate accidents and participate in investigations conducted by law enforcement officers.

NEW 7-92

#### **Nature Of Work**

This is specialized supervisory work in the protection of public and private property at the County Seaport facility.

## Human Resources Department

### Seaport Security Supervisor 2 (001302)

#### Minimum Qualifications

One year of experience as a Seaport Security Supervisor 1 with Miami-Dade County and an overall rating of satisfactory on the performance evaluation covering the most recent rating period or two years of experience as a supervisor in a security/military/law enforcement setting. Must possess a State of Florida Class "D" Security Officer License at the time of application which must be maintained current and valid for continued employment. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized supervisory work in the protection of public and private property at the county seaport facility.

Employees in this class are responsible for planning, assigning, and reviewing the work of subordinate seaport security supervisors engaged in supervising security activities at the county seaport facility in coordination with other law enforcement agencies and private companies. Responsibilities include directing security actions to assure the safety of persons while on county property, protect county facilities, and prevent unauthorized access to restricted port areas. Work occasionally involves an element of personal danger and is performed with considerable independence in accordance with established security and safety practices. Supervision is exercised through subordinate security supervisors over security officers engaged in patrolling and protecting seaport facilities. Supervision is received from and administrative superior who reviews work for effective supervision of security operations and adherence to established security policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Supervises seaport security activities in coordination with local and federal law enforcement agencies in a variety of special seaport related activities, including permit application background investigations, accident investigations, and control of traffic for special events.

Plans assignment schedules for security supervisors and security officers on a specific work shift; periodically checks by patrol vehicle all posts to assure appropriate security procedures are being followed; provides relief at posts when necessary, and assists in patrolling seaport property as required.

Supervises plain clothes detail and is responsible for all security equipment on an assigned shift.

Reviews daily seaport operating reports to ascertain that appropriate security measures are planned for the day's event and makes necessary changes as required.

Prepares and reviews incident reports, memorandum, and logs of activities prepared by security officers and supervisors to assure conformance with departmental rules, regulations, and procedures.

Recommends changes to seaport security policies, procedures, and operations to correct deficiencies and improve operations; keeps abreast of new procedures and developments in the security field.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employees performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of federal, state, and local government laws, regulations, and rules used in the protection of persons and public property at a major seaport.

Considerable knowledge of the departmental policies, regulations, emergency and contingency plans and procedures.

Knowledge of supervisory principles and practices.

Knowledge of seaport facility and operations, including buildings, roadways, geographical layout and port users.

### Seaport Security Supervisor 2 (001302)

Considerable knowledge of modern security practices, techniques and methods of law enforcement.

Considerable knowledge of public relations principles and techniques.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce seaport rules, regulations and procedures with firmness, tact and impartiality.

Ability to react promptly and correctly in emergency situations.

Ability to recommend changes in security policies and procedures to enhance effectiveness and efficiency of security operations.

Ability to investigate accidents and participate in investigations conducted by law enforcement officers.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 7-92

#### **Nature Of Work**

This is advanced specialized supervisory work in the protection of public and private property at the county seaport facility.

## Seaport Security Coordinator (001303)

### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Police Science or related field. One year of experience in seaport or aviation security administration is required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is advanced administrative work performing, planning and coordinating various administrative activities in the ID/Credentialing Unit of the Miami-Dade Seaport.

Employees in this class are responsible for performing diversified administrative duties or specializing in assigned administrative work of a more complex nature. Responsibilities include adjudicating fingerprints; auditing companies and employees that leave the Seaport without returning their badges; coordinating the security awareness program and assisting the division chief with regulatory issues. Additional responsibilities include keeping up with regulatory issues in the legislature, preparing briefing papers on changes in security levels and supervising the data entry staff on the weekends or in the absence of the Data Entry Supervisor. Incumbents exercise considerable independent judgment in the adjudication of fingerprint results and handling any issues that arise from the denial of the Port Identification Badge in accordance with federal, state and local regulation. Supervision is received from an administrative superior who reviews work for effective management of assigned responsibilities and achievement of established goals and procedures.

#### ILLUSTRATIVE TASKS

Reviews and adjudicates fingerprint results, and handles any issues that arise from the denial of the Port Identification Badge in accordance with federal, state and local regulations.

Reviews a variety of reports prepared by subordinates on assigned shifts concerning field inspections, non-routine incidents, access control issues or incidents, ID badge confiscations, and assures that corrective actions are taken to ensure compliance with regulations and to minimize any interruption in the overall operation at the port; assures reports are completed properly and in accordance with established procedures.

Coordinates Seaport operation activities with various other departmental divisions, fire and police agencies, port tenants and a variety of federal organizations.

Prepares statistical reports, maintains records of ID badge approvals and denials and prepares periodic reports summarizing the operations activities as it relates to security and compliance issues.

Prepares or directs the preparation of notices to port users in the event of circumstances which affect seaport operations such as street closures, changes in alert levels, new security procedures and other situations.

Prepares security awareness pamphlets and training as necessary to improve the overall compliance with security regulations by port users.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles of general management, public and business administration and their application to governmental administration.

Considerable knowledge of research techniques and the sources and availability of current information applicable to the adjudication of fingerprints and identification/credentialing.

Considerable knowledge of applicable federal, state, and county laws relating to fingerprint adjudication and the issuance or denial of identification badges.

Considerable knowledge of departmental legal, administrative and procedural regulations.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of supervisory principles and practices.

Ability to analyze a variety of administrative problems and make sound recommendations as to their solution.

## Human Resources Department

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### Seaport Security Coordinator (001303)

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.  
Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.  
Ability to express ideas clearly and concisely, both verbally and in writing.  
Ability to evaluate operating programs in relation to established goals and objectives and recommend courses of action.  
Ability to supervise and prepare a variety of required reports accurately and completely and on a timely basis.

NEW 07/03/2007

#### **Nature Of Work**

This is advanced administrative work performing, planning and coordinating various administrative activities in the ID/Credentialing Unit of the Miami-Dade Seaport.



## Human Resources Department

### Seaport Security Operations Supervisor (001305)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in security operations to include three years at a supervisory level are required. Completion of coursework may substitute for two years of non-supervisory experience on a month-for-month basis. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work coordinating operations and service activities in the Security Enforcement area at the Miami-Dade County Seaport.

Incumbents in this classification are responsible for planning, assigning and reviewing the work of a staff of specialized supervisory, enforcement and clerical employees engaged in a variety of activities in support of Seaport security operations. Emphasis of the work is on operational regulatory compliance activities and the protection of public and private property at the County Seaport facility. The incumbents exercise considerable independent judgment in making immediate decisions regarding Seaport security, regulatory compliance and in the development and implementation of policies and procedures to correct deficiencies and improve security operations. Supervision is exercised through subordinate supervisors over specialized security enforcement and clerical subordinates who assist with various phases of work. General direction is received from an administrative superior who reviews work through personal conferences and written reports for efficiency of seaport security activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors, specialized enforcement and clerical staff, engaged in the protection of public and private property and in operational regulatory compliance activities at the County Seaport facility. Responsibilities include planning, assigning and monitoring security activities in coordination with other law enforcement agencies and private companies, including permit application, background investigations, accident investigations, traffic control for special events, compiling information for daily reports for U.S. Customs on port users processed and the investigatory process involved in the issuance of Port IDs.

Plans assignment schedules for subordinate supervisory, specialized enforcement and clerical staff on a specific work shift. Periodically performs field checks by patrol vehicle on all security posts to assure appropriate security procedures are being followed; provides relief at posts when necessary, and assists in patrolling seaport property.

Responds to tenant issues and concerns; conducts audits surrounding ID badge issues; reviews appeals from applicants denied ID badges; instructs operational staff on compliance issues and ensures that compliance changes are made part of the training manual.

Reviews a variety of reports prepared by subordinates on assigned shifts concerning field inspections and non-routine incidents; assures that corrective actions have been taken or will be taken to provide fast and efficient customer service; assures that reports are completed properly and in accordance with established procedures.

Coordinates administrative and operational details related to the implementation of the facility security plan.

Responsible for operations and maintenance of all security equipment, including radios, vehicles, access control systems, and closed-circuit television systems.

Reviews daily seaport operating reports to ascertain that appropriate security measures are planned for the day's events and makes necessary changes when required.

### Seaport Security Operations Supervisor (001305)

Prepares and reviews incident reports, memoranda, and logs of activities prepared by security officers and supervisor, to assure conformance with departmental rules, regulations and procedures; prepares periodic reports summarizing operational activities.

Assists in the development and implementation as well as recommends changes to seaport security policies, procedures and operations to correct deficiencies and improve operations; keeps abreast of new procedures and developments in the security field.

Coordinates Seaport security operations and regulatory activities with various other departments, divisions, fire and police agencies, port tenants and a variety of Federal organizations; prepares or directs the preparation of Notices to Port users in the event of circumstances which affect seaport operations such as closed streets, closed taxiways or other situations.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee's performance.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of operating procedures and departmental rules and regulations related to security and regulatory compliance.

Thorough knowledge of modern security practices, techniques and methods of law enforcement.

Thorough knowledge of policies, regulations and procedures used in protecting and patrolling public property at a major seaport facility.

Thorough knowledge of cruise line, tenant and leasehold operations at Miami-Dade Seaport.

Thorough knowledge of the geography of the Miami-Dade Seaport including road network, building locations, public and private facilities and cruise line operating areas.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of federal and local regulations governing the control of a large transportation facility.

Considerable knowledge of departmental records, forms and reports required for ID badge processing.

Knowledge of the principles and practices of public and business administration.

Knowledge of the principles and practices of modern office administration.

Knowledge of public relations principles and techniques.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other government agencies and port tenants.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to initiate and install administrative and operational programs and procedures and to evaluate their effectiveness.

## Human Resources Department

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### Seaport Security Operations Supervisor (001305)

Ability to react promptly and correctly in emergency situations.

Ability to prepare a variety of reports, surveys and maintain logs.

Ability to deal tactfully and effectively with tenants and port users.

NEW 2/16/2006

#### **Nature Of Work**

This is administrative and supervisory work coordinating operations and service activities in the Security Enforcement area at the Miami-Dade County Seaport.

### Seaport Exterminator (001309)

#### Minimum Qualifications

Eighth grade. Must possess a Driver license and a State of Florida Limited Certification for Structural Pest Control. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in the extermination of pests for the Miami-Dade Seaport Department.

Employees in this class are responsible for participating in the control and extermination of insects, vermin, rats and other pests on the outside areas of the Seaport. Responsibilities include inspecting premises and investigating complaints of infestation, selecting the best methods of extermination, employing various chemicals or equipment to exterminate pests, and informing occupants of the proper procedures and precautions required during the extermination process. A Seaport Exterminator may oversee and inspect treatment that is applied by an outside contractor to ensure compliance with applicable standards. Supervision is received from a supervisor who will review work for the effectiveness of extermination activities.

##### Illustrative Tasks

Inspects premises and investigates complaints of infestation; determines nature of infestation and selects best methods of extermination.

Uses powders, sprays, solutions, traps or bait in exterminating pests; prepares and combines chemicals in proper proportions for safe and effective use.

Informs occupants on procedures and precautions required during the extermination process; instructs residents in methods of preventing the recurrence and spread of infestation.

Oversees and inspects treatment applied by outside contractors to ensure compliance with established extermination standards.

Keeps records and prepares reports of inspections and extermination activities, as well as updates a Material Safety Data Book.

Controls inventory of all chemicals, traps and baits used in the extermination process.

Performs custodial and other related work as required.

##### Knowledge, Skills and Abilities:

Knowledge of the methods, materials and equipment used in exterminating work.

Knowledge of specialized toxic materials used in a wide variety of extermination tasks.

Knowledge of the laws, rules and regulations governing the use of toxic exterminating supplies and materials.

Knowledge of the occupational hazards and safety precautions applicable to exterminating work.

Ability to utilize extermination materials, supplies and equipment to eradicate a variety of pests and infestations.

## Human Resources Department

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### Seaport Exterminator (001309)

Ability to examine and identify infestations and select the proper course of action to control or exterminate them.

Ability to observe and enforce established safety practices and procedures.

Ability to perform routine custodial tasks.

NEW 8/29/2005

#### **Nature Of Work**

This is semi-skilled work in the extermination of pests for the Miami-Dade Seaport Department.

### Seaport Hydraulics Mechanic (001310)

#### Minimum Qualifications

High school. Two years of experience in the maintenance of electrical and hydraulics equipment are required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled mechanical work at the journeyman level in the repair and maintenance of seaport hydraulic and related electrical equipment. Employees in this class perform skilled work in the repair and maintenance of fluid power and electrical systems which activate and control passenger loading bridges. Work involves diagnosing, repairing, overhauling and adjusting a variety of hydraulic equipment and hydraulic systems. Supervision is occasionally exercised over subordinate employees who assist with various phases of work. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory repair and maintenance of hydraulic systems.

##### ILLUSTRATIVE TASKS

Repairs and maintains a variety of hydraulically controlled and operated equipment with emphasis on passenger loading bridges; makes adjustments on pressure relief valves and flow control valves to bring components into proper operating range. Overhauls, rebuilds and services hydraulic component parts such as cylinders, directional control valves, pumps, piston type and wash plate pumps; fabricates hydraulic hoses, fittings and piping; certifies rebuilt components for required operating pressure. Troubleshoots hydraulic and electrical systems to locate and correct problems; makes bench tests to locate leaks and defects in equipment; recommends solutions to correct operating problems. Makes occasional repairs in the field; tests and checks components and equipment before returning to service. Observes established safety practices and procedures. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the construction, design, repair and adjustment of hydraulic and electrical components and equipment. Considerable knowledge of the operation of passenger loading bridges.

Considerable knowledge of tool and equipment needed for major and minor repairs of hydraulic and electrical systems associated with loading bridges.

Considerable knowledge of hydraulic and electrical principles and theory.

Considerable knowledge of the mechanics of hydraulic and electrical components.

Knowledge of the occupational hazards and safety precautions of hydraulic and electrical work.

Ability to diagnose and detect failures in hydraulic systems.

Ability to read hydraulic and electrical schematics.

Ability to follow verbal and written instructions.

Skill in the care and use of tools, equipment and materials used in industrial hydraulics.

Skill in the diagnosis of hydraulic and electrical malfunctions.

NEW 10-86

#### Nature Of Work

This is skilled mechanical work at the journeyman level in the repair and maintenance of seaport hydraulic and related electrical equipment.

## **Human Resources Department**

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### **Seaport Hydraulics Mechanic (001310)**

### Seaport Passenger Boarding/Baggage Conveyor Technician (001311)

#### Minimum Qualifications

Eighth grade. One year of experience in the repair, maintenance and operation of passenger loading bridges and baggage systems motor controls, computer technology, or electronic control system technology experience is required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment.

The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### Nature of Work

This is skilled technical work in the repair, maintenance and troubleshooting of passenger loading bridges and baggage conveyor systems at the Miami-Dade County Seaport.

Employees in this class perform skilled work in inspecting, troubleshooting, repairing and maintaining the integrated hydraulic, electromechanical and computerized systems, which activate and control passenger loading bridges and baggage conveyors. Work involves safety, operational and maintenance inspections of the equipment used in the movement of passengers and baggage on and off cruise ships. Incumbents exercise independent judgment in the diagnosis and repair of complex hydraulic, electro-mechanical and computerized equipment in accordance with technical specifications. Supervision may be exercised over subordinate maintenance and hydraulic mechanics when necessary for maintenance repair projects. Supervision is received from a technical superior who assists with difficult or unusual problems and inspects work in progress and upon completion for satisfactory functioning of equipment installed, repaired or maintained.

##### Illustrative Tasks

Troubleshoots, analyzes and repairs a variety of hydraulic, electromechanical and computerized equipment used at the Seaport with special emphasis on passenger loading bridges and baggage conveyors.

Inspects and maintains hydraulic cylinders, auto leveling systems, pumps, directional control valves and computerized electrical control systems.

Replaces major components of hydraulic, electromechanical and computerized systems.

Supervises and assists in overhaul, repair and maintenance procedures.

Monitors the operation of passenger loading bridges and baggage conveyors and makes necessary adjustments as required.

Makes continual safety and operational inspections while passenger loading and baggage equipment is in use.

Performs related work as required.

##### Knowledge, Skills and Abilities

Knowledge of the design, construction, repair and adjustment of hydraulic, electromechanical, computerized passenger loading bridges and baggage conveyors.

Knowledge of the tools and testing devices used in the troubleshooting, repair and maintenance of passenger loading bridges and baggage conveyors.



### Seaport Passenger Boarding/Baggage Conveyor Technician (001311)

Knowledge of hydraulic, electrical and mechanical theory.

Knowledge of safety precautions necessary to affect repairs and operation of passenger loading bridges and baggage conveyor systems.

Ability to diagnose and detect failures in the hydraulic, electromechanical and computerized components of passenger loading bridges and conveyor systems.

Ability to supervise subordinate mechanics in repair maintenance and overhaul procedures.

Ability to read electrical and hydraulic schematic drawings.

8/30/2005

#### **Nature Of Work**

This is skilled technical work in the repair, maintenance and troubleshooting of passenger loading bridges and baggage conveyor systems at the Miami-Dade County Seaport.

## Human Resources Department

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### Senior Seaport Berthing Officer (001313)

#### **Minimum Qualifications**

Bachelor's degree. Three years of passenger terminal, cargo or berthing operations experience to include one year of supervisory experience are required. Additional experience may substitute for the required experience on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment.

The security clearance required by federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

### Seaport Berthing Officer (001314)

#### Minimum Qualifications

High school. Three years of progressively responsible experience in the operational phases of a seaport facility to include experience in passenger terminal, cargo terminal, or berthing operations are required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in the coordination of vessel movements at the county seaport facility.

An employee in this class is responsible for vessel berth assignments and for supervising the arrival, departure and dock location of all vessels at the county seaport. Responsibilities include supervising subordinates engaged in verifying vessel reports, manifests and other items, coordinating work with various steamship agencies, and supervising the operation of the seaport drawbridge. The incumbent exercises considerable independent judgment in the assignment of available berths by taking into consideration the proximity of berths to agents' consolidation sheds, storage lots, staging areas, railroad tracks, and crane availability in order to assist stevedoring companies in reducing total labor costs. Supervision is exercised over a staff of subordinate superintendents and bridge operators engaged in carrying out assigned responsibilities. Supervision is received from an administrative superior who reviews work for efficiency of operations, through personal observations, written reports and personal conferences.

##### ILLUSTRATIVE TASKS

Receives requests for vessel berths and assigns berths; coordinates vessel arrivals, departures and berth locations to maximize operational efficiency and safety, including the scheduling of passenger ships, gantry cranes, container cargo ships, oil barges and regular cargo vessels. Confers with vessel agents, harbor pilots, departmental employees and other maritime officials through radio or direct telephone contact to insure proper and timely vessel arrivals, shifting and departures from berths.

Supervises subordinates in the review and verifications of vessel reports, manifests, ship electricity and water usage.

Prepares input for Daily Dock Report and certifies the accuracy of the arrival, location and departure of all vessels at the seaport.

Maintains the department's vessel status board to provide an accurate scale model of ship activity at the seaport.

Reviews duty officers' log books daily and reports deficiencies.

When instructed, may order and enforce the removal or change the berth or location of any vessel for the purpose of facilitating navigation or commerce, or for the protection of other vessels or property.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of maritime rules, regulations and traffic procedures.

Considerable knowledge of operations and activities at a major seaport facility.

Considerable knowledge of Federal, state and local policies, regulations and procedures pertaining to seaport operations.

Considerable knowledge of the provisions of various tariffs and lease agreements in use at the seaport.

Considerable knowledge of the maintenance, management and commercial use of dock areas and warehouse facilities, passenger terminals and commercial scales.

Considerable knowledge of cargo storage and transfer to and from ships by stevedores, rail and trucks.

Considerable knowledge of the geography of the seaport operating area including road network, users and facilities.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the factors involved in the efficient and effective assignment of berths at a large seaport facility.

### Seaport Berthing Officer (001314)

Knowledge of supervisory principles and practices.

Ability to coordinate and supervise the efficient and effective berthing of a wide variety of vessels at a large seaport facility.

Ability to establish and maintain effective working relations with port tenants, users, supervisors and officials of other government agencies.

Ability to plan and coordinate the movements of ships, passengers and cargo.

Ability to plan, assign and review the work of a staff of subordinates in a manner conducive to full performance and high morale.

Ability to enforce seaport rules, regulations and procedures firmly and impartially.

Ability to react promptly and appropriately in emergency situations.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to keep complete and accurate records and prepare reports.

NEW 1-84

#### **Nature Of Work**

This is responsible supervisory work in the coordination of vessel movements at the county seaport facility.

## Seaport Superintendent 1 (001315)

### Minimum Qualifications

High school diploma or GED. Two years of seaport experience in berthing, cargo, or passenger terminal operations, two years of experience as a ships agent, or two years of maritime experience in the armed forces or merchant marine service are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is specialized work in coordination and supervision of operations and service activities on an assigned shift at the county seaport facility.

Employees in this class are responsible for the continuous inspection of port cargo terminal areas to assure adherence to lease agreements, cargo and vehicular movement requirements, applicable seaport regulations and policies, and port safety and sanitary standards. Some incumbents in this class are responsible for coordinating and supervising port waterfront, passenger terminal and cargo terminal operations after normal work hours. Work involves the application of some independent judgment in the enforcement of seaport operational policies and pertinent regulations. Supervision may be exercised over subordinate employees engaged in operations through assignment and review of work. Supervision is received from an administrative superior who makes assignments and reviews work for conformance to seaport policies and for efficiency of operations through personal conferences and review of written reports.

#### ILLUSTRATIVE TASKS

Patrols and inspects cargo terminal areas including cargo sheds and open storage areas; monitors tenant's use of covered and open cargo space for efficiency, safety and compliance with tariff and lease agreements; identifies and stores abandoned cargo; monitors cargo for movement prior to free time expiration and for demurrage charges; assists in processing revenue producing documentation involving cargo wharfage and demurrage; investigates related problems and settles disputes.

Conducts fire inspections of cargo sheds and related areas to ensure that fire safety equipment is accessible and in proper working condition; initiates immediate corrective action as required; prepares periodic written fire inspection reports.

Monitors parking of automobiles, trucks, trailers, cranes and other vehicles in cargo areas to prevent interference with moving vehicular traffic, scheduled cargo operations and railroad traffic.

Supervises operation of commercial truck scales and scale operators; processes truck scale receipts and funds.

Monitors cargo area security lighting and working lights for proper operation; initiates maintenance requests for lighting, equipment or building repairs as necessary.

Supervises port operations after normal work hours; controls all ship arrivals, departures, and shifting of berths; communicates with harbor pilots, noting time, conditions of berth areas and unusual circumstances; confers with vessel agents to insure meeting of schedules or modifying if necessary.

Monitors vessel loading and unloading, crane operations, railroad, cargo and passenger operations for effect on schedules and compliance with safety requirements; patrols and inspects all seaport facilities.

Responds to accidents and incidents on the port, assisting with investigations and taking necessary corrective action; coordinates emergency situations with fire, police, Coast Guard and other emergency agencies.

Insures that port is ready for safe vessel berthing and cargo operations including adequate night lighting, positioning of passenger vessel gantry bridges and readiness of passenger terminal areas.

Patrols and inspects passenger terminal areas including passenger accesses, reception areas, boarding bridges and ramps, automobile parking facilities, and related areas; monitors vehicular traffic in passenger areas to insure quick resolution of problems; obtains assistance of seaport security employees as necessary; insures that passenger terminal safety is maintained including elevators, fire protection equipment, life preservers and electrical equipment.

Performs related work as required.

### Seaport Superintendent 1 (001315)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of maritime rules, regulations and traffic procedures.

Considerable knowledge of the maintenance, management and commercial use of dock areas and warehouse facilities, passenger terminals and commercial scales.

Considerable knowledge of the provisions of various tariffs and lease agreements in use at the seaport.

Considerable knowledge of cargo storage and transfer to and from ships by stevedores, rail and trucks.

Considerable knowledge of Federal, state and local policies, regulations and procedures pertaining to seaport operations.

Knowledge of the geography of the seaport operating area including road network, users and facilities.

Knowledge of operations and activities at a major seaport facility.

Some knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relations with port tenants, users, supervisors and officials of other government agencies.

Ability to react promptly and appropriately in emergency situations.

Ability to enforce seaport rules, regulations and procedures firmly and impartially.

Ability to investigate and resolve problems related to cargo wharfage and demurrage.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to keep complete and accurate records and prepare reports.

REV 10-80

#### **Nature Of Work**

This is specialized work in coordination and supervision of operations and service activities on an assigned shift at the county seaport facility.

### Seaport Terminal Operations Specialist (001317)

#### Minimum Qualifications

High school diploma or GED. One year of public contact experience is required. Must be able to work rotating shifts, weekends and holidays. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### Nature of Work

This is routine operational work in terminal operations on an assigned shift at the Miami-Dade Seaport.

Employees in this class are responsible for performing a variety of duties in support of terminal building operations at the Miami-Dade Seaport. Work involves assisting passengers on route to assigned boarding gates, providing information and instructions to passengers and the public, and assisting with maintenance and security within the terminal complex. Duties include inspecting terminal facilities, monitoring janitorial contracts to ensure their compliance with contractual requirements, and providing assistance in varied terminal operations functions. Work is performed according to established rules and procedures and some judgment and tact is required in dealing with the traveling public. Supervision is received from a specialized superior, who makes daily work assignments and reviews work through personal conference, observations and written reports for conformity with the departmental rules, regulations, and procedures.

#### ILLUSTRATIVE TASKS

Prepares Seaport Passenger Terminals for daily cruise operations activities by checking on the safety and serviceability of the lighting, air-conditioning, elevators, escalators, conveyor belts, carousels and other equipment in the facility; inspects all other aspects of the terminal such as the condition of, or defects in, carpeting, restrooms, walls and ceiling; expedites contact and response for repairs and assistance by Seaport staff.

Provides directions to ground transportation, restrooms, ticket counters, baggage pick-up areas and other locations as well as providing assistance in a variety of situations that may be troublesome to the cruising public; assists disabled passengers to elevators and assists their movement through seaport facilities.

Monitors cruise ship's passenger loading and unloading in compliance with safety requirements in accordance with Port security, US Customs, INS, DEA and US Coast Guard.

Patrols terminal facility areas to ensure integrity of all doors leading to waterside comply with the US Coast Guard.

Monitors ILA operation for compliance with baggage handling rules.

Assists with traffic control by placing signs and traffic control devices to expedite the flow of private vehicles and buses engaged in the drop-off and pick-up of passengers; assists with parking lot toll collection and oversize vehicle parking.

Assists with special functions held in Passenger Terminals, escorts inspectors and workmen to secured areas in compliance with enhanced security policy and procedures.

Responds to and investigates all accidents, incidents and hazardous material spills in cruise areas, and takes necessary corrective action; coordinates emergency situations with fire, police, Coast Guard and other government and private agencies; preserves order and assists in rescue operations at the scene of emergencies.

### Seaport Terminal Operations Specialist (001317)

Operates radio equipment devices.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of rules, regulations and procedures pertaining to terminal operations at the Miami-Dade Seaport.

Knowledge of effective public relations techniques.

Knowledge of operations and activities at the Miami-Dade Seaport.

Knowledge of crowd control methods and techniques.

Knowledge of cruise line, tenant, concessionaire and leasehold operations at the Miami-Dade Seaport.

Knowledge of modern security practices and techniques.

Ability to establish and maintain effective working relationships with superiors and with officials of various related seaport related organizations.

Ability to enforce seaport regulations firmly and impartially and with respect for individual rights.

Ability to exercise judgment and discretion in the application of departmental policies and procedures.

Ability to react promptly and correctly in emergency situations.

Ability to prepare routine and written records.

Ability to understand and follow verbal and written instructions.

Physical strength and agility sufficient to perform assigned duties.

9/23/2005

#### **Nature Of Work**

This is routine operational work in terminal operations on an assigned shift at the Miami-Dade Seaport.



## Human Resources Department

### Seaport Passenger Terminal Operations Manager (001318)

#### Minimum Qualifications

High school diploma or GED. Four years of experience in the operational phases of a seaport facility to include experience in passenger terminal, cargo terminal, or berthing operations are required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in the management of passenger terminal operations at the county seaport facility.

An employee in this class is responsible for supervising passenger terminal operations and related activities to insure passenger safety and convenience. Emphasis of the work is on enforcement of safety and cleanliness, regulations, supervision of the operation of automobile toll parking lots, insuring prompt resolutions to traffic problems and formulating recommendations for improvement in efficiency.

Responsibilities include patrolling and inspecting passenger terminal areas, initiating requests for repairs and maintenance and establishing working relationships with port tenants, users, various organizations and the public. Work involves the application of independent judgment in accomplishing operational objectives within the area of assignment. Supervision is exercised over subordinate supervisory and specialized employees, through scheduling, assignment and review of work. Supervision is received from an administrative superior who reviews work through personal observations and review of written reports for efficiency of operations and attainment of objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinates engaged in supervising passenger terminal operations on an assigned shift, operating automobile toll parking lots and performing various semi-skilled maintenance tasks.

Patrols and inspects passenger terminal areas including passenger accesses reception areas, boarding bridges and ramps, automobile parking facilities, ships' berths, port tenants, offices and storage spaces, and related port facilities.

Insures that passenger terminal safety is maintained, including elevator operation, fire protection equipment, life preservers and electrical equipment; takes action to assure that hazardous conditions are eliminated.

Supervises operation of automobile toll parking lots and collection of revenues; safeguards funds and maintains records of parking lot revenues and expenditures; accounts for cash receipts; processes parking permits, tickets and toll revenues.

Monitors buses, taxis and automobile traffic and parking in passenger terminal areas to insure prompt resolution of developing problems; obtains services of seaport security personnel as required.

Determines modifications needed in facilities and procedures due to addition of new ships or changes in cruise ship schedules; recommends changes as necessary.

Indicates action for repairs and maintenance needed on passenger terminal buildings and equipment.

Establishes working relationships with tenants, passenger vessel agents, and with various local and Federal organizations to insure safe, efficient operations and to react quickly to problems.

Assists port passengers with personal inquiries for instructions and information; investigates allegations of lost or stolen possessions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the use, management and maintenance of a seaport passenger terminal complex and related facilities.

Thorough knowledge of operations and activities at a major seaport facility.

Considerable knowledge of the hazards and safety precautions applicable to the large scale movement of passenger and vehicular traffic.

### Seaport Passenger Terminal Operations Manager (001318)

Considerable knowledge of maritime rules, regulations and traffic procedures.  
Considerable knowledge of Federal, state and local policies, regulations and procedures pertaining to seaport operations.  
Considerable knowledge of public relations techniques.  
Considerable knowledge of supervisory principles and practices.  
Knowledge of the principles and practices of modern office administration.

Ability to establish and maintain effective working relationships with port tenants, users, subordinates, officials of other government agencies and the public.

Ability to plan and coordinate the large scale movement of seaport passengers through a passenger terminal complex.

Ability to enforce seaport rules, regulations and procedures firmly and impartially.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to keep complete and accurate records and prepare reports.

NEW 10-80

#### **Nature Of Work**

This is responsible supervisory work in the management of passenger terminal operations at the county seaport facility.

## Human Resources Department

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### Seaport Ground Transportation Coordinator (001321)

#### **Minimum Qualifications**

High school diploma or GED. One year of advanced clerical experience to include public contact, customer service, cash management, and or data entry is required. Must possess a driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced clerical and ground transportation monitoring work with enforcement responsibility for the Miami-Dade County Seaport Department.

## Human Resources Department

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### Seaport Assistant Property Manager (001326)

#### **Minimum Qualifications**

Bachelor's degree. One year of real estate sales and/or customer service experience is required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

### Seaport Construction Inspection Specialist (001330)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the inspection of marine construction projects or seaport related structures are required.

Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in engineering construction inspection for the Seaport Department.

An employee in this class is responsible for the inspection of a variety of marine and civil engineering construction projects to assure compliance with legal requirements and construction specifications. Responsibilities include resolving field conflicts, issues with contractors, consultants and government agencies; reviewing project design construction documents at various phases of completion; attending all pre-construction meetings related to the Port's Capital Development Program, and progressing and staffing meetings; reviewing schedule of values, construction progress, making recommendations, coordinating with Port Engineer, and Project Manager on problems investigated; reviewing submittals of Guaranteed Maximum Prices on Port capital improvement projects and reviewing pay request of professional services or contractors on percentage of work completed or materials stored on site. The incumbent exercises independent judgment in the application of construction inspection methods and techniques to the inspection of large and complex marine and civil engineering construction projects. Supervision is received from a technical superior who reviews work for effective inspections of marine and civil engineering construction projects through all phases of the construction process.

##### ILLUSTRATED TASKS

Performs field inspections and contract review to insure projects comply with contract plans, technical specifications, shop drawings, schedules, budgets and safety requirements; supervises field inspectors monitoring for deficiencies and non-compliance items and inspecting for corrections of defects to ensure that the standards as per contract and safety are met; makes and handles arrangements to have materials tested by ordering work to consultants or testing labs; schedules and assists in the preparation of consultant substantial and final completion inspections in various trades.

Manages and supervises the work of surveyors, other Seaport divisions, testing labs, professional services and vendors on contract services for the Port's capital construction projects and special expedited projects.

Reviews project design construction documents at various phases of completion in order to assure accuracy through coordination between architectural, structural and related engineering trades; checks for compliance with local, state, federal codes and Port design standards and makes recommendations for necessary changes.

Attends all pre-construction meetings related to the Port's Capital Development Program progress and staff meetings; reviews schedule of values, construction progress and make recommendations; coordinates with Port Engineer and Project Manager on problems investigated and delays; evaluates requests to prevent increasing cost or use of contingency funds; prepares estimates for various projects on quantity, cost and time frame.

Reviews submittals of guaranteed maximum prices on Port capital improvement projects; reviews pay requests of professional services or contractors on percentage of work completed or materials stored on site.

Perform other related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices; methods and materials of marine and building construction.

Thorough knowledge of construction plans and specifications.

Considerable knowledge of the basic principles of civil and marine engineering.

## Human Resources Department

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### Seaport Construction Inspection Specialist (001330)

Considerable knowledge of the principles and practices of modern land surveying.

Considerable knowledge of law regulations, administrative requirements, and County standards pertaining to seaport construction projects.

Ability to make detailed technical inspections of marine and civil engineering projects and enforce contract terms and regulations firmly, tactfully and impartially.

Ability to read and interpret blueprints, construction plans and specifications.

Ability to detect, analyze and report on technical field construction inspection problems.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to swim.

Skill in the use of modern surveying equipment.

Revised 10/22/2010

#### **Nature Of Work**

This is advanced technical work in engineering construction inspection for the Seaport Department.

## Human Resources Department

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### Seaport Assistant Controller (001332)

#### **Minimum Qualifications**

Bachelor of Business Administration with a major in Accounting or Bachelor of Science with a major in Accounting. Must possess a State of Florida Certified Public Accountant (CPA) license. Three years of experience in governmental and/or private accounting to include supervisory experience. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional and supervisory work assisting in planning and directing activities of the Seaport Accounting Division.

## Human Resources Department

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### Crane & Maintenance Supply Supervisor (001342)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is supervisory work in the purchase, receipt, storage and issuance of commodities for a water and sewer utility warehouse.



## Human Resources Department

### Advertising Services Supervisor (001378)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Communications, Marketing, Advertising, or related field. Two years of experience in commercial art design, advanced computer-generated graphics production, and broadcast quality video production are required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work with supervisory responsibility in the design and production of promotional materials for the Seaport Department.

An employee in this class is responsible for supervising and participating in the design, production and implementation of seaport marketing and communications materials for the promotion of various services at the Port of Miami. Responsibilities include conferring with departmental officials on design concepts, project budgets and final design approval, originating promotional materials, preparing project cost estimates, maintaining project budgets, establishing work schedules, supervising technicians, selecting media, and monitoring of support services by outside contractors. The incumbent exercises considerable independent judgment and technical expertise in the development and execution of complex commercial design projects. Supervision is exercised over technical employees engaged in various phases of marketing and communications projects. General supervision is received from an administrative superior who reviews work for quality of completed projects.

##### ILLUSTRATIVE TASKS

Supervises, coordinates and participates in the design of a wide variety of marketing and communications projects for the promotion of seaport business and services.

Directs the design and production of complex promotional materials including magazine and trade journal advertising, promotional brochures, broadcast quality video programs, computer-generated graphics for 35mm slides, annual reports, press kits, public information publications, newsletters, logos, and other miscellaneous media promoting seaport activities and services.

Prepares original designs, reviews with departmental executive staff, prepares cost estimates and coordinates production; operates computer equipment and software programs for producing computer-generated graphics and for image capture and image manipulation.

Supervises and trains subordinates in operation of computerized typesetting equipment.

Develops format and artistic design of interactive graphics used in the Port of Miami advertising system for purposes of promoting cargo trade.

Monitors outside agencies performing marketing and communications services for the seaport including advertising agencies, copy writers, narrators, offset printers, and publishing companies.

Coordinates the design and production of display booths used at trade shows for the promotion of seaport services.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of advertising, marketing and advanced commercial art.

Thorough knowledge of operations and services at the Port of Miami.

Thorough knowledge of computer-generated graphics, computer-generated real-time animation production, typography, typesetting specifications and layout.

Thorough knowledge of offset printing and photographic techniques.

Thorough knowledge of audio-visual techniques.

Knowledge of supervisory principles and practices.

## Human Resources Department

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### Advertising Services Supervisor (001378)

- Ability to create original designs, review with executive staff and supervise the production of final products.
- Ability to effectively monitor contractual vendors providing advertising support services.
- Ability to plan, design, schedule, conduct and budget commercial art projects.
- Ability to operate, program and train staff in operation of advanced graphics and video equipment.
- Ability to communicate clearly and concisely, verbally and in writing.
- Skill in commercial, graphic and video arts.
- Skill in the operation of computerized video production equipment, graphics equipment and typesetting machines.

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#### **Nature Of Work**

This is advanced technical work with supervisory responsibility in the design and production of promotional materials for the Seaport Department.

## Human Resources Department

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### Seaport Security Liaison Officer (001381)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, Criminal Justice or related field. One year of safety and security and/or law enforcement experience is required. Additional experience may substitute for the required experience on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment.

The security clearance required by federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Human Resources Department

### Seaport Facility Security Officer (001382)

#### Minimum Qualifications

Bachelor's degree in Criminal Justice, Public Administration, Business Administration or related field. Three years of advanced professional experience in planning, analysis and implementation of a Security Program compliant with federal, state and local requirements to include prior seaport security, mass transportation security or law enforcement experience is required. Additional related experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced, specialized, professional and administrative work serving as the Facility Security Officer (FSO) in accordance with the Maritime Transportation Security Act for the Miami-Dade County Seaport Department.

An employee in this class is responsible for the comprehensive planning, analysis and implementation of the Seaport Security Program in coordination with respective law enforcement and first responders that are compliant with federal, state and local requirements. Emphasis of the work is on developing, maintaining and implementing the Facility Security Plan (FSP) consistent with 33 CFR 105, FS 311.12 and Miami-Dade County Ordinance 28-A. The incumbent exercises a high degree of resourcefulness, independent judgment, initiative and professional knowledge of maritime security. General direction is received from the Assistant Director, Safety & Security who holds the incumbent responsible for the success of the Port of Miami's Security Program.

##### ILLUSTRATIVE TASKS

Plans, analyzes and implements the Port of Miami (POM) Security Program in coordination with respective law enforcement and first responder public safety agencies; ensures that regular security inspections of the facility are conducted and security operations conducted at the POM are in compliance with the requirements set forth by the United States Coast Guard (USCG) and the Florida Department of Law Enforcement (FDLE); coordinates security issues among tenant FSOs and Vessel Security Officers (VSO), private security and POM division.

Ensures the development, maintenance and implementation of the Facility Security Plan (FSP) consistent with the applicable federal, state and local regulations governing maritime facility security; ensures that the FSP and any amendment changes are submitted to the cognizant Captain of the Port (USCG COTP), Florida Department of Law Enforcement (FDLE), and the Florida Governor's Office of Drug Control (GODC) for approval prior to amending the FSP; ensures that an annual audit and a Facility Security Assessment (FSA) is conducted, and if necessary that the FSP is updated accordingly; ensures that the quarterly threat assessments are conducted as per FS 311.12.

Ensures adequate training of personnel performing facility security duties; ensures that all facility personnel are briefed of changes in security conditions at the facility; ensures the security communications program includes methods to ensure all employees are aware of security procedures; ensures the security awareness and vigilance of the facility personnel.

Ensures the execution of any required Declarations of Security with Masters, VSOs or their designated representatives; when requested ensures that the VSOs receive assistance in confirming identity of visitors and service providers seeking to board the vessel through the facility.

Ensures the maintenance of required records; ensures that occurrences that threaten the security of the facility are recorded and reported to the owner/operator; ensures the preparation and submission of required reports; ensures that security equipment is properly operated, tested, calibrated, maintained and that logs are kept; ensures the recording and reporting of attainment changes in MARSEC levels to the owner or operation and the cognizant COTP.

## Human Resources Department

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### Seaport Facility Security Officer (001382)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the organization, interrelationships and operations of the Port of Miami.

Thorough knowledge of public safety practices as they relate to the guidance of law enforcement and firefighting activities.

Thorough knowledge of security operations and the requirements set forth by the United States Coast Guard and the Florida Department of Law Enforcement.

Thorough knowledge of applicable federal, state and local regulations governing maritime facility security and the Port of Miami's Facility Security Plan.

Ability to plan, analyze and implement the Port of Miami's Security Program in coordination with respective law enforcement and first responder public safety agencies.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to develop, maintain and implement the Facility Security Plan consistent with applicable federal, state and local regulations governing maritime facility security

Ability to communicate clearly and concisely, verbally and in writing.

Ability to analyze a variety of complex security issues and make sound recommendations for their resolution.

NEW 4/27/2009

#### **Nature Of Work**

This is advanced, specialized, professional and administrative work serving as the Facility Security Officer (FSO) in accordance with the Maritime Transportation Security Act for the Miami-Dade County Seaport Department.

## Human Resources Department

### Seaport Facilities Manager (001384)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Construction Management, Civil Engineering or related field. A minimum of four to seven years of experience in the construction and/or facilities maintenance industry to include professional and supervisory experience in the management of seaport maintenance and/or construction activities at a major seaport facility is required. Must possess a State or County Master's license in one of the construction trades. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory work planning and directing activities of the Seaport Facilities Maintenance Division for the Seaport Department.

An employee in this class is responsible for planning, directing and coordinating the maintenance and repairs of all seaport buildings, structures, facilities and grounds at the Port of Miami and MacArthur Causeway Bridge. Responsibilities include supervising through subordinate supervisors the work of trades employees and contractors engaged in the maintenance of seaport structures and facilities. Related responsibilities include planning and developing new operational procedures to maintain all aspects of Seaport facilities and operational equipment; developing short and long range goals for maintenance improvements; analyzing and modifying divisional procedures; preparing and administering a division budget; coordinating mechanical and electrical retrofitting and planning and consulting on new construction projects. The incumbent exercises considerable independent judgment in managing seaport facilities. Supervision is exercised through subordinate supervisors over skilled and unskilled trades employees, professional and clerical employees engaged in various phases of the work. General direction is received from a senior executive who holds the incumbent responsible for the achievement of facilities maintenance goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates through subordinate supervisors the work of skilled and unskilled employees, trades employees, professional and clerical employees engaged in various phases of seaport facilities maintenance activities.

Plans and develops improvements to the port facility; ensures the execution of preventive, predictive and reserve maintenance procedures; analyzes operating costs pertaining to personnel, materials and contractual services; formulates the annual division budget.

Analyzes procedures and job progress by monitoring computerized work order system and conducting field observations to formulate effective unit goals and methods.

Maintains contacts with seaport tenants to evaluate the quality and effectiveness of services to leased facilities.

Enforces established safety practices and procedures.

Monitors work practices to assure compliance with local, state and federal environmental standards.

Oversees retrofit and new construction projects to achieve energy conservation and conform with provisions of the Americans With Disabilities Act.

Gathers maritime industry data to take advantage of current innovations in facilities maintenance.

Coordinates various internal and external entities to address special events and operational needs that deviate from the nominal or pre-determined schedules or procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the organization and operation of the Seaport Facilities Maintenance Division.

Thorough knowledge of the operations and maintenance of the Port of Miami to include cruise, cargo and tenant areas.

Thorough knowledge of maritime rules, regulations and procedures.

Thorough knowledge of local, state and federal rules, regulations and procedures pertaining to building, electrical and safety codes as well as seaport operations.

Thorough knowledge of terms and conditions of various tariffs, contracts, leases and agreements in use at the Port of Miami.

### Seaport Facilities Manager (001384)

Considerable knowledge of supervisory principles and practices.  
Considerable knowledge of public relations principles and techniques.  
Considerable knowledge of the principles of business and public administration.  
Considerable knowledge of the geographical layout of the Port of Miami including facilities, buildings, storage areas and road network.  
Ability to plan, direct and coordinate operations at a major seaport facility.  
Ability to supervise through subordinate supervisors the work of employees in a manner conducive to full performance and high morale.  
Ability to establish and maintain effective working relationships with subordinates, superiors, seaport tenants and other officials of the maritime industry.  
Ability to communicate clearly and concisely verbally and in writing.  
Ability to analyze seaport operations and make effective recommendations regarding improvements.  
. This is advanced technical work with supervisory responsibility in engineering construction inspection for the Seaport Department.

NEW 07/07/2009

#### **Nature Of Work**

This is highly responsible professional and supervisory work planning and directing activities of the Seaport Facilities Maintenance Division for the Seaport Department.

## Human Resources Department

### Seaport Operations Manager (001386)

#### Minimum Qualifications

Bachelor's degree in Business Administration. A minimum of four to seven years of professional and supervisory experience in a major seaport facility is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory work planning and directing operations for the Port of Miami.

An employee in this class is responsible for planning, directing and coordinating operations at the County's seaport facility. Responsibilities include supervising, directing and coordinating subordinate duty and cargo superintendents and berthing officers in the enforcement of port regulations, inspection of all areas of the port and assignment of docking berths for cargo and cruise vessels. Related responsibilities include mediating disputes between seaport and unions representing longshoremen, clerks and checkers, truck drivers and mechanics; investigating, mediating and resolving disputes and complaints from fiscal operations, shipping lines, stevedores and ship agents; supervising the allocation and inspection of lease lots and seaport cargo areas, and the assignment of docking berths for cargo and cruise vessels; planning and developing new operational procedures; developing short and long-range goals; oversight of the invoicing of wharfage and other tariff charges and oversight of the negotiation of terminal contracts and leases with port users. The incumbent exercises considerable independent judgment in managing seaport operations to provide for effective customer relations and the achievement of service objectives. Supervision is exercised through subordinate supervisors over administrative, operational and clerical employees engaged in various phases of seaport operations. General direction is received from a senior executive who holds the incumbent responsible for the achievement of seaport operational goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, directs and coordinates through subordinate supervisors berthing assignments for all cruise and cargo vessels, cruise passenger terminal operations, ground transportation, parking facility operations, cargo operations, cargo yards and cargo transit sheds operations.

Oversees the invoicing of wharfage and other tariff charges regulated by the seaport; assists with negotiations relating to cruise and cargo terminal contracts and leases with port users; prepares and administers the annual division budget.

Supervises the allocation and inspection of lease lots and seaport cargo areas and the assignment of docking berths for all cargo and cruise vessels; oversees parking facility operations and ground transportations to ensure safe access and egress for passengers, crew and employees as well as to ensure the proper handling of funds collected by the cruise operations staff.

Investigates, mediates and resolves disputes and complaints from the Port Crane Management Company, cargo shipping lines, cruise lines, stevedores and ship agents as it relates to the condition and use of leased facilities.

Plans and develops new operational procedures to service the maritime industry and keep abreast of cargo growth; develops short and long-range goals for operational improvements.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the Port of Miami including cargo shipping and storage, cruise passenger operations, ground transportation and terminal activities.

Thorough knowledge of maritime rules, regulations and procedures.

Thorough knowledge of local, state and federal rules, regulations and procedures pertaining to seaport operations.

Thorough knowledge of terms and conditions of various tariffs, contracts, leases and agreements in use at the Port of Miami.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of the geographical layout of the Port of Miami including facilities, buildings, storage areas and road network.

Ability to plan, direct and coordinate operations at a major seaport facility.

Ability to supervise through subordinate supervisors the work of employees in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, seaport tenants and other officials of the



## Human Resources Department

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### Seaport Operations Manager (001386)

maritime industry.

Ability to mediate and resolve disputes and complaints from various seaport related organizations.

Ability to communicate clearly and concisely verbally and in writing.

Ability to analyze seaport operations and make effective recommendations regarding improvements.

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NEW 07/09/2009

#### **Nature Of Work**

This is highly responsible professional and supervisory work planning and directing operations for the Port of Miami.

## Human Resources Department

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### Seaport Construction Cost Analyst (001389)

#### **Minimum Qualifications**

Bachelor's degree in Accounting. Four years of progressively responsible professional experience in governmental accounting, grant management, financial forecasting and construction project administration to include two years of supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional financial work managing and supervising accounting professionals engaged in the work of the Seaport's construction, grant and FEMA programs.

## Human Resources Department

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### Seaport Collection Specialist (001401)

**Minimum Qualifications**

High school diploma or GED. A minimum of three years of collection experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is paralegal work in the processing of guardianship and estate claims in a county delinquent accounts activity.

## Human Resources Department

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### Seaport Business Permits Specialist (001403)

#### **Minimum Qualifications**

Bachelor's degree in Finance, Business or Related Field. A minimum of two years experience to include reconciliations and payment processing.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Human Resources Department

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### Seaport Billing Supervisor (001404)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Economics or related field. A minimum of two years experience in billing, invoicing, and the application of receipts to customer accounts in a high volume governmental environment, preferably an enterprise fund is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

## Human Resources Department

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### Manager, Seaport Construction Management (001406)

#### **Minimum Qualifications**

Bachelor Degree in Engineering, Construction Management or related field. A minimum of three to six years of experience in the managing construction projects is required. A State of Florida General Contractor or General Engineering license is preferred.

#### **Job Specifications**

#### **Nature Of Work**

### Seaport Facilities Supervisor (001432)

#### Minimum Qualifications

High school. Three years of experience in a large-scale housekeeping, sanitation, or custodial operation to include one year at a supervisory level are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in directing multi-shift custodial and housekeeping activities at the county seaport facility.

An employee in this class is responsible for planning, assigning and reviewing the work of subordinates and subordinate supervisors engaged in a variety of custodial and housekeeping tasks. Emphasis of the work is on the large scale coordination of equipment, materials and personnel to assure proper custodial maintenance of passenger terminals, transit sheds, storage areas, streets, offices and office buildings. Related responsibilities include the sale of potable water to ships, trash pick up and disposal, and supervision of the mixing and handling of various chemicals. Supervision is exercised over a large number of custodial and specialized employees through subordinate supervisors. Supervision is received from an administrative superior through personal conferences and observation of seaport facilities for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate custodial supervisors working various shifts and supervising custodial employees engaged in cleaning offices, office buildings and passenger terminals, sweeping streets, cleaning restrooms and sweeping, mopping and waxing floors.

Supervises specialized employees engaged in providing potable water to ships; reviews the care and maintenance of watering hoses, meters and water bays.

Supervises specialized employees engaged in the pick up, storage and disposal of trash and garbage.

Inspects passenger terminals, transit sheds, storage areas, offices and office buildings for custodial or maintenance needs and for potential safety hazards; takes corrective action as necessary.

Inspects all roadways to determine maintenance needs and assigns employees to operate street sweeping equipment as required.

Supervises insect and rodent control at the seaport; supervises the mixing and handling of pesticides, herbicides and rodenticides.

Keeps records and submits various reports; prepares requisitions for supplies and equipment; reviews maintenance requirements of assigned vehicles and schedules preventive maintenance.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the materials, methods and equipment used in a large scale custodial operation.

Considerable knowledge of the operating and maintenance characteristics of various machines and equipment used in a large scale custodial operation.

Considerable knowledge of the special housekeeping and custodial requirements of the county seaport facility.

Considerable knowledge of supervisory principles and practices.

Knowledge of occupational hazards and safety precautions applicable to seaport housekeeping and custodial activities.

Knowledge of the geography of the seaport operating area including road network, passenger facilities, cargo facilities and office buildings.

Knowledge of the operations and schedule of activities at the seaport facility including the requirements of port users.

Knowledge of the proper storage and use of pesticides, herbicides and rodenticides.

## Human Resources Department

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### Seaport Facilities Supervisor (001432)

Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.  
Ability to plan and schedule work programs to complete assigned responsibilities in a multi-shift custodial operation.  
Ability to coordinate various work crews and use of equipment and materials in geographically separated areas.  
Ability to keep complete and accurate records and prepare reports.  
Ability to understand and follow oral and written instructions.

NEW 10-80

#### **Nature Of Work**

This is responsible supervisory work in directing multi-shift custodial and housekeeping activities at the county seaport facility.



## Human Resources Department

### Seaport Facilities Superintendent (001434)

#### Minimum Qualifications

High school diploma or GED. Four years of progressively responsible experience in facilities maintenance to include supervisory experience are required. Must possess a Miami-Dade County Certificate of Competency as a Journeyman or Master's License in Air-Conditioning. A General Contractor or Building Contractor's license can substitute for the required trades certification. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in the maintenance of the Port of Miami.

An employee in this class coordinates workers, equipment and materials used in the repair and maintenance performed on buildings, roads, causeways, bridges, drainage facilities, dock aprons, bulkheads, open ground storage areas, electrical and water lines located on the Port of Miami. Responsibilities include contracting services for the structural and mechanical trades, mobile equipment operation and repair, earth moving, road building, and building annexes maintenance. Independent judgment is exercised in planning and assigning work by utilizing labor, materials and equipment efficiently. Supervision is exercised through subordinate supervisors over trades and clerical staff with assigned responsibilities in various phases of operations and in the assignment and inspection of work in progress and upon completion. Supervision is received from a professional superior who assigns work in the form of written orders, drawings, or verbal instructions and reviews completed work by the occasional inspection of facilities for satisfactory operation.

##### ILLUSTRATIVE TASKS

Supervises, assigns, coordinates and directs all phases of seaport facilities maintenance through a large staff of supervisors, tradesmen, equipment operators, laborers, custodial workers and clerical and inventory personnel engaged in maintenance and new construction activities; may qualify the department as a contractor by maintaining an active master's license in one of the trades to include procuring the appropriate permits, insuring that all work is performed according to applicable building codes and that subsequent approvals and final inspections are obtained.

Makes period maintenance inspections; recommends building repairs and improvements; estimates time, labor, equipment and materials required; maintains records, prepares and submits reports; selects equipment for purchase.

Consults with supervisors, contractors, engineers, seaport tenants and lessees on proposed construction repairs and new installations; makes recommendations for modifications to existing facilities and equipment; schedules and implements regular and preventive maintenance programs according to manufacturer's recommendations.

Corresponds with equipment and product manufacturers; inspects and approves materials and supplies; maintains architectural and engineering records of buildings and equipment; prepares annual maintenance and housekeeping budget for the department.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

## Human Resources Department

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### Seaport Facilities Superintendent (001434)

Thorough knowledge of methods, practices, techniques used in the maintenance and repair of a seaport and industrial complex and related buildings, grounds, wharves, aprons and equipment.

Thorough knowledge of the principles, practices, methods and techniques of the building, grounds keeping, housekeeping and mechanical trades.

Thorough knowledge of the principles and practices of engineering, excavation, pilings, grading and utilization of related heavy equipment.

Considerable knowledge of local building codes as related to seaport facilities.

Ability to plan, assign, coordinate and direct the work of a large staff of technical, trades, custodial, labor and clerical personnel engaged in a variety of tasks in a manner conducive to full performance and high morale.

Ability to prepare requisitions and specifications for various types of building materials and mobile equipment and to devise modifications to equipment to meet specific work problems.

Ability to read and interpret engineering plans and specifications.

Ability to plan work schedules for maintenance and minor construction projects.

Ability to prepare comprehensive reports.

Ability to estimate time, labor, equipment and material costs for specific projects.

NEW/07/10/2007

#### **Nature Of Work**

This is technical and supervisory work in the maintenance of electrical, air conditioning and water systems at the county seaport.

### Chief, Seaport Construction Management Services (001456)

#### Minimum Qualifications

Bachelor's degree in Engineering, Construction Engineering, Construction Management or a related field. A minimum of four to eight years of experience in the design, construction or management of capital construction or improvement projects, to include supervisory experience is required. A State of Florida Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County or State of Florida General Contractor's certificate, Miami-Dade County or State of Florida General Building Contractor certificate, or Miami-Dade County or State of Florida General Engineering Contractor certificate, a Certificate of Eligibility in General Building or General Engineering may substitute for the required education.

Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory civil engineering work in planning and directing activities of the Construction Management Division for the Seaport Department.

An employee in this class is responsible for supervising the management of seaport construction projects. Responsibilities include coordinating numerous projects in various phases of development; monitoring work to assure that construction proceeds in accordance with plans, specifications and schedules; supervising the preparation of estimates for contractor progress payments; resolving construction problems encountered in the field; and negotiating and preparing change orders to contracts. The incumbent exercises extensive independent judgment and technical expertise in the application of the principles and practices of architecture and engineering to the management of seaport construction projects. Supervision is exercised through subordinate supervisors over employees engaged in field inspection activities or serving in various support capacities. General direction is received from an Assistant Department Director who holds the incumbent responsible for the effective management of seaport construction projects and achievement of related divisional goals and objectives.

##### ILLUSTRATIVE TASKS

Manages and coordinates all phases of seaport construction projects from award to general contractor through completion and placement of project in service; prepares weekly reports on status of projects.

Plans, coordinates and directs the work of construction inspectors conducting field inspections for seaport facility construction being performed by general contractors.

Monitors the activities of construction inspection supervisors to assure that construction is performed in accordance with engineering plans and specifications, applicable building codes, and County rules and regulations.

Monitors the construction inspection supervisors who schedule and conduct pre-bid and pre-construction conferences.

Monitors the preparation of estimates for contractor progress payments; reviews and approves monthly construction pay requests; maintains active records of project's financial status.

Conducts meetings with contractors, consultants and applicable departmental officials to resolve field construction problems; responds to all contractors' Request for Information (RFIs).

### **Chief, Seaport Construction Management Services (001456)**

Monitors and supervises the negotiation and preparation of change orders submitted by contractors; provides all necessary close out documents.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### **KNOWLEDGES, SKILLS AND ABILITIES**

Extensive knowledge of the theories, principles and practices of construction management, architecture and civil engineering.

Extensive knowledge of the design characteristics of seaport facilities.

Extensive knowledge of building materials, methods and construction systems.

Thorough knowledge of building codes and regulations pertaining to the construction of seaport facilities.

Thorough knowledge of the contracts, records, forms, reports and procedures applicable to seaport construction projects.

Considerable knowledge of supervisory principles and practices.

Ability to plan, organize and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to direct and coordinate the detailed technical inspection of seaport construction projects in various phases of development.

Ability to understand and interpret complex architectural and engineering plans and specifications related to complex civil engineering construction projects.

Ability to assure that complex construction projects are completed in accordance with plans and specifications and applicable building regulations.

Ability to simultaneously manage several complex construction projects in various phases of development.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private organizations.

Ability to exercise judgment and discretion in devising and installing policies and procedures for administration of seaport construction projects.

Ability to communicate clearly and concisely, verbally and in writing.

NEW/09/17/2007

#### **Nature Of Work**

This is highly responsible professional and supervisory civil engineering work in planning and directing activities of the Construction Management Division for the Seaport Department.

## Human Resources Department

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### Seaport Intergovernmental Affairs Coordinator (001462)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to six years of legislative policy analysis and development, and comprehensive legislative research experience is required. Master's degree preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### Chief, Seaport Accounting & Finance Division (001466)

#### Minimum Qualifications

Bachelor of Business Administration with a major in Accounting or Bachelor of Science with a major in Accounting. A State of Florida Certified Public Accountant (CPA) license is preferred. A minimum of four to eight years of experience in governmental and/or private accounting to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory work planning and directing financial activities for the Miami-Dade Seaport Department.

An employee in this class is responsible for planning and directing staff functions in fiscal management. Responsibilities include coordinating financial statement and single audit preparation and reporting; establishing accounting policies and procedures; coordinating data processing system conversions; supervising inventory management and control and coordinating work with internal and external auditors. Related responsibilities include management of general accounting to include cash and accrual accounting system and records; preparation of monthly consolidated financial statements both cash and accrual in accordance with generally accepted accounting principles and agreements; and participating in the development of systems that will allow the department to handle various financial applications to maintain proper accounting records. The incumbent exercises considerable independent judgment in formulating departmental accounting policy and strategic analysis and in providing management with reliable information and analysis for making long and short term policy decisions. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in various phases of fiscal management. General direction is received from a senior executive who holds the incumbent responsible for the professional management of departmental financial activities.

##### ILLUSTRATIVE TASKS

Directs and manages through subordinate supervisors the work of employees engaged in fixed asset accounting, customer billing, general accounting, accounts receivable, departmental budget and contract budget preparation, monitoring and analysis and accounts payable.

Coordinates compliance with all applicable federal, state and local laws; coordinates financial statement preparation and reporting, establishing accounting policies and procedures; coordinates data processing system conversions; supervises inventory management and control; coordinates budget preparation and monitoring and coordinates work with internal and external auditors.

Coordinates development of Seaport rates; establishes procedures to improve cash flow; monitors inventory levels to reduce capital requirements; and maintains internal controls over physical inventories and fixed assets.

Manages disbursement accounting, including processing of requisitions, payment of purchase orders and related vendor payments for operating supplies and services as well as construction draws on construction and architect/engineering contracts; coordinates the recording of all fixed assets acquisition and disposals maintaining financial records on all transactions; manages revenue accounting, including recording of each Seaport user's Seaport use, preparation of bills for such use by applying applicable rates, processing payments for these charges and follow-up on delinquent accounts; provides statistical information regarding maritime operations; and provides financial administration of the Port Crane Management contract.

Formulates, develops and recommends financial management and accounting policies, practices and procedures; implements new measures upon approval and ensures that employees receive current information on the latest accounting and financial techniques.

Assures that all accounting and related financial transactions are within provisions of the Seaport Bond Ordinances, Administrative Orders, Generally Accepted Accounting Principles and Generally Accepted Auditing Standards, Governmental Accounting Standards Board, Financial Accounting Standards Board, State of Florida Rules of the Auditor General and the General Accounting Office Yellow Book Standards; assists in development of revenue bond, loan and other marketing programs, pricing, debt structure, grants and other funding sources for the funding of capital improvement programs.

Develops procedures to ensure timely billing and collection of revenues; develops and maintains inventory procedures; develops and maintains proper cash management procedures to manage proper cash flows while maintaining a secured investment portfolio.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

## Human Resources Department

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### Chief, Seaport Accounting & Finance Division (001466)

Thorough knowledge of the principles of accounting, business, and public administration.

Thorough knowledge of financial internal control systems and their application to the development and installation of complex accounting systems.

Thorough knowledge of the organization and operation of the Miami-Dade Seaport Department.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of budget preparation, monitoring, and reporting.

Thorough knowledge of rules, regulations, statutes and ordinances pertaining to Miami-Dade Seaport Department financial operations.

Ability to effectively direct financial and administrative operations of the Accounting and Finance Division of the Miami-Dade Seaport Department.

Ability to plan, organize and supervises, through subordinate supervisors, the work of employees in varied financial and administrative capacities.

Ability to manage departmental financial and administrative activities to ensure all funds are properly collected, accounted for, and expended in accordance with rules, regulations and legal restrictions.

Ability to establish effective working relationships with senior department management, subordinates, superiors, and other public and private officials.

Ability to exercise judgment and discretion in devising, installing, and interpreting departmental financial and administrative policies, practices and procedures.

Ability to communicate clearly and concisely, verbally and in writing. .

NEW 07/10/2009

#### **Nature Of Work**

This is highly responsible professional and supervisory work planning and directing financial activities for the Miami-Dade Seaport Department.

## Human Resources Department

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### Assistant Director, Seaport Business Initiatives (001468)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration or related field. Five years of professional administrative experience to include cargo and cruise development, financial analysis, business and strategic planning and contract negotiations. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible and professional supervisory work in developing the principal business model for the Port of Miami.



## Human Resources Department

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### Seaport Administrative Coordinator (001470)

#### Minimum Qualifications

Bachelor's degree. One year of experience in an advanced clerical or secretarial capacity with administrative responsibility is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative work in planning, organizing, and implementing various administrative activities in the Miami-Dade Seaport Department.

An employee in this class is responsible for performing a variety of administrative duties in support of the Department Director. Responsibilities include managing the department director's office to assure responsiveness and accessibility for various departmental and County officials, application of management knowledge and skills, reviewing documents for compliance with departmental and County policies and procedures, coordinating preparation of agenda items for various departmental committees, and scheduling all meetings for the department director. Incumbent exercises independent judgment in the execution of diverse and complex administrative support functions. Supervision is exercised over clerical subordinates serving in office support capacities. Supervision is received from the Seaport Director who reviews work for effective office management methods, practices and techniques.

##### ILLUSTRATIVE TASKS

Manages the department director's office to assure responsiveness and accessibility for various departmental and County officials, reviews incoming and outgoing mail.

Serves in a liaison capacity with the staff of the Board of County Commissioners and County Manager's Office; provides information, handles requests and maintains logs.

Reviews outgoing correspondence and documents for conformance with established policies, procedures, resolutions and ordinances.

Composes and prepares correspondence, reports and other information for the department director.

Provides professional support to the department Director in the completion of special projects and assignments on an as needed basis.

Updates and maintains Miami-Dade County code books, administrative orders and departmental manuals.

Plans and prepares travel itinerary for department director; prioritizes office needs and makes recommendations for budgeting and purchasing.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of county's policies and procedures.

Considerable knowledge of the duties and responsibilities of the Seaport Director.

Considerable knowledge of the organization and operations of the Miami-Dade County Seaport Department.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of a variety of current computer software.

Considerable knowledge of public relations principles and practices.

## Human Resources Department

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### Seaport Administrative Coordinator (001470)

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, states mandates, regulations, policies or procedures.

Ability to establish and maintain effective working relationships with subordinates, senior departmental staff and senior county management.

Ability to communicate clearly and concisely, both verbally and in writing.

Ability to coordinate a variety of administrative processes to assure the timely and thorough resolution of issues and problems.

#### **Nature Of Work**

This is advanced and responsible administrative work in planning, organizing, and implementing various administrative activities in the Miami-Dade Seaport Department.

## Human Resources Department

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### Chief, Seaport Architectural & Planning Services (001473)

#### Minimum Qualifications

Bachelor's degree in Architecture, Urban Planning or related field. A minimum of four to eight years of professional experience in the design, planning and development of major engineering and construction projects for seaports, building facilities or public works projects to include supervisory experience is required. Must possess a State of Florida Registered Architect license at the time of appointment. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial and architectural work in planning and directing activities of the Architecture and Planning Services Division of the Miami-Dade Seaport Department.

An employee in this class is responsible for supervising the management of architectural and planning activities for the overall development of the Seaport and individual building projects. Responsibilities include preparing the Seaport's Master Plan for both cruise and cargo operations; preparing annual updates to the Master Plan; supervising architectural and design activities for the Seaport's building projects; supervising the work of in-house staff; selecting, hiring and supervising of consultant planners and architects and ensuring the quality and timelines of the final work produced by in-house staff and consultants. The incumbent exercises considerable independent judgment and professional architectural and planning knowledge in the effective administration of highly complex and responsible architectural and planning responsibilities. Supervision is exercised through subordinate supervisors over a staff of professional, technical and clerical employees with assigned responsibilities in various phases of architectural and planning operations. General direction is received from an Assistant Department Director who holds the incumbent responsible for the effective management of seaport architectural and planning services and achievement of related divisional goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises and coordinates the overall planning effort of the Seaport including the preparation of the 20-year Master Plan and periodic updates to the Master Plan.

Coordinates all Master Plan Information with other county and state agencies such as the Metropolitan Planning Organization.

Supervises and coordinates the architectural activities and designs all types of Seaport building projects including architectural, structural, mechanical, electrical and air conditioning phases; writes construction standards and project specifications for building construction, maintenance modification, repair and alteration.

Delineates projects into work units and makes personnel assignments; rearranges assignment of duties when necessary to meet changing conditions and to assure achieving goals on time; maintains progress records on each project; holds discussions with individuals and groups regarding problems that may arise; inspects construction of Seaport facilities including materials used, methods employed and workmanship of all tradesmen involved in order to assure compliance with the contract requirements.

Assists the Assistant Director by assuming full operational responsibility when necessary; makes periodic, routine and special reports relating to the activities of the architectural program.

Writes specifications for all aspects of architectural projects including structural, mechanical, electrical and air conditioning work.

## Human Resources Department

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### Chief, Seaport Architectural & Planning Services (001473)

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of architectural planning, building design and construction, current methods and materials, literature and sources of information regarding building design and structure.

Thorough knowledge of building codes, laws, regulations and County design standards.

Thorough knowledge of the principles of management and their application to the administration of architectural and engineering design and construction work.

Considerable knowledge of the business and operational elements for a deep water seaport in both the areas of cruise and cargo.

Considerable knowledge of the architectural design of cruise terminals and other seaport related building projects.

Considerable knowledge of supervisory principles and practices.

Knowledge of current engineering methods and techniques, principles and procedures of modern business.

Ability to understand complex architectural and engineering drawings and specifications related to diversified Seaport facility construction and renovation.

Ability to transfer the business and operational elements of the Seaport into the framework of a Master Plan.

Ability to plan, design and prepare complete plans and specifications for all types of buildings and structures.

Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale.

Ability to perform difficult computations and make comprehensive recommendations on architectural problems.

Ability to use architectural instruments and equipment.

Ability to express one's self clearly and concisely, orally and in writing.

NEW/09/17/2007

#### **Nature Of Work**

This is highly responsible professional managerial and architectural work in planning and directing activities of the Architecture and Planning Services Division of the Miami-Dade Seaport Department.

## Human Resources Department

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### Chief, Seaport Design Services (001474)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering or related field. A minimum of five to nine years of progressively responsible professional experience in the planning and development of major engineering and construction projects for seaports, building facilities or public works projects to include supervisory experience is required. Must possess a State of Florida Professional Engineer license at the time of appointment.

Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible managerial and engineering work in planning and directing activities of the Design Services Division for the Seaport Department. An employee in this class is responsible for supervising the work of in-house professional engineers engaged in the design and permitting of miscellaneous construction projects. Responsibilities include the selection, hiring and supervision of engineering and environmental consultants for major design projects, specific studies and environmental permitting and ensuring the quality and timelines of the final work product produced by the in-house staff and by the design consultants. The incumbent exercises considerable independent judgment and professional engineering and managerial knowledge in the effective administration of highly complex and responsible engineering responsibilities. Supervision is exercised through subordinate supervisors over a staff of professional, technical and clerical employees with assigned responsibilities in various phases of engineering operations. General direction is received from an Assistant Seaport Director who holds the incumbent responsible for the professional management of departmental engineering services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and coordinates professional engineers and support personnel in planning and designing seaport construction projects; coordinates projects with design engineers, utility companies and other governmental agencies; conducts pre-construction conferences, reviews and oversees negotiation of engineer consultant fees and attends public hearings to resolve issues and concerns.

Supervises and coordinates the work of professional engineers in environmental impact studies of proposed dredging and seaport construction projects; directs construction plan review activities in an environmental resource program; supervises and coordinates the work of professional engineers, administrative and clerical employees engaged in the review of development and construction plans within the Miami-Dade County Seaport department to ensure compliance with environmental regulations.

Plans, supervises and coordinates the work of professional engineers and engineering support personnel in the preparation of road, bridge, pedestrian walkway and sidewalk, landscape, drainage, traffic and miscellaneous construction plans or the review of plans prepared by outside consultants; supervises the design and engineering phase of infrastructure projects in accordance with long-range plans; directs and reviews the negotiation of fees for consultants and coordinates these construction and engineering projects.

Directs activities of design staff and outside consultants in the preparation and/or review of construction documents for seaport facilities; supervises the conduct of civil, structural and landfill design; performs final review of all plans and specifications; certifies civil, structural and landfill designs as a Professional Engineer.

Directs and supervises the design of engineering projects; certifies to various regulatory agencies the completion of projects requiring Professional Engineer certification; executes to completion the construction requirement of all contract drawings and specifications; approves payment of invoices from consulting engineers.

## Human Resources Department

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### Chief, Seaport Design Services (001474)

#### KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the theories, principles and practices of civil engineering.

Extensive knowledge of the interrelationships between different engineering specialties.

Extensive knowledge of the design and construction of complex seaport facilities.

Extensive knowledge of local, state and federal regulations pertaining to the permitting, design and construction of seaport facilities.

Thorough knowledge of the planning and organizing of large and complex construction and engineering projects.

Considerable knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate the design and construction of complex seaport facilities on a multi-year basis.

Ability to supervise, through subordinate supervisors, the work of professional, technical, administrative and clerical subordinates in a manner conducive to full performance and high morale.

Ability to understand complex engineering concepts and ensure the sound design of seaport facility engineering projects.

Ability to understand complex engineering drawings, specifications and documents and make changes, additions and corrections.

Ability to communicate clearly and concisely, verbally and in writing.

NEW/09/17/2007

#### **Nature Of Work**

This is highly responsible managerial and engineering work in planning and directing activities of the Design Services Division for the Seaport Department.

## Human Resources Department

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### Manager, Seaport Architecture and Planning (001475)

#### Minimum Qualifications

Bachelor's degree in Architecture. Four years of architectural experience in the planning, design and management of commercial or public building projects are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial and architectural work in planning and directing activities of the Architecture and Planning Section of the Miami-Dade Seaport Department.

An employee in this class is responsible for directing engineering and architectural design, surveying, construction management, and contract administration for Seaport projects. Emphasis of the work is on overseeing the selection process of architects, engineers and general contractors for all architectural projects, which range from new deep-water passenger terminals, storage sheds, provisioning structures to office buildings. Related responsibilities include coordinating all future infrastructure and improvements of facilities to include cargo yards, wharves, bulkheads, and mooring improvements; supervising the environmental unit responsible for dredging, drainage, wells, stormceptors, and outfalls and coordinating activities with local and federal agencies; and planning for future expansions and capital improvements of the Port's infrastructure. The incumbent exercises extensive independent judgment and professional architectural and managerial knowledge in the effective administration of highly complex and responsible architectural and planning responsibilities. Supervision is exercised over a staff of professional and technical employees. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of architectural and planning services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, manages and coordinates all of the Port's architectural projects; oversees the Cruise Section, which covers the deep water passenger terminals, passenger boarding bridges, storage sheds, office buildings, equipment and other related infrastructure; plan and direct the Port's architectural program by furnishing design, plans and specifications; analyze and prepare reports on other designs submitted to the Port by A & E consultants.

Establish priorities and assignments for subordinates with specific instructions, duties and responsibilities to assure completion of projects on time and schedule; maintain progress records for each project; hold project's coordination meetings with consultants and clients; act as a liaison with other County departments and elected officials; act as a consultant to the County Manager and Commissioners.

Serves as technical advisor on architecture, mechanical, plumbing, electrical, heating, ventilation and HVAC systems and develop and prepare specialized contracts and specifications; assist the Port Engineer in the preparation of the annual budget for the Engineering Division; manage and supervise architectural and engineering consultants.

Oversees and coordinates all the proposed master plans and Capital Improvement Implementations; supervises the current 2020 Port Development Master Plan; manages and supervises the Port's Enhancements Master Plan.

Assists the Contracts Administration Section in the procurement selection process by preparing scopes of work, preliminary construction estimates, schedules, trade discipline breakdowns and corresponding percentages of construction divisions for all capital improvement projects.

Prepares department's CSBE and CBE recommendations for goals and measures, project's technical certification requirements, construction schedules and other required documents; collaborate with the Department of Business Development's personnel in the procurement of design professionals through the EDP and in the preparation of Port's projects to be submitted for approval to the Review Committee.

Coordinates and reviews Design Guidelines Packages; conducts pre-bid submittal conferences, site visits, formal bid openings and technical meetings; reviews architectural construction bids submitted for compliance, required documents, bid forms, bonds, dollar amounts, etc.

Represents the Engineering Division on the Internal Security Committee as appointed by the Deputy Director and responds to the FDLE Report regarding the Port's security procedures; reviews the physical infrastructure plans and specifications, integrating and implementing

## Human Resources Department

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### Manager, Seaport Architecture and Planning (001475)

upper managements' proposals plus recommending policy and procedures to the Port Director; reviews and coordinates plans, specifications, equipment and installations proposed by security consultants to comply with FDLE requirements.

Serves as ADA Coordinator for the Seaport Department; in charge of the Port's Barrier Removal Program.

Provides support to the County Attorney's office regarding lawsuits filed against the Department, which are related to architecture.

Makes presentations and appeals to the Board of Unsafe Structures on behalf of the Seaport Department.

Engineering representative on the Special Events Committee, as appointed by the Deputy Director.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of architectural planning, building design and construction, current methods and materials, literature and sources of information regarding building design and structure.

Thorough knowledge of building codes, laws, regulations and County design standards.

Thorough knowledge of the principles of management and their application to the administration of architectural and engineering design and construction work.

Considerable knowledge of supervisory principles and practices.

Knowledge of current engineering methods and techniques, principles and procedures of modern business.

Ability to understand complex architectural and engineering drawings and specifications related to diversified Seaport facility construction and renovation.

Ability to plan, design and prepare complete plans and specifications for all types of buildings and structures.

Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale.

Ability to perform difficult computations and make comprehensive recommendations on architectural problems.

Ability to use architectural instruments and equipment.

Ability to express one's self clearly and concisely, orally and in writing.

NEW 11/17/03

#### Nature Of Work

This is highly responsible professional managerial and architectural work in planning and directing activities of the Architecture and Planning Section of the Miami-Dade Seaport Department.



## Human Resources Department

### Manager, Seaport Real Estate & Economic Development (001476)

#### Minimum Qualifications

Bachelor's degree in Real Estate, Business Management, Business Administration, Public Administration or related field. Must possess a State of Florida Real Estate Salesperson license or State of Florida Real Estate Broker license. A minimum of three to six years of progressively responsible professional administrative experience in real estate planning, development, leasing, and/or contracting is required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced, responsible and supervisory real estate business development work for the Miami-Dade Seaport Department. Employees in this class are responsible for business contract negotiations for Seaport property development and supervising and participating in the planning, negotiation and management of leasing programs for all Seaport facilities. Responsibilities include negotiating and monitoring the leasing of lands, buildings and other properties, assisting in the resolution of provisions, and evaluating lease and permit applications. Incumbents exercise considerable independent judgment in the management of seaport leasing programs and in negotiating complex leases, agreements and permits. Supervision is exercised over a staff of professional subordinates engaged in various phases of planning and management of leasing programs. Supervision is received from the Assistant Director, Seaport Finance and Administration who reviews work for effectiveness in negotiating leasehold interests and in managing leasing programs.

##### ILLUSTRATIVE TASKS

Develops, negotiations and prepares complex lease contracts including, financing and construction agreements, seaport development agreements, permits and other agreements; functions as senior level business manager, on and off the Port, directing all property acquisition and managing all real estate activities; responsible for all lease and related income currently over \$8 million, 10% of gross revenue, through negotiations and interaction with tenants, state and federal agencies requiring space on the Port for maritime responsibilities to conduct maritime business.

Plans, assigns and reviews the work of professional subordinates engaged in planning and management of leasing programs for seaport facilities.

Coordinates work involving construction projects with tenants; contacts other County agencies to assure that other governmental requirements such as compliance issues are met.

Inspects, evaluates and monitors seaport leaseholds and facilities for compliance with prescribed uses and other terms and conditions contained in leases and agreements

Reviews and evaluates applications for leases and permits; recommends approval of those providing maximum economic return and utilization of port properties and facilities.

Assists in resolution of disputes and problems among tenants and other seaport operations.

Initiates and maintains positive tenant relations to assure a favorable working arrangement among seaport administration, tenants and other Port users.

Manages the coordination of inter agencies affairs such as greater Miami Chamber of Commerce and Beacom Council toward economic development.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Manager, Seaport Real Estate & Economic Development (001476)

Thorough knowledge of real property management, commercial and industrial property leasing.  
Through knowledge of the principles of contract management and their application.  
Considerable knowledge of public relations, principles and techniques.  
Considerable knowledge of the location, type and use of various Port properties.  
Knowledge of research techniques and sources of current information applicable to port property management and administration.  
Knowledge of applicable local, state and federal laws related to lease agreements at Port properties.  
Knowledge of supervisory principles and practices.  
    Ability to use tact and persuasion in the negotiation of complex leasehold agreements, permits and amendments.  
    Ability to prepare complex leases, financing and construction agreements, management and concession agreements, permits and amendments.  
    Ability to establish and maintain effective working relationships with superiors and tenants.  
    Ability to prepare clear and concise reports and correspondence.  
    Ability to monitor the use of Port properties to assure compliance with the provisions of lease agreements.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to communicate clearly and concisely verbally and in writing.

NEW 2/17/04

#### **Nature Of Work**

This is advanced, responsible and supervisory real estate business development work for the Miami-Dade Seaport Department.

## Human Resources Department

### Manager, Seaport Business Development (001477)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Marketing or related field. A minimum of three to six years of management experience in advertisement, marketing, business development or related experience is required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible professional managerial work in planning and directing activities of the Business Development Division of the Miami-Dade County Seaport Department.

An employee in this class is responsible for the development and implementation of the Seaport's business development program and the management of the Seaport's Customer Services and Tariffs and Traffics Divisions. Responsibilities include identifying and soliciting new business for the Seaport, maintaining the current customer base and assisting them in their market development and trade expansion; and initiation and implementation of the Seaport's customer service programs. The incumbent exercises extensive independent judgment and professional and managerial knowledge promulgating a favorable image for the Seaport and Miami-Dade County among the vast local, national and international public. Supervision is exercised over a staff of clerical, technical and professional employees. General direction is received from an Assistant Division Director who holds the incumbent responsible for the professional management of departmental business development services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Manages the Seaport business development, customer services, tariff and traffic functions; prepares the divisional budget; supervises divisional staff.

Develops and implements strategic marketing programs in conjunction with the Seaport's Master Plan; identifies potential markets and develops the same; develops, implements and maintains customer service programs; serves as liaison with agencies that impact the Port's operation and its customers; provides statistical support for customers and Port personnel; develops Port collateral materials to be used in marketing efforts; represents the Port in various committees on a local, state, national and international basis; maintains, files and distributes the Port tariff.

Provides information on the Port as requested by Trade magazines and as directed by the Assistant Director Seaport Intergovernmental Affairs and Promotions.

Represents the Port in public meetings dealing with commercial issues.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of goals and objectives of the Seaport Department.

Through knowledge of the principles of management and public administration, marketing, promotions and advertising.

Ability to administer and implement policy.

## Human Resources Department

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### Manager, Seaport Business Development (001477)

Ability to have effective work relationships with the general public, co-workers, community members and industry representatives.

NEW 10-04

#### **Nature Of Work**

This is responsible professional managerial work in planning and directing activities of the Business Development Division of the Miami-Dade County Seaport Department.

## Human Resources Department

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### Seaport Cargo Development Coordinator (001478)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to six years of professional experience in transportation, shipping, cargo development, cruise development, international business or logistics management is required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Seaport Intermodal Coordinator (001479)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to six years years of professional experience in transportation, shipping or intermodal management in the maritime industry is required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Intergovernmental & Cargo Development Manager (001480)

#### **Minimum Qualifications**

Bachelor's degree. Four years of legislative policy analysis and development, and comprehensive legal research experience; and four years of international business, trade development, marketing, intermodal intergovernmental or related experience is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Chief, Seaport Information Systems (001481)

#### Minimum Qualifications

Bachelor's degree. Four to seven years of progressively responsible professional experience in a complex data processing environment to include two years of supervisory experience are required.

Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### Nature of Work

This is highly responsible managerial work in planning and directing the activities of the Miami-Dade County Seaport Department's Information Systems.

An employee in this class is responsible for directing and supervising the functions of a multi server computer center with an extensive network of interconnected distributed processors at various locations. Emphasis of the work is on assuring the provision of economical and efficient automated information technology services to the Seaport Department. Responsibilities include developing plans for the acquisition, installation and operation of information technology services for the department and negotiating contractual terms and conditions with appropriate vendors. The incumbent exercises considerable independent judgment in executing departmental policies and in directing information technology activities. Supervision is exercised over subordinate professional, technical, and clerical employees with assigned responsibilities in various phases of systems operations. Supervision is received from the Seaport Deputy Director, who holds the incumbent responsible for the attainment of department objectives and the professional management of computer services for the Seaport Department.

##### Illustrative Tasks

Directs and supervises the operation of a multi-client/server computer center providing economical and efficient information technology services for the Seaport Department.

Executes policies for the use of information technology for the department; reviews existing policies and procedures and modifies as necessary; attends meetings and conferences with department officials, as well as other county, state, and federal agencies to resolve a variety of management problems.

Defines objectives; establishes and implements programs and plans designed to achieve objectives; redirects priorities to achieve departmental goals and objectives.

Coordinates information technology projects and/or tasks with other department executives.

Reviews feasibility studies, requests for proposals, needs assessment documents, and functional system designs for adherence to department requirements.

Develops, presents and supports budget estimates and financial plans concerning acquisition of data processing equipment, software acquisition and development costs; administers and monitors divisional budget.

Plans for and assures the acquisition, installation and operation of automated data processing equipment for the department.

Negotiates with vendors, contractual terms and conditions regarding acquisition, installation and maintenance of data processing equipment.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.



## Human Resources Department

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### Chief, Seaport Information Systems (001481)

Performs related work as required.

#### Knowledge, Skills and Abilities

Thorough knowledge of the organization and operation of the Miami-Dade County Seaport.

Thorough knowledge of computer programming, computer systems, electronic data processing equipment, systems analysis and design operations.

Thorough knowledge of current developments in automated data processing technology.

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Ability to plan and supervise the development of complex information systems based on department requirements.

Ability to plan, organize and direct the operation and management of a significant multi-server computer center.

Ability to provide effective assistance to senior department management in data processing system needs and capabilities.

Ability to provide adequate security measures for the safeguarding of the department's information systems.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 8/22/2005

#### **Nature Of Work**

This is highly responsible managerial work in planning and directing the activities of the Miami-Dade County Seaport Department's Information Systems.

## Human Resources Department

### Manager of Public Affairs (001482)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Communications, and Marketing or related field. A minimum of three years of progressively responsible experience in public information, journalism, marketing, or public relations is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in communicating and promoting the activities of the Miami-Dade Seaport Department.

An employee in this class is responsible for coordinating television productions; website development; the development of all marketing collaterals including the Port's Directory and press kits; press conferences; speechwriting; PowerPoint presentations; management of outreach activities such as port tours, career fairs and filming productions at the port; and other activities critical to enhancing the image of the Miami-Dade Seaport. Responsibilities include strengthening professional relationships with cargo-related companies, cruise lines, maritime organizations, tourism industry, local, national and international news media and the trade press; developing public relations campaigns; coordinating all public statements on behalf of the Department to the media, as directed by the Seaport Director and Assistant Director for Maritime Services; and coordinating and implementing emergency procedures and working with all agencies, local, state and federal, in disseminating vital information to the public via the press. The incumbent must understand all critical issues affecting the Department, as well as be proactive in communicating seaport accomplishments to the various sectors served by the seaport. Supervision is exercised over professional, technical and clerical employees engaged in a variety of public affairs' support activities. General direction is received from an Assistant Director who holds the incumbent responsible for the professional management of department services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans and directs the activities of the Public Affairs Division including Communications and Customer Service

Edits and proofs marketing materials and website content development.

Develops and strengthens professional relationships with cargo-related companies, cruise lines, maritime organizations, tourism industry, local, national and international news media and the trade press.

Develops public relations campaigns; coordinates all public statements on behalf of the Department to the media.

Coordinates and implements emergency procedures; works with federal, state and local agencies to disseminate vital information to the public via the press.

Develops positive news coverage and ensures that accurate information is disseminated regarding the Seaport.

Responds in a timely manner to 24-hour emergencies and coordinates public statements regarding all incidents.

Coordinates Port-related stories and logistics with the media; coordinates and responds to public records requests; responds to public email requests; attends meetings/community outreach for the department.

Writes and disseminates press releases; writes and edits newsletter; writes speeches for the Department Director; oversees the content development and editing of the website.

Serves the needs of the Director's Office including speeches and presentations as well as any media interviews.

Conceptualizes and develops PowerPoint Presentations.

## Human Resources Department

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### Manager of Public Affairs (001482)

Coordinates television productions; writes and produces video presentations.

Produces the State of the Ports presentation, coordinates photography, videography, creates and produces all press releases, videos, brochures and public information materials.

Receives and responds to public information requests.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of journalism and public relations.

Thorough knowledge of the organization and operation of the Miami-Dade Seaport.

Thorough knowledge of public relations skills, such as producing brochures, graphic design, creative layout, broadcast production, photography and website development and design.

Thorough knowledge of the inner workings of the media, as well as a good understanding of the seaport industry, trends and seaport future developments.

Through knowledge of the inner workings of government and the needs of the media.

Through knowledge of technical skills such as writing, editing, graphics, layout, design, video and photography production capabilities.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to handle multiple projects simultaneously, while planning for the future.

Ability to balance the inner workings of government and the needs of the media.

Ability to use judgment and discretion in disseminating information to the media.

Ability to establish and maintain effective working relationships with subordinates, superiors, public officials and members of the media.

NEW/10/01/2007

#### **Nature Of Work**

This is highly responsible professional managerial work in communicating and promoting the activities of the Miami-Dade Seaport Department.

## Human Resources Department

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### Chief, Seaport Management & Budget Division (001483)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of progressively responsible experience in budget development or administration to include experience in grants development or computer operations is required. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional and supervisory work in the management of financial resources for the Miami-Dade Seaport Department.

An employee in this class is responsible for planning, directing and coordinating diversified departmental activities in budget, grant preparation and administration, crane management, and short and long-range departmental business planning. Responsibilities include developing and monitoring of operating and capital budgets as well as, the Transportation Improvement Program, oversight of telecommunications, grant administration, crane management, promotional fund activities with external agencies associated with Seaport, conducting financial analysis studies, including cost/benefit studies for tariff rates, various internal studies to improve the economics of the department, and evaluating monthly accounting entries for applicability to budget amounts. Supervision is exercised over a staff of professional, technical and clerical subordinates engaged in various phases of divisional operations. General direction is received from an administrative superior who holds the incumbent responsible for the efficient and effective management of division functions, goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises subordinates engaged in the preparation of departmental annual operating and capital budgets including projections of facility usage and revenues, development and maintenance of equipment replacement schedules, estimation replacement schedules and review of operating budget variances for explanations and corrections.

Supervises and monitors the development of the operating budget, including monthly revenue and expense projections as well as other reports, quarterly management and performance reporting.

Directs and coordinates equipment purchase and repair including evaluating needs of divisions along with proper equipment to meet their needs.

Performs financial analysis type studies relating to tariff increase requirements, equipment purchasing, lease payments and security costs.

Prepares annual Seaport Business Plan for incorporation into the Countywide Business Plan including developing performance measures within the department to meet strategic planning goals and objectives.

Manages and audits final preparation of reimbursement for agencies funded by the Seaport and certain funding by the Finance Department.

Attends all budget meetings, MPO and CTAC meetings for the Seaport as part of the annual budget process, Transportation Improvement Program and all other department and county meetings on the annual and long-range planning process.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

## Human Resources Department

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### Chief, Seaport Management & Budget Division (001483)

Performs other related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles of business and public administration.

Thorough knowledge of budget preparation, processing, justification, monitoring and reporting.

Considerable knowledge of the organization, operations and funding sources.

Considerable knowledge of county personnel policies, practices and procedures.

Considerable knowledge of supervisory principles and practices.

Knowledge of fleet management and replacement procedures.

Knowledge of utilities management and cost reduction techniques.

Ability to supervise a staff of subordinates in a manner conducive to full performance and high morale.

Ability to analyze complex financial information, reach sound conclusions and make effective recommendations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, policies and procedures.

Ability to maintain internal financial controls to account for the collection and expenditure of departmental revenues.

Ability to prepare, submit, justify and monitor the departmental annual budget.

Ability to manage departmental fleet and utilities program in a fiscally prudent manner.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, both verbally and in writing.

#### **Nature Of Work**

This is advanced responsible professional and supervisory work in the management of financial resources for the Miami-Dade Seaport Department.

## Human Resources Department

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### Chief, Seaport Financial Initiatives (001485)

#### **Minimum Qualifications**

Bachelor or Master Degree in Accounting, Finance, Public Administration, Business Administration or related field.  
Three to six years progressively responsible administrative or professional experience to include financial analytical, maritime services and policy experience.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible professional work in capital finance analysis and administration for the Miami-Dade Aviation Department.

## Human Resources Department

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### Seaport Public Affairs & Communications Director (001486)

#### **Minimum Qualifications**

Bachelor's degree in Communications, Marketing, Public Relations, or related field. Five years of senior managerial experience in Public Affairs, Communications and/or Marketing in a governmental organization is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible managerial work devising proactive communications and marketing strategies and supporting programs for the Seaport Department.

## Human Resources Department

### Assistant Director, Seaport Finance Administration (001489)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Business or Public Administration or a related field. A minimum of six to ten years of professional experience including supervision, fiscal management, information systems and personnel management are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work planning and directing fiscal management activities for the Miami-Dade Seaport Department.

An employee in this class is responsible for performing complex analyses and revenue and expenditure forecasting. Responsibilities include directing and coordinating departmental grants administration, establishing long-range goals, strategies, plans, policies and performance improvement efforts and serving as the department's liaison to the Finance Department and the Office of Strategic Business Management (OSBM). The incumbent exercises considerable independent judgment formulating departmental financial and budgetary policy and strategic analysis and in providing management with reliable information and analysis for making long and short term policy decisions. Supervision is exercised over a staff of professional subordinates who assist in the design and implementation of various fiscal, budgetary and operational policies and procedures, and strategic analysis. General Direction is received from the Seaport Director who holds the incumbent responsible for effective management of the department's fiscal affairs, strategic planning activities and professional management and technical direction of accounting, strategic planning and performance reporting, operating and capital budgets, and grants management functions.

##### ILLUSTRATIVE TASKS

Directs, supervises and monitors the department's financial operations; provides analysis, projections and advice from the financial perspective for use in decision making by the department's management team and in the development of business terms for the department's contracts and leases.

Directs and formulates department financial policy; oversees the development and optimal utilization of financial systems, structures short and long term debt and financial plans; oversees department's general accounting activities such as collection of all revenue and payments of all expenses.

Directs and supervises the collection and monitoring of all cash activities for the department with the purpose of suggesting methods or mechanisms to improve the cash position and to monitor and analyze the cash position of the department at any given time.

Prepares and analyses monthly operations and revenue reports, analyses trends and prepares management reports; develops the Seaport's annual capital and operating budgets; coordinates grant administration activities and performs internal auditing.

Monitors financial performance as compared to budget and external factors; directs the department's financial projections; identifies and develops alternatives for addressing issues as they arise; reviews results for the purpose of suggesting methods to improve budget projections and practices.

Coordinates the development of the department's strategic and business plans; monitors the progress of the department in meeting its objectives; provides strategic analysis and oversight and assistance with benchmarking, best practices research and performance improvement/reengineering activities; coordinates the objects to be included in the department's strategic and business plans and assists in prioritizing and coordinating planning efforts.

Performs related work as required.



## Human Resources Department

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### Assistant Director, Seaport Finance Administration (001489)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of governmental finance and budget process.

Thorough knowledge of all aspects of seaport financial operations.

Thorough knowledge of the principles of finance, accounting, business and public administration and their application to the management of government activities.

Thorough knowledge of the organization and operations of the Miami-Dade Seaport Department.

Thorough knowledge of departmental and county administrative policies and procedures.

Thorough knowledge of county procurement and contracts management policies, procedures and regulations.

Knowledge of the functioning of the Dante B. Fascell Port of Miami-Dade and the Miami-Dade County government system.

Knowledge of local, national and international seaport maritime issues and the maritime industry.

Knowledge of supervisory principles and practices.

Ability to direct and coordinate a variety of financial and planning activities for the Miami-Dade Seaport Department.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of the sea passenger and sea cargo services at the Port of Miami.

Ability to supervise, through subordinate levels of managers and supervisors, the work of employees in a manner conducive to full performance and high morale.

Ability to analyze and evaluate departmental financial operations and make effective recommendations for improvements.

Ability to prepare, review and implement complex departmental operating budgets.

Ability to provide accurate and effective advice to superiors concerning financial, budgetary and planning policy procedures issues.

NEW 09/24/2007

#### **Nature Of Work**

## Human Resources Department

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### Seaport Director Designee (001495)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Senior Executive Assistant to the Department Director (001496)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years professional administrative experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced responsible professional and administrative work assisting the Seaport Director, in the management of departmental activities.

## Human Resources Department

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### Director, Miami-Dade Seaport Department (001498)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven to ten years of progressively responsible managerial and/or administrative experience in the fiscal and operational management of a major seaport facility to include supervisory experience are required. Applicants will be subject to an extensive background investigation. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of the county seaport.

An employee in this class is responsible for planning, directing and supervising seaport operations activities, administrative functions, publicity, maintenance, security and housekeeping activities, and port engineering and development operations. Emphasis of the work is on the formulation of department policies and the provision of overall direction to diversified divisional operations, continuously promoting and developing the financial growth of the port, and planning for port development to provide efficient service to port users. The incumbent exercises extensive independent judgment and professional managerial knowledge in formulating department policies, directing port operations and expansion activities, and in providing for sound financial management of seaport operations. Supervision is exercised through subordinate executives and supervisors over a variety of professional, technical, administrative, specialized operational and clerical employees who are assigned to various phases of departmental activities. General direction is received from the County Manager who holds the incumbent responsible for the provision of efficient and effective port services and for the professional management of departmental operations.

##### ILLUSTRATIVE TASKS

Provides direction and supervision to executives and supervisors responsible for administrative and fiscal activities, daily port operations, maintenance and housekeeping functions, port security and safety activities, marketing and promotion of the port, and engineering and development of port facilities.

Formulates departmental fiscal, administrative and budgetary policies and revises or modifies as necessary to enhance efficiency and effectiveness of departmental operations.

Supervises and directs a major port expansion and development program to meet port users' needs and maintain a competitive position in relation to other major seaports serving the Caribbean and Central and South American markets; develops financial programs to provide for seaport capital improvements projects through the issuance of seaport revenue bonds.

Directs the permitting process through all Federal, state and local authorities for development of seaport capital improvements.

Establishes and maintains effective working relations with various officials of the maritime industry to generate new business and retain existing operations; responds to requests from the news media concerning port operations, activities and incidents.

Coordinates departmental operations with other county executives and with senior county management; represents the seaport before the Board of County Commissioners and community groups on matters pertaining to port operations, expansion plans and other port activities; attends meetings and conferences with national and international organizations.

Represents the seaport in meetings with multi-jurisdictional Federal agencies on matters pertaining to the shipping industry, such as the Federal Maritime Commission, U.S. Coast Guard and U.S. Customs and Immigration Service.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, county personnel rules and all other applicable rules and regulations.

Performs related work as required.

## Human Resources Department

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### Director, Miami-Dade Seaport Department (001498)

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the operations and activities at the county seaport facility.  
Extensive knowledge of the goals and objectives of county seaport operations.  
Thorough knowledge of the principles of public and business administration.  
Thorough knowledge of supervisory principles and practices.  
Thorough knowledge of public relations principles and techniques.  
Thorough knowledge of federal, state and local policies, regulations and procedures applicable to seaport operations.  
Thorough knowledge of maritime rules, regulations and traffic procedures.  
Ability to use advanced professional knowledge of the principles of public and business administration to formulate departmental policy and control departmental activities.  
Ability to plan, organize and supervise, through subordinate executives and supervisors, the work of a staff of subordinates in a manner conducive to full performance and high morale.  
Ability to evaluate the impact of alternative possible courses of action on departmental operations and evaluate circumstances of a new or unprecedented nature.  
Ability to devise and install departmental rules, regulations and procedures.  
Ability to establish effective working relations with maritime interests, community groups, senior county management, officials of various Federal agencies and the public.  
Ability to express ideas clearly and concisely, verbally and in writing, to groups and individuals.  
Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.  
Ability to determine if departmental standards are being met and to redirect priorities as necessary.

REVISED 01/98

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of the county seaport.

## Human Resources Department

### Flood Plain Construction Inspector (001510)

#### Minimum Qualifications

Bachelor's degree in Engineering, Architecture, Construction Management, or related field; or possess a Miami-Dade County General Contractor license and one year of engineering plans review, construction management, or related experience are required. Additional experience may substitute for required education or licensure on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the inspection of building construction within flood hazard districts.

An employee in this class is responsible for inspecting building construction in coastal areas of the county, preparing damage assessments and evaluation reports, and reviewing building permit applications for new construction and repairs in flood hazard areas. Responsibilities include conducting field inspections, assisting in administration of building code requirements for development in coastal areas, and assisting in the review of requests for variances and in preparation of cases appealed to the Environmental Quality Control Board. Supervision is received from an administrative superior who reviews work for technical competence and conformance with established departmental policies, procedures and regulations.

##### ILLUSTRATIVE TASKS

Conducts interviews with homeowners and contractors and performs field inspections of damaged structures within flood hazard districts; examines all aspects of structures from roof to foundation; prepares inspection reports concerning compliance with Substantial Damage and Substantial Improvement sections of the South Florida Building Code.

Assists in assuring compliance with local, state and federal regulations requiring areas vulnerable to flooding be protected against flood damage at the time of initial construction or when substantial improvement is needed.

Assists in the administration of building code requirements for development in flood hazard areas; reviews building permit applications for new construction and repairs in coastal areas to assure proposed construction is protected against flood damage, anchored to prevent floatation, collapse or lateral movement, and that construction materials and utility equipment are resistant to flood damage.

Coordinates work and maintains contacts with local environmental and building administrators, federal emergency management officials and the County Attorney's Office.

Maintains knowledge of Dade County Flood Criteria Maps, flood insurance rate maps and flood insurance studies prepared by federal agencies.

Assists in the preparation of reports concerning individual requests for variances from building code regulations applicable to development within flood hazard districts.

Assists in the preparation of cases appealed to the Environmental Quality Control Board; provides testimony as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of provisions of the South Florida Building Code pertaining to building construction.

Considerable knowledge of Substantial Damage and Substantial Improvements sections of the South Florida Building Code related to building construction in coastal areas of Dade County.

Considerable knowledge of general building construction methods, techniques, processes and procedures.

Considerable knowledge of building construction plans and blueprints.

Knowledge of Dade County Flood Criteria Maps, flood insurance rating maps and current flood insurance studies.

Knowledge of public relations principles and techniques.

Ability to perform technical field inspections of building construction to determine compliance with Substantial Damage and Substantial Improvement sections of the South Florida Building Code.

Ability to understand complex structural installations and related fields in the construction industry.

Ability to prepare detailed technical building inspection reports concerning damage assessments and evaluations.

Ability to examine building permit applications for new construction and building repairs for structures in flood hazard areas.

Ability to establish and maintain effective working relationships with superiors, various public and private officials and members of the public.

## Human Resources Department

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### **Flood Plain Construction Inspector (001510)**

Ability to provide effective assistance in the preparation of reports concerning individual requests for variances to development within flood hazard districts, and in preparation of cases appealed to the Environmental Quality Control Board.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is technical work in the inspection of building construction within flood hazard districts.

### Flood Plain Program Supervisor (001511)

#### Minimum Qualifications

Bachelor's degree in Engineering, Architecture, Construction Management or related field, or a current valid General Contractor's license is required. Two years of engineering, plans review, construction management or related experience are required. Additional experience may substitute for required education or licensure on a year- for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in assisting in the management of the Dade County flood plain management program.

Employees in this class are responsible for supervising technical subordinates and performing a variety of administrative duties in the regulation of development within flood hazard areas of unincorporated Dade County. Responsibilities include preparation of recommendations for issuance of variances and waivers from flood plain regulations, preparation of documents for the Environmental Quality Control Board, review of flood plain construction and development plans, negotiation of alternatives to proposed projects to minimize flood damages, and assistance in preparation of the application for the federal Community Rating System. Supervision is exercised over technical subordinates engaged in reviewing plans for development and construction within the flood plain. Supervision is received from an administrative superior who reviews work for effective assistance in flood plain program administration.

##### ILLUSTRATIVE TASKS

- Supervises and direct technical subordinates in the review of plans for development and construction in flood plain areas.

- Prepares written recommendations concerning issuance of variances and waivers from flood plain regulations; prepares recommendations to the Environmental Quality Control Board if decisions are appealed.

- Gathers background information and meets with applicants, engineers and architects to encourage voluntary compliance with program.

- Provides interpretations of regulations and assists in negotiating alternative construction methods and practices to minimize flood damages.

- Coordinates and prepares written documents for submittal of the application for the federal Community Rating System program.

- Provides technical support to staff of the Stormwater Utility Program; conducts special projects in support of the Stormwater Utility Master Plan.

- Reviews and makes recommendations for enforcement action in cases of non-compliance with the South Florida Building Code.

- Organizes workshops to promote flood protection techniques and the flood management program for Dade County.

- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Thorough knowledge of provisions of the South Florida Building Code pertaining to flood plain construction and development.

- Thorough knowledge of general building construction methods, techniques, processes and procedures.

- Considerable knowledge of the theories, principles and practices of civil engineering.

- Considerable knowledge of justifications for the issuance of waivers and variances from flood plain construction regulations.

- Considerable knowledge of the procedures for preparation of cases appealed to the Environmental Quality Control Board.

- Knowledge of supervisory principles and practices.

- Ability to provide effective assistance in the management of various aspects of the Dade County flood plain management program.

- Ability to interpret and apply complex flood plain construction and development regulations to proposed flood plain development projects.

- Ability to negotiate alternative construction methods and practices to assure compliance with flood plain development regulations.

- Ability to supervise subordinates in a manner conducive to full performance and high morale.

- Ability to coordinate flood plain management with officials of other County departments and agencies and with state and federal officials.

- Ability to establish and maintain effective working relationships with subordinates, superiors, private architects and engineers and the public.



## Human Resources Department

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### Flood Plain Program Supervisor (001511)

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is advanced administrative and supervisory work in assisting in the management of the Miami-Dade County flood plain management program.

## Human Resources Department

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### RER System Production Supervisor (001515)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in a computer operations environment to include supervisory experience are required. Experience in a computer related field may substitute on a year-for-year basis for required education.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

### Hydrogeologist 1 (001520)

#### Minimum Qualifications

Bachelor's degree in Geology, Chemistry, Hydrogeology, Biology or related field.

#### Job Specifications

##### NATURE OF WORK

This is professional geo-hydrological work in the conservation and management of water resources in an environmental resource management program.

Employees in this class are responsible for the conduct of hydrologic investigations and participation in technical studies related to water resources management. Duties include the qualitative and quantitative analysis of water samples, identification of pollutants constituting present or potential hazards to water resources and preparation of analytical reports of field surveys and laboratory findings. Incumbents apply advanced knowledge of scientific and analytical principles and exercise some independent judgment in completing assigned tasks. Supervision is received from a professional superior who assigns work, reviews field and laboratory data and assists with unusual or difficult analyses.

##### ILLUSTRATIVE TASKS

Performs chemical and physical analyses of water samples using qualitative and quantitative procedures; determines water quality characteristics including source of nutrients and presence of pollutants; prepares laboratory reports of results and findings.

Participates in qualitative and quantitative investigations in specialized fields such as mathematical modeling, geophysics, water quality, marine geology and sedimentology to identify present or potential effluents, pollutants and toxins harmful to water resources.

Conducts field and laboratory analyses to determine geohydrologic factors related to land and subsurface disposal and storage of liquid and solid waste; studies animal and plant life as they affect and are affected by sediment and dissolved materials in natural water.

Participates in studies concerning chemical and physical interactions between the surface and groundwater, the relationship between water quality characteristics and environmental factors, and the effects of natural and induced phenomena on groundwater systems.

Prepares chemical reagents for field studies and laboratory analyses, maintains inventory of laboratory equipment and supplies; maintains sample logs and compiles statistical data.

Assists in the preparation of technical reports concerning comprehensive evaluation studies and field surveys.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the sciences of geology, hydrology and water chemistry including the basic principles and techniques of investigation and analysis.

Knowledge of the methods, techniques and equipment used in the collection, sampling and analysis of geo-hydrological data.

Knowledge of the basic scientific principles and practices in physics, biology, mathematics and physical sciences.

Some knowledge of laboratory controls and sampling theory used in chemical research, experimentation, analysis and synthesis.

Some knowledge of ecological conditions which constitute current or potential environmental hazards affecting groundwater and aquatic systems.

Some knowledge of current trends and research in hydrology and geology.

Ability to apply scientific and technical knowledge with accuracy and professional judgment in the sampling, analysis and reporting of geo-hydrological data.

Ability to evaluate findings from field surveys and laboratory experiments.

Ability to prepare and submit accurate and complete reports of laboratory findings.

Ability to make minor repairs and adjustments to laboratory and field instruments and equipment.

NEW 1-85

#### Nature Of Work

This is professional geo-hydrological work in the conservation and management of water resources in an environmental resource

### Hydrogeologist 1 (001520)

management program.

### Hydrogeologist 2 (001521)

#### Minimum Qualifications

Bachelor's degree in Geology, Chemistry, Hydrogeology, Biology, or related field. One year of experience in groundwater modeling or monitoring groundwater restoration is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional geo-hydrological work with some supervisory responsibility in the conservation and management of water resources in an environmental resources management program.

Employees in this class are responsible for supervision of technical and professional employees engaged in the conduct of qualitative and quantitative hydrologic investigations and analyses. Emphasis of the work is on supervision of geologic, hydrologic and other technical studies, quantitative determination of interrelations between water quality characteristics and environmental factors, scheduling of laboratory procedures and interpretation of findings. Supervision is exercised through assignment of work, control of field and laboratory procedures and responsibility for reporting field and laboratory findings. General supervision is received from a professional superior who reviews work through conferences, written reports and occasional observation of field and laboratory activities.

##### ILLUSTRATIVE TASKS

Supervises the chemical and physical analyses of water samples to determine water quality characteristics including source of nutrients and presence of pollutants; prepares and reviews detailed technical reports of field surveys and laboratory findings.

Supervises and participates in comprehensive studies in specialized fields such as mathematical modeling, geophysics, water quality, marine geology and sedimentology to identify present or potential effluents, pollutants and toxins harmful to water resources.

Conducts research, experiments and studies concerning the location of freshwater/saltwater interface, effects of canals on groundwater systems, development of aquatic communities, effects of stormwater runoff on water quality, attenuation capabilities of aquifers, preparation of surface and groundwater monitoring networks and related geo-hydrological matters.

Interprets findings of qualitative and quantitative hydrologic studies to determine the long range effects of potential and existing water contamination.

Assists with the implementation of new field and laboratory procedures; devises quality control techniques and calculates standard deviations on sampling and testing procedures.

Compiles various types of water resources data concerning water quality and water levels; requisitions materials and equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the sciences of geology, hydrology and water chemistry including the basic principles and techniques of scientific investigation and analysis.

Considerable knowledge of the methods, techniques and equipment used in the collection, sampling and analysis of geo-hydrological data.

Considerable knowledge of the basic scientific principles and practices in physics, biology, mathematics and physical sciences.

Knowledge of laboratory controls and sampling theory used in chemical research experimentation, analysis and synthesis.

Knowledge of ecological conditions which constitute current or potential environmental hazards affecting groundwater and aquatic systems.

Knowledge of reference sources, current trends and research in hydrology and geology.

Knowledge of supervisory principles and practices.

Ability to apply advanced scientific technical knowledge with accuracy and professional judgment in the analysis, review and reporting of geo-hydrological data.

Ability to conduct research, experiments and studies to determine the long range effects of potential and existing water contamination.

Ability to evaluate findings from difficult field surveys and laboratory experiments.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare and submit accurate and complete reports of comprehensive studies and laboratory findings.

Ability to detect malfunctions in laboratory and field instruments and equipment and make minor repairs.

### Hydrogeologist 2 (001521)

#### **Nature Of Work**

This is advanced professional geo-hydrological work with some supervisory responsibility in the conservation and management of water resources in an environmental resources management program.

### Hydrogeologist 3 (001522)

#### Minimum Qualifications

Bachelor's degree in Geology, Hydrology, Hydrogeology, Environmental Engineering, Toxicology, Environmental Science or related field. Two years of experience in groundwater modeling and/or environmental impact evaluation or site-specific risk assessment are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory geo-hydrological work with administrative responsibility in the conversation and management of water resources in an environmental resource management program.

An employee in this class is responsible for planning, supervising and coordinating qualitative and quantitative investigations in specialized fields such as mathematical modeling, geophysics, water quality, marine geology and sedimentology. Emphasis of the work is on designing and planning comprehensive evaluation studies, coordinating hydrologic activities with other public and private agencies, providing assistance and advice to subordinates and presenting analytical findings to management. Typical assignments are broad in scope with considerable opportunity for exercising independent judgment and making complex decisions. Supervision is exercised over a group of professional, technical and clerical employees through assignment and review of work for accuracy and completion. Supervision is received from an administrative superior who reviews work for achievement of objectives through personal conferences and written reports.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional, technical and clerical employees engaged in the chemical and physical analyses of water samples; assists with difficult or unusual problems; provides continuous training in work methods and procedures and in the application of local, state and Federal rules, regulations and laws.

Directs and conducts complex hydrological experiments, investigations, studies and research to identify present or potential effluents, pollutants and toxins harmful to water resources; supervises and participates in the preparation of detailed reports concerning field surveys and laboratory findings.

Evaluates findings of qualitative and quantitative hydrologic studies and makes recommendations concerning the treatment or resolution of water conservation and management problems.

Develops and recommends new field and laboratory procedures and methodologies; recommends changes in existing departmental rules, regulations and policies.

Supervises advanced planning and preparation of surface and groundwater monitoring systems.

Keeps informed on current developments in mathematical modeling, geophysics, water quality, marine geology and sedimentology and Federal, state and local issues concerning conservation and management of water resources.

Attends various meetings to coordinate hydrologic investigative activities with officials of other departments, municipalities and private organizations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; counsels subordinates on job-related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the sciences of geology, hydrology and water chemistry including the principles and techniques of scientific investigation and analysis.

Thorough knowledge of basic scientific principles and practices in physics, biology, mathematics and related physical sciences.

Considerable knowledge of methods, techniques and equipment used in the collective, sampling and analysis of geo-hydrological data.

Considerable knowledge of the current trends in water conservation and management.

Considerable knowledge of laboratory controls and sampling theory used in chemical research, experimentation, analysis and synthesis.

Knowledge of Federal, state, and local laws, rules, regulations and guidelines governing pollution control activities.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of professional, technical and clerical employees in a manner conducive to full performance and high morale.

Ability to plan, conduct and evaluate analyses, experiments, research and studies to determine the long-range effects of existing water

### Hydrogeologist 3 (001522)

contamination.

Ability to evaluate findings from difficult field surveys and laboratory experiments and formulate sound recommendations.

Ability to provide technical training and supervision in the conduct of field investigations and laboratory analyses.

Ability to detect malfunctions in field and laboratory equipment and make necessary adjustments or determine the need for servicing.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 1-85

#### **Nature Of Work**

This is supervisory geo-hydrological work with administrative responsibility in the conservation and management of water resources in an environmental resource management program.



## Human Resources Department

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### Professional Geologist (001524)

#### **Minimum Qualifications**

Bachelor's degree in Geology or other related science. Must possess a State of Florida Professional Geologist license and a minimum of two to three years of experience in groundwater modeling and/or evaluation of environmental impact, aquifer characterization, geological formations, or stratigraphic profiles are required.

Miami-Dade County offers great benefits including full medical, dental, vision insurance; life and disability insurance; 457 pre-tax savings plan; flexible spending accounts; paid holidays; vacation and sick time; membership in the Florida Retirement System; professional development; and a tuition reimbursement program.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work overseeing the technical activities of a wide range of geology projects for Miami-Dade County.

### Chemist 1 (001525)

#### Minimum Qualifications

Bachelor's degree in Chemistry or a natural science field.

#### Job Specifications

##### NATURE OF WORK

This is beginning level scientific work in performing laboratory analyses for air and water pollution control.

An employee in this class conducts technical laboratory tests and examinations of substances obtained through various environmental sampling techniques. Work is performed in accordance with systematized theory, scientific principles, laboratory techniques and controls to insure accurate and verifiable results. Emphasis of the work is on making scientific identifications of suspected pollutant substances gathered by air and water sampling equipment. Duties occasionally require contact with contaminated, corrosive or toxic materials. Supervision may be exercised over subordinate laboratory technicians who assist with the basic laboratory tests and analytical procedures. A professional superior reviews test results for qualitative findings and assists in procedures where abnormal or difficult analyses are indicated.

##### ILLUSTRATIVE TASKS

Performs physical and chemical tests and analyses of unknown substances by qualitative and quantitative procedures; identifies present or potential pollutant elements and submits findings in laboratory report.

Examines air samples to determine presence of toxic vapors, conducts dust and pollen counts to ascertain concentration levels.

Performs chemical and bacteriological analyses of water samples to determine presence of effluents, pollutants and various toxins harmful to plants, animals and humans.

Conducts gravimetric and colorimetric analyses; performs quantitative and qualitative gas chromatographic evaluation.

Determines chemical and physical composition and properties of compounds utilizing spectroscopy and spectrophotometry; identifies unknown elements by observing and recording characteristic spectra.

Ascertains relationships between molecular structures and chemical and physical properties to aid in analyses of unknown compounds.

Prepares chemical reagents for field studies and laboratory analyses, maintains inventory of laboratory equipment and supplies, maintains sample logs and compiles statistical data.

Prepares and submits written analytical reports of laboratory findings and recommends repetition of testing and corrective action in abnormal findings.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the science of chemistry including the principles, methods and techniques of analyzing the composition of substances.

Knowledge of laboratory procedures used in the performance of chemical chromatographic atomic absorption and colorimetric analyses.

Knowledge of the basic scientific principles and practices in physics, biology, mathematics and physical sciences.

Some knowledge of modern equipment and scientific instruments used in air and water pollution control.

Some knowledge of the basic investigative techniques, laboratory controls and sampling theory used in chemical research, experimentation, analysis and synthesis.

Ability to apply scientific and technical knowledge with accuracy and professional judgment in the completion of laboratory tests and examinations.

Ability to evaluate test results in terms of laboratory controls and methods.

Ability to prepare and submit accurate and complete reports of laboratory findings.

Ability to make minor repairs and adjustments to laboratory and field instruments and equipment.

Skill in laboratory manipulative techniques.

NEW 1-68

#### Nature Of Work

This is beginning level scientific work in performing laboratory analyses for air and water pollution control.

## Human Resources Department

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**Chemist 1 (001525)**

### Chemist 2 (001526)

#### Minimum Qualifications

Bachelor's degree in Chemistry. One year of experience in performing trace analysis using instrumentation is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced scientific work with supervisory responsibility in laboratory analysis for air and water pollution investigation and code enforcement.

Employees in this class are responsible for the technical supervision of trained chemists and subordinate laboratory assistants engaged in conducting qualitative and quantitative laboratory examinations by means of chemical, physical and instrument analysis. Emphasis of the work is on scheduling laboratory procedures, insuring accuracy of tests and interpreting results in terms of total environmental investigation and recommendation. Incumbents are required to perform the more complex analyses of organic and inorganic compounds often involving experimentation and use of specialized techniques of analysis and synthesis. Work requires the application of scientific theory, and knowledge of specialized laboratory procedures used in studying the characteristics of air and water pollutants. Supervision is exercised over subordinate laboratory staff through assignment of work and administrative control of analytical procedures to insure accurate and complete reporting of test results. General supervision is received from the chief chemist who reviews work through conference, written reports and occasional observation of laboratory procedures.

##### ILLUSTRATIVE TASKS

Supervises the conduct of chemical and physical tests and analyses of unknown substances through gravimetric, spectrographic, colorimetric and chromatographic atomic absorption laboratory techniques.

Reviews and participates in chemical, physical and biological studies of air and water samples to determine the presence of effluents, toxins and pollutant substances.

Conducts independent research experiments and comprehensive evaluation studies to determine the long range effects of potential and existing air and water contamination.

Develops new and improved laboratory procedures and chemical agents to rectify and control the release of harmful elements into the air and water environment.

Trains and supervises professional chemists and laboratory assistants in air and water pollution control methodology; devises quality control techniques and calculates standard deviations on sampling and testing procedures.

Prepares and submits detailed reports of laboratory activities; requisitions materials and equipment and recommends new procedures to improve efficiency and economy.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the science of chemistry including the principles, methods and techniques of analyzing the composition of substances.

Considerable knowledge of the basic scientific principles and theories of physics, biology, mathematics and related physical sciences.

Considerable knowledge of the principles and procedures of laboratory chemical analysis.

Knowledge of modern equipment and scientific instruments used in air and water pollution control.

Knowledge of quality control procedures, sampling and statistical techniques used in determining reliability and validity.

Knowledge of reference sources, current trends and recent research in air and water pollution control.

Ability to plan, assign and supervise the work of professionals and subordinate technicians in a manner conducive to full performance and high morale.

Ability to apply scientific and technical knowledge with accuracy and judgment in the review of laboratory procedures.

Ability to train subordinate technical staff in the specialized laboratory techniques of air and water pollution investigation.

Ability to detect malfunctions in laboratory equipment and to make the necessary adjustments or determine the need for maintenance service.

Skill in laboratory manipulative techniques.

### Chemist 2 (001526)

NEW 1-68

#### **Nature Of Work**

This is advanced scientific work with supervisory responsibility in laboratory analysis for air and water pollution investigation and code enforcement.

## Chemist 3 (001527)

### Minimum Qualifications

Bachelor's degree in Chemistry. Three years of experience performing trace analysis using instrumentation are required.

### Job Specifications

#### NATURE OF WORK

This is supervisory scientific work with administrative responsibility in laboratory analysis of air and water samples in an environmental resources management program.

Employees in this class are responsible for supervision of subordinate professional and technical employees engaged in conducting qualitative and quantitative biological, chemical and physical analyses. Emphasis of the work is on developing and implementing laboratory methods and procedures, providing assistance and advice to subordinates and presenting analytical findings and results to management. Additional responsibilities include contact with data processing professionals to develop and implement approved recommendations involving computerized systems. Supervision is exercised over subordinate professional and technical staff through assignment and review of work and for adherence to departmental standards and policies. Supervision is received from a professional superior who reviews work for achievement of objectives through personal conferences and written reports.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional and technical employees engaged in the qualitative and quantitative analysis of air and water samples; assists with difficult or unusual problems; provides training in work methods and procedures, and in the application of local, state and Federal rules, regulations and laws.

Directs and conducts complex chemical, physical and biological experiments, investigations, studies and research to determine the presence of effluents, toxins and pollutants in the environment; supervises and participates in the preparation of detailed reports concerning laboratory activities and findings.

Develops and implements new analytical procedures and methodologies, standard operational procedures, preventive maintenance schedules and quality control procedures; recommends changes in existing departmental rules, regulations and policies.

Keeps informed on current developments in gas chromatography/mass spectrometry, analytical instrumental and environmental chemistry, and issues concerning environmental protection.

Attends meetings and conferences to provide training and consultations to officials of departments, municipalities and other organizations concerning pollution control activities and legislative developments.

Prepares preliminary budget estimates and documents; authorizes requisitions for materials; conducts feasibility studies and recommends purchase of specialized equipment.

Coordinates preventive maintenance and repairs to equipment.

Makes recommendations regarding hiring, discipline and promotion of subordinates; counsels subordinates on job-related problems; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the science of Chemistry including methods, principles and procedures of laboratory chemical analysis.

Thorough knowledge of the scientific principles and theories of physics, biology, mathematics and related physical sciences.

Considerable knowledge of the current trends in air and water pollution control research.

Considerable knowledge of the operation and maintenance of laboratory equipment and instruments.

Considerable knowledge of quality control procedures, sampling and statistical techniques used in determining reliability and validity.

Considerable knowledge of Federal, state and local laws, rules, regulations and guidelines governing pollution control activities.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of professional and technical employees in a manner conducive to full performance and high morale.

Ability to plan, conduct and evaluate analyses, experiments, research and studies of the long-range effects of potential and existing air and water contamination.

Ability to apply scientific and technical knowledge with accuracy and judgment in developing and implementing analytical, operational and

### Chemist 3 (001527)

quality control procedures.

Ability to provide technical training and supervision in the conduct of field investigations and laboratory analyses.

Ability to detect malfunctions in laboratory equipment and make necessary adjustments or determine the need for maintenance service.

Ability to establish and maintain effective working relations with a variety of public and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 1-85

#### **Nature Of Work**

This is supervisory scientific work with administrative responsibility in laboratory analysis of air and water samples in an environmental resources management program.

## Human Resources Department

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### Senior Professional Geologist (001528)

#### **Minimum Qualifications**

Bachelor's degree in Geology, Hydrogeology or other related science. Must possess a State of Florida Professional Geologist license and a minimum of three to six years of experience in groundwater modeling and/or evaluation of environmental impact, aquifer characterization, geological formations, or stratigraphic profiles are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional administrative work with supervisory responsibility overseeing the technical activities of a wide range of geology projects for Miami-Dade County.



## Human Resources Department

### Environmental Resource Assistant (001529)

#### Minimum Qualifications

High school diploma or GED. One year of experience in environmental resource conservation is required; or completion of 30 semester credits to include 12 semester credits in Biology, Geology, Environmental Studies, or related science are required.

#### Job Specifications

##### NATURE OF WORK

This is paraprofessional work in the management of coastal zone and other biological resources.

Employees in this class assist environmental professionals in various phases of resource restoration or regulatory programs, including beach restoration and monitoring, Biscayne Bay restoration and enhancement, artificial reef construction, wildlife protection, and coastal, wetland and tree permitting programs. Duties include assisting with beach surveys, water quality sampling, biological assessment of shoreline submerged habitats, preparation of routine permitting documents, maintenance of technical equipment and boats, recordkeeping, filing and other clerical functions. Employees exercise some knowledge of biological principles, methods and procedures, and computerization related to marine, wetland or forest environments. Supervision is received from an environmental professional who reviews work for satisfactory completion of assigned tasks.

##### ILLUSTRATIVE TASKS

Under supervision of professional biologists, assists in monitoring and assessment of reef and seagrass habitats, using scuba-diving techniques.

Assists in collection of data on endangered species, such as manatees or sea turtles, or other wildlife including sitings and habitats assessments.

Assists in collection of water quality samples using appropriate field meters or scientific equipment; delivers samples to laboratory; assembles and prepares supplies, meters, sample bottles.

Compiles routine monitoring and permitting data and enters into established computer data bases.

Makes on-site inspections for on-going restoration projects and routine permit applications; prepares memo-form reports on inspections.

Compiles support materials such as aerials, plat maps, surveys and records necessary for the development of restoration projects and permit applications.

Performs routine maintenance of field equipment, diving equipment, and boats.

Maintains a technical library.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the science of Biology in the area of assignment.

Knowledge of scuba-diving techniques and practices.

Knowledge of technical sampling equipment.

Knowledge of computer data bases applicable to biological services.

Knowledge of South Florida ecosystems and their functions and values.

Ability to assist professionals in monitoring and assessment of biological systems, data collection, and collection of field samples.

Ability to use scuba-diving equipment safely, to a depth of 100 feet.

Ability to operate technical sampling equipment.

Ability to prepare and submit accurate and complete records and reports.

Ability to carry out field and laboratory assignments in accordance with standardized procedures.

NEW 6-91

#### Nature Of Work

This is paraprofessional work in the management of coastal zone and other biological resources.

## **Human Resources Department**

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### **Environmental Resource Assistant (001529)**

### Biologist 1 (001530)

#### Minimum Qualifications

Bachelor's degree in Biology or related natural or environmental science field. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is professional biology work in the conservation and management of terrestrial and aquatic biological resources.

Employees in this class are engaged in biological investigations and analytical work in one or more phases of an environmental resources program which includes pollution control, water management, environmental planning and special studies. Incumbents typically investigate public complaints, conduct field investigations and conduct tests for violation of county pollution control ordinances. Duties include field sampling, laboratory analysis and reporting of various ecological conditions constituting current or potential environmental hazards.

Employees exercise knowledge of biological principles, methods, techniques and procedures applicable in the areas of assignment. Work is performed in accordance with standardized field and laboratory methods and techniques with limited judgment exercised in recognizing abnormal test results. Supervision is received from a professional superior who assigns work, reviews field and laboratory data and assists in analyses and code interpretations.

##### ILLUSTRATIVE TASKS

Collects and prepares biological samples for qualitative and quantitative analyses, using biological sampling equipment.

Identifies organisms and broadly classifies them; assists in the rearing and culturing of organisms for laboratory experimentation and sets up less difficult experiments to determine the effects of pollutants upon these organisms, as assigned.

Performs related chemical analyses, including conductivity, pH, alkalinity, hardness and dissolved oxygen as needed for field surveys.

Makes on-site inspections of proposed dredge and fill projects.

Conducts field inspections during coastal construction, dredge and fill projects to insure compliance with permit limitations and protection of biological resources.

Keeps detailed records involving descriptions of field surveys and laboratory experiments; prepares reports from records and prepares preliminary valuations of the results and findings obtained.

Assists in long range research and comprehensive evaluation studies as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the science of biology in the areas of assignment including basic principles and techniques of biological investigation and analysis.

Knowledge of standardized methods, techniques and equipment used in biology collection, sampling and laboratory analysis.

Knowledge of county ordinances relating to pollution control.

Some knowledge of community ecology.

Some knowledge of ecological conditions which constitute current or potential environmental hazards.

Some knowledge of current trends and research in terrestrial and aquatic biology.

Ability to apply scientific knowledge in biological sampling, laboratory analysis and reporting of ecological conditions.

Ability to carry out field and laboratory assignments in accord with standardized procedures.

Ability to identify and classify organisms in the scientific areas of assignment.

Ability to evaluate findings from field surveys and laboratory experiments.

Ability to prepare and submit accurate and complete records and reports.

NEW 10-77

#### Nature Of Work

This is professional biology work in the conservation and management of terrestrial and aquatic biological resources.

## Human Resources Department

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**Biologist 1 (001530)**

### Biologist 2 (001531)

#### Minimum Qualifications

Bachelor's degree in Biology or related natural or environmental science. One year of professional experience in environmental monitoring or natural resource regulation and management is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional biology work with some supervisory responsibility in the conservation and management of terrestrial and aquatic biological resources.

Employees in this class are typically responsible for direct professional supervision of biologists and technical personnel engaged in conducting qualitative and quantitative biological investigations, using field and laboratory analyses. Supervision is exercised through assignment of work, control of field and laboratory procedures, and responsibility for reporting of investigative results. Incumbents are required to assist in species identification, community structure analyses and ecosystem modeling, and conduct research or evaluation studies as assigned. Emphasis is on study of the life history, habits, classification and economic relationships of organisms as well as investigations involving the quantitative determination of interrelations between species and the effects of natural and manmade changes of the environment on their survival and growth. General supervision is received from a professional superior who reviews work through conferences, written reports and occasional observation of field and laboratory procedures.

##### ILLUSTRATIVE TASKS

Supervises biological field investigations and laboratory analysis of biological samples for identification, standing crop and diversity of species present.

Conducts research, experiments and comprehensive evaluation studies to determine the long range effects of existing and potential air and water contamination on biological communities.

Conducts microbiological investigations to determine the microflora found in potable water supply systems and their effect on human health and the pollutant attenuating effect of local soil and associated soil microorganisms.

Trains and supervises biology technicians in biological methods; assists in developing quality control techniques, and analyzes sampling and testing procedures.

Reviews and analyzes coastal construction, dredge and fill permit applications and plans.

Prepares and submits detailed reports of biological field and laboratory activities.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the science of biology in the areas of assignment including basic principles and techniques of biological investigation and analysis.

Considerable knowledge of methods, techniques and equipment used in biology collection, sampling and laboratory analysis.

Knowledge of community ecology and coastal ecosystems.

Knowledge of ecological conditions which constitute current or potential environment hazards.

Knowledge of current trends and research in terrestrial and aquatic biology.

Knowledge of supervisory principles and practices.

Ability to apply scientific knowledge in various field investigations, laboratory analyses and reporting of ecological conditions.

Ability to conduct research, experiments and studies in long range effects of environmental contamination on biological communities.

Ability to conduct microbiological investigations in water and soil studies.

Ability to make decisions which will affect the integrity of the coastal ecosystem.

Ability to evaluate findings from difficult field surveys and laboratory experiments.

Ability to supervise the work of a professional staff in a manner conducive to full performance and high morale.

Ability to prepare and submit accurate and complete records and reports.

NEW 10-77

#### Nature Of Work

## Human Resources Department

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### **Biologist 2 (001531)**

This is advanced professional biology work with some supervisory responsibility in the conservation and management of terrestrial and aquatic biological resources.

### Pollution Control Inspector 1 (001534)

#### Minimum Qualifications

Bachelor's degree in Biology, Chemistry, Geology, Civil Engineering, Mechanical Engineering, Chemical Engineering, Environmental Engineering, or related natural science. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is technical field and office work inspecting and testing in an air and water pollution control program.

An employee in this class investigates public complaints, conducts surveys and tests for violations of the metropolitan pollution control ordinances. Work involves responsibility for field sampling, laboratory analysis and reporting of various atmospheric and water conditions constituting current or potential environmental sanitation hazards. Work is performed in accordance with standardized field and laboratory methods and techniques with some independent judgment exercised in recognizing abnormal test results. Technical supervision is received from a professional engineering superior who assigns work, reviews test findings and assists in complex analyses and code interpretations.

##### ILLUSTRATIVE TASKS

Investigates public complaints on air or water pollution and related sanitation hazards within the scope of the metropolitan pollution control ordinance; takes photographs, records environmental conditions relative to humidity, vapor, odor, dust, toxins, effluents and varied pollutants.

Installs, operates and maintains field test equipment such as high volume air samplers, dust fall samplers, manual gas sampling kits, dust collecting slides and similar ambient air and stack sampling apparatus; records tests results and notes effects on plant and animal life.

Prepares solutions and reagents for chemical and physical tests of air and water samples in the laboratory; records and calculates field and laboratory data, including meteorologic conditions, and assists in cumulative compilations and analyses.

Serves complaint on code violators, collects pertinent information, prepares reports and testifies in court as required.

Assists with the installation and inspection of air pollution abatement equipment; investigates requests to burn refuse and recommends proper controls.

Assists in the explanation of the metropolitan pollution control ordinance to industrial and government officials; advises on corrective action and reports findings to an engineering superior.

Maintains inspection records for area of assignment; submits narrative and statistical reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of chemistry, physics and biology as pertains to air and water pollution.

Knowledge of the apparatus and techniques used in field testing for pollutants and industrial effluents.

Knowledge of the basic laboratory solutions, cultures, reagents and the standard measuring apparatus used in the quantitative and qualitative analyses of atmospheric and water substances.

Knowledge of the metropolitan pollution control ordinance including applicability, inspection and enforcement.

Ability to enforce the code with tact and impartiality.

### **Pollution Control Inspector 1 (001534)**

Ability to evaluate laboratory test results with accuracy and judgment.

Ability to keep records and prepare narrative and statistical reports.

Ability to express ideas clearly and concisely, orally and in writing.

Skill in the use of mechanical measuring devices.

NEW 10-66

#### **Nature Of Work**

This is technical field and office work inspecting and testing in an air and water pollution control program.



### Pollution Control Inspector 2 (001535)

#### Minimum Qualifications

Bachelor's degree in Biology, Chemistry, Geology, Civil Engineering, Mechanical Engineering, Chemical Engineering, Environmental Engineering, or related natural science and one year of experience investigating or analyzing pollution and/or environmental problems and developing solutions are required; or one year of experience as a Pollution Control Inspector 1 with Miami-Dade County is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is technical supervisory work in the inspection, testing and enforcement of an air and water pollution control ordinance.

Employees in this class coordinate and supervise the investigation of public complaints, conduct surveys and sampling procedures and assist industrial representatives in complying with the prescribed environmental sanitary standards. Work involves the implementation of systematic area wide inspections to determine the presence of potential or existing sources of air and water contamination. Duties require the use of considerable independent judgment in interpreting the need for intensive and more detailed examination of environmental effluents. Supervision is exercised over a staff of field inspectors by assignment and review of completed tests and by providing technical assistance in unusual or difficult investigations. Supervision is received from an enforcement administrator who reviews work for thoroughness and the satisfactory completion of the assigned field tests and inspections.

##### ILLUSTRATIVE TASKS

Coordinates and supervises field inspections for possible violations of the metropolitan pollution control ordinance; reviews and analyzes test results and environmental samples of humidity, vapor, odor, dust, toxins, effluents and various atmospheric and water carried waste products.

Maintains comprehensive environmental sampling profile records utilizing tests results from high volume air samplers, dust fall samplers, manual gas sampling kits, dust collection slides and similar ambient air and stack sampling apparatus.

Confers with code violators, explains corrective action necessary for voluntary compliance and assists with information on various types of abatement systems.

Personally conducts inspection of complex industrial structures, sets up reinspection schedules and special laboratory tests to be administered in compiling cumulative data on emission of waste products.

Authorizes requests for open burning, establishes control conditions and collaborates with other environmental health authorities to assist with planning for incineration of waste materials.

Prepares and assembles all inspection reports and correspondence necessary for appeal board proceedings and court action.

Maintains activity records and submits reports reflecting workload, citations issued, voluntary compliance and related enforcement data.

Trains and assists subordinate inspectors, evaluates performance and recommends equipment and supplies necessary to carry out field work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of chemistry, physics and biology as pertains to air and water pollution.

Considerable knowledge of the apparatus and techniques used in field testing for pollution and industrial effluents.

Considerable knowledge of the metropolitan pollution control ordinance including applicability, inspection and enforcement.

Knowledge of the basic laboratory solutions, cultures, reagents and the standard measuring apparatus used in the quantitative and qualitative analyses of atmospheric and water substances.

Knowledge of basic sanitary engineering techniques and procedures used in controlling industrial waste emission.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to deal with the public tactfully and to provide information and technical assistance as requested.

Ability to enforce the code with tact and impartiality.

Ability to evaluate laboratory tests results with accuracy and judgment.

Ability to assemble and submit concise reports of field investigations and enforcement activities.

Ability to express ideas clearly and concisely, orally and in writing.

Skill in the use of mechanical measuring devices.

## Human Resources Department

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### Pollution Control Inspector 2 (001535)

NEW 1-68

#### **Nature Of Work**

This is technical supervisory work in the inspection, testing and enforcement of an air and water pollution control ordinance.

### Pollution Control Plan Reviewer (001538)

#### Minimum Qualifications

Bachelor's degree in Engineering, Architecture, Land Surveying, Construction Management, Environmental Science or related field; or Completion of 60 semester credits to include 12 semester credits in Engineering, Architecture, Construction Management, Land Surveying, Environmental Science or related field. Two years of experience in engineering drafting, surveying, or plans review are required. Additional experience in engineering drafting, surveying or plans review may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work with supervisory responsibility in the review of construction plans for compliance with pollution control regulations.

Employees in this class are responsible for reviewing and approving subdivision plans and individual construction plans concerning water supply, sewage disposal facilities and other possible pollution sources as required by various codes and regulations. Responsibilities include supervising and coordinating the work of technical subordinates, reviewing plans of large and diversified construction projects, and reviewing a variety of requests to assure compliance with local laws, rules and regulations. Incumbents apply significant knowledge of civil engineering principles and exercise independent judgment in the performance of assigned duties. Supervision is exercised over a staff of technical subordinates through assignment of work, provision of advice and assistance, and review upon completion. Supervision is received from a professional superior who reviews work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises and coordinates the work of a staff of subordinate plan review employees engaged in reviewing and analyzing a variety of subdivision and building plans for compliance with local laws, rules and regulations.

Participates in all phases of the plan review process including the review of subdivision plats, building plans, requests to the Zoning Appeals Board and the Developmental Impact Committee, and Certificates of Occupancy.

Assists in the preparation of documents and exhibits required for appeals to the Environmental Quality Control Board and assists in the review and processing of legal documents required by county legal authorities.

Assists and advises the public on the preparation of legal documents such as estoppel letters and covenants; informs the public on proper procedures for the expeditious processing of submittals.

Prepares responses to public inquiries.

Attends Plat Committee meetings to provide recommendations on Tentative Plats and Waiver of Plats in process of consideration.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of local pollution control codes, rules and regulations pertaining to new construction particularly concerning sanitary disposal facilities.

Considerable knowledge of the principles and practices of civil engineering.

Considerable knowledge of the county construction plan review process.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles.

Knowledge of mathematics as applied to construction plans review work.

Ability to review construction plans and a variety of related requests for compliance with local pollution control codes, rules and regulations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely verbally and in writing.

Ability to develop effective recommendations concerning compliance with local pollution control laws.

Ability to deal tactfully and persuasively with a variety of public and private officials.

Ability to perform mathematical calculations quickly and accurately.

## Human Resources Department

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### Pollution Control Plan Reviewer (001538)

NEW 1-84

#### **Nature Of Work**

This is advanced technical work with supervisory responsibility in the review of construction plans for compliance with pollution control regulations.

## Human Resources Department

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### Environmental Code Enforcement Officer 1 (001547)

#### Minimum Qualifications

Bachelor's degree in Engineering, Environmental Science, Physical Science or related field. One year of enforcement or inspection experience in an environmental or law enforcement is required. Must present a Driver license during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is administrative work in the enforcement of regulatory ordinances in an environmental resource management program. Employees in this class are responsible for supervising and participating in the preparation of environmental cases for judicial review. Responsibilities include assisting in the coordination and preparation of legal cases for processing through the civil and criminal court systems. Duties include supervising clerical subordinates and preparing status letters concerning the department's involvement at specific sites pursuant to requests of legal cases. Supervision is received from an administrative superior who reviews work through personal conferences for effective support in the enforcement of environmental regulatory ordinances.

##### ILLUSTRATIVE TASKS

Prepares case files for the filing of civil lawsuits, criminal complaints and administrative consent agreements; prepares case summaries based on review of the file, title and document searches.

Prepares administrative and laboratory cost calculations for enforcement cases; administers collection of penalties and administrative costs.

Coordinates and drafts environmental review letters based on data collected from various operating sections of the department.

Supervises clerical employees engaged in obtaining corporate and ownership information and updating the case tracking program.

Coordinates enforcement follow-up of Environmental Quality Control Board orders and "Covenants Running With The Land" through department inspections and engineering staff.

Prepares and administers Consent Agreements pursuant to Civil Violation Notices issued by the department.

Performs emergency inspections for civil lawsuits, criminal complaints and consent agreements.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of legal procedures in the preparation of environmental cases for judicial review.

Considerable knowledge of ordinances and regulations pertaining to air and water pollution control.

Knowledge of basic scientific principles and practices in physics, biology, mathematics and physical sciences.

Knowledge of supervisory principles and practices.

Ability to assist in the preparation of legal cases for processing through civil and criminal court systems.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to coordinate work with other departmental work units.

Ability to prepare cost estimates and administer their collection.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-88

#### Nature Of Work

This is administrative work in the enforcement of regulatory ordinances in an environmental resource management program.

## Environmental Code Enforcement Officer 2 (001548)

### Minimum Qualifications

Bachelor's degree in Engineering, Environmental Science, Physical Science or related field. Two years of enforcement and/or inspection experience in an environmental or solid waste management program are required.

### Job Specifications

#### NATURE OF WORK

This is administrative and supervisory work in the enforcement of regulatory ordinances in an environmental resource management program. Employees in this class are responsible for supervising and participating in the investigation and preparation of environmental cases for administrative and judicial review. Responsibilities include gathering evidence against alleged code violators, meeting with code violators to encourage voluntary compliance, preparing and following up on administrative consent agreements and testifying in court as an expert witness. Independent judgment is exercised in the interpretation of regulations and enforcement of ordinances. Supervision is exercised over a staff of subordinates through assignment and review of work for compliance with established policies and procedures. Supervision is received from an administrative superior who reviews work for effectiveness of enforcement and assists with difficult or unusual investigations.

#### ILLUSTRATIVE TASKS

Supervises and participates in the investigation of public complaints pertaining to air and water pollution; inspects pollution sources and determines the nature and extent of code violations; performs surveillance to gather evidence against alleged code violators. Meets with code violators to resolve non-compliance conditions on a voluntary basis; prepares administrative consent agreements; monitors the activities of code violators to ensure compliance with terms of voluntary consent agreements. Reviews enforcement cases for completeness of evidence; extracts evidential materials from various files and records; confers with witnesses to prepare statements of testimony. Issues warnings and citations to code violators; attends administrative hearings for code violators who fail to comply with established procedures; prepares court documents and testifies as an expert witness. Provides information to the general public, commercial establishments and other governmental agencies concerning the metropolitan pollution control ordinance.

Coordinates activities with outside agencies to provide for comprehensive enforcement in cases involving multiple jurisdictions. Trains department employees concerning the legal requirements for gathering and documenting evidence. Prepares, maintains and submits a variety of narrative and statistical reports; completes various forms, schedules and correspondence. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employees performance. Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the ordinances, rules and regulations pertaining to air and water pollution control.  
Considerable knowledge of the legal procedures related to the enforcement of environmental safety standards.  
Considerable knowledge of investigative and surveillance procedures used in the enforcement of local ordinances.  
Considerable knowledge of the basic scientific principles and practices in physics, biology, mathematics and physical sciences.  
Considerable knowledge of the methods, techniques and equipment used in the collection, sampling and analysis of atmospheric and water substances.  
Knowledge of supervisory principles and practices.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to enforce provisions of local ordinances with firmness, tact and impartiality.  
Ability to interpret and apply provisions of the environmental pollution control ordinances and regulations.  
Ability to ascertain facts through the application of investigative and surveillance techniques.  
Ability to apply scientific technical knowledge with accuracy and professional judgment in the collection, sampling and analysis of environmental data.  
Ability to prepare accurate and complete reports of investigative findings.

## Human Resources Department

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### Environmental Code Enforcement Officer 2 (001548)

NEW 10-87

#### **Nature Of Work**

This is administrative and supervisory work in the enforcement of regulatory ordinances in an environmental resource management program.

## Human Resources Department

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### RER Permit & Plans Representative (001550)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work



## Human Resources Department

### Environmental Resource Project Supervisor (001554)

#### Minimum Qualifications

Bachelor's degree in Biology, Chemistry, Engineering, Geology, Hydrology, Environmental Science or related field. Two years of professional experience in an environmental regulatory agency or two years of professional administrative experience involving environmental policies or issues to include grants administration, report development, project management, procedure development, education or enforcement are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional, administrative and supervisory work in the management of environmental programs for the Department of Environmental Resources Management.

Employees in this class are responsible for supervising and implementing complex environmental resource projects in accordance with established procedures and regulations. Responsibilities may include supervising technical field activities, administering contracts and professional service agreements, developing educational and training programs, drafting ordinances and regulations, administering grants, and supervising and participating in complex environmental studies. Duties vary widely depending upon area of assignment and may be related to environmental planning, pollution prevention or remediation, enforcement, natural resources management or other areas. Incumbents exercise considerable independent judgment in managing programmatic and fiscal aspects of environmental resource projects and programs. Supervision may be exercised over professional, technical and clerical subordinates assisting in various phases of program activities. Supervision is received from a professional superior who reviews work through personal conferences and written reports for effective project management and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate field inspectors, engineers, plans reviewers, engineering technicians, hydrogeologists, biologists and/or other professional or technical employees assisting in project management field or office operations.

Manages grant-funded projects and ensures that programs and procedures are consistent with local, state and federal regulations; develops grant objectives based on analysis of existing problems, designs work programs, and develops and administers project budgets.

Supervises and participates in studies related to land use, wellfield protection, hazardous materials, biological resources, air pollution, bay restoration and enhancement, water conservation, stormwater management, industrial and agricultural waste management, environmental permitting, program compliance and enforcement, water and wastewater treatment facilities or other areas.

Manages contracts and professional service agreements; prepares technical specifications for bid proposals, reviews work orders and purchase requests, monitors contractors' performance, authorizes payments, and ensures work is completed in accordance with contract requirements.

Prepares and reviews reports for submission to local, state and federal agencies.

Participates in agency and interagency committee meetings; coordinates project activities with other local, state and federal agencies.

Organizes and implements educational workshops and seminars; develops and distributes educational and technical information.

Coordinates a variety of construction and operating permit application reviews.

Coordinates projects and programs for the assessment and clean-up of various contaminated sites throughout Dade County.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the theories, principles and practices of environmental science.

Thorough knowledge of scientific research, analytical methods, statistical methods and scientific analysis.

Thorough knowledge of local, state and federal environmental regulations pertaining to the area of assignment.

Thorough knowledge of the goals and objectives of the environmental program of assignment.

Considerable knowledge of local, state and federal agencies concerned with environmental compliance, regulations and policies.

Considerable knowledge of supervisory principles and practices.

## Human Resources Department

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### Environmental Resource Project Supervisor (001554)

Considerable knowledge of the principles of management and public administration.

Ability to plan and coordinate complex environmental resource programs and projects in accordance with established regulations to achieve desired goals and objectives.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to make technical concepts comprehensible to individuals with various backgrounds.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to coordinate environmental resource project activities with other local, state and federal environmental organizations.

NEW 10-96

### **Nature Of Work**

This is advanced professional, administrative and supervisory work in the management of environmental programs for the Department of Environmental Resources Management.

## Human Resources Department

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### RER Endangered Lands Coordinator (001561)

#### **Minimum Qualifications**

Bachelor's degree in Environmental Science, Environmental Planning, Public Administration or related field. Three years of environmental policy development, environmental program administration or other related experience to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional work in the administration of the Environmentally Endangered Lands (EEL) Program.

## Human Resources Department

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### Environmental Specialist Supervisor (001562)

**Minimum Qualifications**

Bachelor's degree in Biology, Chemistry, Geology, Civil Engineering, Mechanical Engineering, Chemical Engineering, Environmental Engineering, or related natural science. Two years of experience in investigating or analyzing pollution and/or environmental problems and developing solutions are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is administrative and supervisory work in the enforcement of environmental regulations in an environmental resource management program.

## Human Resources Department

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### RER Records Coordinator (001563)

**Minimum Qualifications**

Bachelor's degree. Two years of experience in records management or electronic document system to include supervisory experience are required. Additional related experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work coordinating records management and electronic document systems for DERM.

## Human Resources Department

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### Manager, RER Environmental Section (001564)

#### **Minimum Qualifications**

Bachelor's degree in Biology, Ecology, or related environmental studies or natural science. A minimum of three to five years of professional experience in restoration ecology, wetland or coastal resource management and assessment, watershed or environmental planning, or water quality and biological monitoring including supervisory experience and program management is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional and supervisory work responsible for managing all aspects related to the permitting of facilities in Miami-Dade County requiring a Department of Environmental Resources Management annual operating permit.

## Human Resources Department

### Chief, RER Code Coordination (001568)

#### Minimum Qualifications

Bachelor's degree in Biology, Engineering, Environmental Science, or other physical science. A minimum of three to five years of professional experience in an environmental regulatory agency to include environmental permitting, project management, code enforcement, or public relations to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work with supervisory responsibility in environmental code coordination for the Department of Environmental Resources Management.

An employee in this class is responsible for the review and analysis of hearing applications before the Environmental Quality Control Board and other environmental boards and committees. Responsibilities include supervising the review of hearing applications, filing of all materials for hearings, determining variances required from provisions of environmental codes, preparation of materials to be presented at public hearings, and interpreting environmental rules and regulations. The incumbent exercises considerable independent judgment in the coordination of environmental hearing application review processes. Supervision is exercised over professional and technical employees engaged in the review and processing of hearing applications. General direction is received from a senior executive who holds the incumbent responsible for the professional management of code coordination activities and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional and technical employees engaged in the review of Environmental Quality Control Board hearing applications, zoning applications, Developmental Impact Committee applications, and governmental facilities applications.

Directs the filing of all materials for hearings or consideration by boards and agencies including the Environmental Quality Control Board, Board of County Commissioners, Zoning Appeals Board and Developmental Impact Committee; ensures that all notice requirements and filing deadlines are met.

Reviews all applications filed before the Environmental Quality Control Board and makes determinations concerning the extent and kind of variances required and from which sections of environmental code; prepares Environmental Quality Control Board agendas for publication.

Supervises and participates in the preparation of all materials to be presented at public hearings of the Environmental Quality Control Board including pre-hearing memorandums, plans, maps, aerial photographs and surveys.

Advises attorneys, engineers, architects and the public on environmental code requirements pertaining to land use, land development and related matters.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of local, state and federal environmental laws and regulations.

Thorough knowledge of administrative procedures required in the processing of environmental hearing applications.

Thorough knowledge of the role and organization of various boards and committees involved in the review of environmental hearing applications.

Considerable knowledge of research methods and techniques pertaining to environmental code issues.

## Human Resources Department

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### Chief, RER Code Coordination (001568)

Considerable knowledge of modern office administration practices and procedures.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand and interpret complex environmental rules and regulations.

Ability to ensure compliance with notice requirements and filing deadlines for environmental hearing applications.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to analyze and evaluate hearing applications and determine extent and kind of variances required under current environmental codes.

NEW 10-96

#### **Nature Of Work**

This is advanced responsible professional work with supervisory responsibility in environmental code coordination for the Department of Environmental Resources Management.



### Chief, Environmental Education and Communication Office (001570)

#### Minimum Qualifications

Bachelor's degree in Biology, Geology, Environmental Science or other physical science. A minimum of three to five years of administrative experience in pollution prevention, environmental code enforcement or related areas to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work planning and directing activities of the Office of Sustainable Environment and Education for the Department of Environmental Resources.

An employee in this class is responsible for supervising, directing and coordinating pollution prevention, public relations and environmental education activities. Responsibilities include directing the Pollution Prevention Program and the Urban CO2 Reduction Program, coordinating public relations and environmental education activities, representing the department before various organizations and committees, and overseeing community environmental events. The incumbent exercises considerable independent judgment in directing programs to reduce waste, save energy and educate the public on methods of protecting the environment. Supervision is exercised through subordinate supervisors over a staff of professional, technical and clerical employees assisting in program operations. General direction is received from a senior executive who holds the incumbent responsible for the professional management of assigned responsibilities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, through subordinate project managers, the Pollution Prevention Program and the Urban CO2 Reduction Program, organization of workshops and seminars, and technical training of staff members.

Reviews the editing of the Pollution Prevention Quarterly; represents the department at local, state and national meetings; coordinates program activities with other departmental entities.

Supervises public relations and environmental education programs including press releases, interviews, radio and TV talk shows, development of environmental education activities for children, homeowners, industry and offices, and editing newsletters.

Represents the department before various local community organizations and committees involved in environmental responsibility and education including the Greater Miami Chamber of Commerce Environmental Committee, Recycling Management Committee, Dade Environmental Educators Council and Cool Communities Committee.

Oversees various community environmental events including Baynanza, Earth Day and Coastal Clean-up Day.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of scientific theories, principles and practices of environmental science.

Thorough knowledge of the principles and practices of management and public administration.

Thorough knowledge of the organization and operation of the Pollution Prevention Program and Urban CO2 Reduction Program.

Thorough knowledge of public relations principles and techniques.

### Chief, Environmental Education and Communication Office (001570)

Thorough knowledge of local, state and federal environmental regulations.

Considerable knowledge of supervisory principles and practices.

Ability to direct and coordinate complex environmental programs in pollution prevention and urban CO2 reduction.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to direct and coordinate the development and implementation of public relations and public education programs to inform the public of environmental issues and activities.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to organize and direct a variety of environmental community events.

NEW 10-96

#### **Nature Of Work**

This is advanced professional and administrative work planning and directing activities of the Office of Sustainable Environment and Education for the Department of Environmental Resources.

## Human Resources Department

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### Manager, RER Laboratory Section (001571)

**Minimum Qualifications**

Bachelor's degree in Chemistry. Six years of advanced professional experience in an environmental laboratory setting performing federal EPA testing methods to include three years in a supervisory capacity are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible technical professional administrative work managing the operations of the Department of Environmental Resource Management laboratory.

## Human Resources Department

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### Manager, Stormwater Planning & Design Section (001573)

**Minimum Qualifications**

Bachelors degree in Civil Engineering. A minimum of three to six years of progressively responsible experience in stormwater management to include program planning are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional engineering work managing the planning, development and implementation of the Miami-Dade Stormwater Management Master Plan.

## Human Resources Department

### Environmental Section Supervisor (001576)

#### Minimum Qualifications

Bachelor's degree in Biology, Chemistry, Geology, Environmental Science, Civil Engineering, Mechanical Engineering, Chemical Engineering or Environmental Engineering. A minimum of two to three years of professional experience in a comprehensive environmental field to include program planning or development, budgeting, or management environmental training are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work supervising environmental programs for the Department of Environmental Resource Management.

Employees in this class are responsible for planning, coordinating and supervising major environmental protection programs. Responsibilities include developing new environmental programs, policies, standards and regulations, investigating and resolving environmental code violations, administering qualitative and quantitative environmental investigations in specialized fields, coordinating work with other public agencies and private organizations, planning comprehensive evaluation studies, managing staff review of technical submittals, and presenting analytical findings.

Incumbents works with considerable independence within the scope of professional methods and procedures to accomplish assigned projects. Supervision is exercised over a staff of professional, technical and clerical subordinates by delegation of assigned projects and review of completed work for quality of results and conformance with regulatory objectives. General supervision is received from a professional and administrative superior who holds the incumbent responsible for achieving environmental program objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional, technical and clerical employees engaged in environmental planning studies, environmental permitting and compliance programs, and preparation of detailed reports concerning emissions of pollutants from complex industrial structures, and remediation plans.

Assists in developing environmental policies and regulations by conducting studies and preparing briefing documents; presents recommendations to advisory boards and the BCC; provides court expert witness support for enforcement activities.

Evaluates test results of environmental samples and makes recommendations for the efficient resolution of code violations; meets with violators to implement voluntary compliance agreements; monitors code violators to assure compliance is achieved.

Develops and recommends new field and analytical procedures and methodologies and prepares procedural manuals to train and assure standardization with State and Federal regulations.

Reviews records, reports and correspondence for inclusion in permanent records; supervises preparation of noncompliance cases for board hearings and court proceedings; assures completeness of evidence for prosecution.

Directs and conducts complex chemical, hydrological and microbiological studies to determine impact of pollution on freshwater resources, drinking water supplies, and human health.

Prepares ordinances to codify new local regulations, and interpretive reports explaining local, State and Federal regulations.

Participates in inter-agency activities involving environmental protection; confers with officials of public and private organizations.

Prepares budget reports and grant proposals for outside funding of environment projects.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, policies and procedures of environmental administration.

Thorough knowledge of local, State and Federal regulations pertaining to environmental protection, water quality, hazardous waste, and related fields.

Considerable knowledge of scientific principles, theories and practices in environmental areas including water chemistry, sanitary and environmental engineering, public health, hydrology, mathematics, microbiology, toxicology, and biology.

Considerable knowledge of techniques of scientific investigation and analysis.

## Human Resources Department

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### Environmental Section Supervisor (001576)

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Ability to initiate environmental problem-solving actions, evaluate results, and determine if objectives have been met.

Ability to supervise a staff of scientific, professional, technical and clerical subordinates in a manner conducive to full performance and high morale.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to enforce environmental regulations with firmness, tact and impartiality.

Ability to establish and maintain effective working relations with subordinates, superiors, and officials of other public and private agencies.

Ability to develop and recommend new field and analytical procedures and methods to enhance environmental protection programs.

NEW 6-91

#### **Nature Of Work**

This is advanced responsible professional work supervising environmental programs for the Department of Environmental Resource Management.

## Human Resources Department

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### Design/Construction Manager (001577)

#### **Minimum Qualifications**

Bachelor's degree in Engineering. Must possess a State of Florida Professional Engineer license. A minimum of four to seven years of professional experience in the design, construction and management of roadway, drainage or canal engineering projects are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional engineering work coordinating the work of master consultants and the construction management of Federal Emergency Management Agency (FEMA) projects.

## Human Resources Department

### Pollution Control Division Chief (001580)

#### Minimum Qualifications

Bachelor's degree in Environmental Engineering, Mechanical Engineering, Chemical Engineering or Civil Engineering. A minimum of five to nine years of professional engineering and management experience is required. Must possess a State of Florida Professional Engineer license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing activities of the Waste Management Division of the Department of Environmental Resources Management.

An employee in this class is responsible for planning, directing and coordinating complex pollution prevention and control programs. Responsibilities include directing inspections of industrial facilities, monitoring developments in environmental regulations, reviewing new waste management technologies, implementing enforcement programs to prosecute violations of environmental regulations, developing clean up programs to restore contaminated resources, responding to public inquiries concerning departmental programs, coordinating work with a variety of outside agencies, and installing policies and procedures required to achieve departmental pollution control objectives. The incumbent exercises considerable independent judgment and technical expertise in organizing and implementing complex pollution prevention and control programs. Supervision is exercised through subordinate supervisors over a staff of professional, technical, administrative and clerical employees engaged in various phases of program operations. General direction is received from an Assistant Department Director who holds the incumbent responsible for the professional management of division activities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and coordinates, through subordinate supervisors, pollution prevention and control programs to inspect industrial operations, and facilities storing, generating and/or disposing of hazardous materials and/or wastes having the potential to cause water or ground pollution. Monitors developments in environmental regulations, innovative technologies and emerging trends in all forms of waste management on local, state and national levels.

Establishes and administers, through subordinate supervisors, enforcement programs to ensure that violations of local, state and federal environmental regulations are prosecuted appropriately and equitably.

Establishes and implements, through subordinate supervisors, clean up programs to restore contaminated environmental resources to the point where there remains no significant risk to public health or the environment.

Directs and coordinates environmental engineering functions applicable to pollution prevention and control programs.

Coordinates pollution prevention and control activities with other local, state and federal agencies, special interest groups, environmental groups, and the media.

Develops new policies, ordinances and programs reflecting emerging technologies, environmental protection and waste minimization.

Negotiates interagency agreements for the delegation of environmental programs by state and federal environmental agencies for the protection and restoration of the environment.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of scientific theories, principles and practices of environmental science.

Extensive knowledge of local, state and federal rules and regulations pertaining to pollution prevention and control.

Thorough knowledge of local pollution prevention and control programs and activities.

Thorough knowledge of current technological developments and trends in the area of environmental science.

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of supervisory principles and practices.

Ability to direct and coordinate complex programs in pollution prevention and control in accordance with established regulations to achieve desired goals and objectives.

Ability to supervise subordinates in a manner conducive to full performance and high morale.



## Human Resources Department

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### Pollution Control Division Chief (001580)

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to enforce pollution prevention and control program regulations with firmness, tact and impartiality.

Ability to communicate clearly and concisely, verbally and in writing.

REVISED 01/98

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing activities of the Pollution Control Division of the Department of Environmental Resources Management.

## Human Resources Department

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### Chief, Office of Sustainability (001581)

#### **Minimum Qualifications**

Bachelor's degree in Environmental Science or Sustainability, Biology, Chemistry, Engineering, Environmental Engineering or other natural science. A minimum of four to seven years of progressively responsible experience in energy management, environmental or sustainability planning, resource conservation or green space coordination is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### Energy Programs Manager (001582)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

### Energy Management Analyst (001587)

#### Minimum Qualifications

Bachelor's degree in Electrical, Mechanical or Industrial Engineering, or a related field. Four years of experience in energy management, energy conservation, or related energy management projects are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory professional civil engineering work with administrative responsibility in the planning, design, construction, maintenance and operation of varied public works facilities.

An employee in this class typically supervises and participates in a major function of public works engineering, such as highway and bridge design, water control and coastal engineering, sanitary engineering, traffic engineering, subdivision control and regulation, construction supervision and inspection, or cadastral engineering for land acquisition for public purposes. Responsibility includes coordination of engineering activities with other public agencies and private organizations. Supervision is exercised over a group of professional, technical and clerical assistants by delegation of assigned projects and review of completed work for professional quality. This class is distinguished from that of Engineer 2 in that incumbents have significant responsibility in administering a major segment of the public works engineering program. Assignments are broad in scope with considerable opportunity for exercising independent professional judgment and making complex technical decisions. Work is under general direction of a professional superior who reviews for conformity with departmental policies, practices and regulations and for attainment of the desired objectives.

##### ILLUSTRATIVE TASKS

Acts as Head of the Highway Design Section; supervises advance planning and preparation of highway construction programs; supervises design and preparation of construction plans, cost estimates, and contract documents for highway and bridge projects; supervises construction bidding procedures; reviews and reports on designs and plans for similar work submitted to the county for approval and permit.

Acts as Head of the Subdivision Control Section; supervises the processing and recording of subdivision plats in conformity with State law and County ordinances; supervises preparation of subdivision plats and survey sketches for County owned lands, preparation and revision of the County map and the official atlas of section maps showing subdivisions and dedicated rights-of-way for roads and canals; supervises issuance of permits for all construction within public right-of-way, review of grading and paving plans for commercial parking lots and drives, and compilation of underground utilities records.

Acts as Resident Engineer, supervising a staff of field engineers and public works inspectors in the control of public works construction projects including roads, bridges, water supply and sewerage facilities, flood control and drainage works and subdivision improvements.

Supervises construction activities in development of a major seaport; coordinates planning and execution of the project through liaison with the Seaport Director, consulting engineers and contractors.

Acts as Engineer for the Water and Sewer Board; reviews proposals and plans for water and sewer main extensions and submits reports and recommendations to the Board on such proposals; conducts engineering surveys of existing water and sewer systems as required by the Board and prepares reports of condition and operations; reviews practices in water supply and sewerage and recommends technical standards for inclusion in the manual of public works construction.

Acts as Traffic Planning Supervisor; plans and directs the work of subordinate engineers, technicians and clerical personnel engaged in a wide variety of traffic engineering activities applicable to highway planning and design and to the design and operation of traffic control systems and devices; supervises the conduct of studies pertaining to traffic flow, highway capacity, accident records, geometric design of roads, intersections and interchanges, and economic feasibility of proposed highway construction; establishes and maintains records and reporting systems to develop and project data applicable to the Countywide master thoroughfare plan and other long range studies; supervises preparation of road sufficiency ratings for use in setting priorities for planning road improvement programs; prepares correspondence and reports pertaining to traffic engineering problems and projects.

Acts as Assistant Water Control Engineer, coordinating the activities of the maintenance and construction, hydraulic design, coastal

## Human Resources Department

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### Energy Management Analyst (001587)

engineering and operations sections of the Water Control Division; periodically reviews and supervises revision of the official Water Control Plan of the County and the official flood criteria maps; reviews reports and plans prepared by the U.S. Army Corps of Engineers for flood control and coastal engineering projects affecting the County and prepares analyses and recommendations for information of and action by superiors; assists in coordinating county water control and coastal engineering programs with State and Federal construction and maintenance activities, and with the work of other divisions and departments of the County, other legal governmental units and private developers; prepares reports and correspondence.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of civil engineering and land surveying.

Thorough knowledge of the design, construction, maintenance and operation of major public works projects and facilities such as highways, bridges, water and sewer works, flood control, water conservation and drainage works, coastal protection facilities, seaport facilities and traffic control systems.

Thorough knowledge of the principles, techniques and practices of hydrology and hydraulic engineering pertaining to flood control, drainage and water conservation.

Thorough knowledge of traffic engineering principles and practices and of laws and regulations pertaining to traffic and motor vehicles.

Thorough knowledge of the principles and practices of land surveying and of laws and regulations applicable to land subdivision.

Considerable knowledge of laws and regulations applicable to design and construction of public works facilities.

Knowledge of the principles and procedures of modern office administration.

Ability to plan, schedule, coordinate and review the work of other professional engineering, technical and clerical assistants in a manner conducive to full performance and high morale.

Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems.

Ability to express ideas clearly and concisely, orally and in writing.

Skill in the use of civil engineering instruments and equipment.

REV 8-66

#### Nature Of Work

This is supervisory professional civil engineering work with administrative responsibility in the planning, design, construction, maintenance and operation of varied public works facilities.

## Human Resources Department

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### RER Intergovernmental Affairs Administrator (001588)

#### **Minimum Qualifications**

Bachelor's degree in Geology, Civil Engineering, Biology, Environmental Science or related field. A minimum of four to seven years of professional experience in environmental programs is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced responsible professional and administrative work in coordinating departmental agenda, preparing and reviewing legislation and ensuring municipal compliance.

## Human Resources Department

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### Division Chief, Recovery & Mitigation (001590)

**Minimum Qualifications**

Bachelor's degree in Engineering, Environmental Science, Chemistry, Biology or related physical science. Five to nine years of experience in the management of complex environmental programs to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible professional and administrative work directing the construction management of Federal Emergency Management Agency (FEMA) projects.

## Human Resources Department

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### Chief, RER Division (001593)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Biology, Chemistry, Environmental Science or related field. A minimum of four to eight years of progressively responsible managerial and/or administrative experience to include supervisory experience in environmental resource engineering and management are required. A State of Florida Professional Engineer license is preferred.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing activities of a division of the Department of Environmental Resources Management.



### Mini-Computer Operator 1 (001612)

#### Minimum Qualifications

High school or GED. One year of experience in the operation of mini-computer data processing equipment to include data entry is required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the operation of mini-computer data processing equipment.

Employees in this class are responsible for operating a mini-computer system through the use of a console keyboard to automatically process business, accounting and statistical data. Responsibilities may include processing data on-site or transmitting data to an off-site mainframe computer installation. Emphasis of the work is on selecting data for processing, operating a console keyboard and related peripheral data processing equipment, processing complete projects, and inspecting completed products for accuracy, sequence and form. Related responsibilities include performing cleaning and minor maintenance tasks on assigned equipment and maintaining a record of operations. Supervision is received from a technical superior who reviews work in progress and upon completion and assists with solutions to difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Receives data for processing in mini-computer and prepares computer to run job; operates a console keyboard and peripheral data processing equipment to process complete projects and inspects products for accuracy, sequence and form.

Operates computer console keyboard, optical card reader, printing terminals having drum or chain type technology, digital tape drives, interactive display terminals, data storage systems employing flexible disks, and disk-based operating systems which supervise the processing of user programs.

Initiates synchronous terminal communications.

Initiates synchronous multipoint terminal communications providing batch processing to an off-site mainframe computer installation.

Performs local and remote loopback tests.

Maintains a record of computer operations.

Performs cleaning, minor maintenance and adjustments on assigned equipment; changes tape reels and printing ribbons, inserts and aligns paper supply.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating characteristics and maintenance requirements of mini-computer data processing equipment.

Knowledge of the established rules and regulations governing mini-computer operations in the area of assignment.

Knowledge of the causes of data rejection or error and the action required for correction.

Knowledge of the scheduling and priority of jobs applicable to mini-computer operations in the area of assignment.

Ability to operate mini-computer and peripheral data processing equipment.

Ability to implement work flow procedures to process data processing projects on a mini-computer system.

Ability to perform minor maintenance, cleaning and adjustments to mini-computer equipment.

Ability to understand and carry out verbal and written instructions.

Ability to maintain records of computer operations.

NEW 1-83

#### Nature Of Work

This is technical work in the operation of mini-computer data processing equipment.

## Human Resources Department

### Commission Information Systems Analyst (001687)

#### Minimum Qualifications

Bachelor's degree in Computer Science. Four years of experience in analyzing, developing and implementing information automation projects are required. OR Completion of 60 semester credits from an accredited college or university to include a minimum of 15 semester credits in Computer Science. Four years of experience in analyzing, developing and implementing information automation projects are required. Additional two years of professional experience relative to the classification may substitute for the 15 semester credits in Computer Science.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible technical systems analysis work for the Information Technology Department.

An employee in this class is responsible for planning and coordinating automation and telecommunications requirements for the Board of County Commissioners and the County Manager's Office. Responsibilities include planning and organizing project teams to modify and implement information systems, directing the procurement of software and computer equipment, coordinating requirements for desk top and cellular telephones, analyzing information technology and telecommunications needs, and monitoring a problem management system to assure timely and effective services to elected officials and senior County management. The incumbent exercises considerable independent judgment and technical expertise in planning, managing and administering various major automation and telecommunications projects. Supervision may be exercised over subordinates on a project basis. General direction is received from an administrative superior who reviews work through personal conferences and written reports for effective provision of information technology and telecommunications services to the BCC and County Manager's Office.

##### ILLUSTRATIVE TASKS

Plans and coordinates the automation and telecommunications requirements of members and staff of the Board of County Commissioners and the County Manager's Office.

Supervises depot technicians and others; monitors a problem management system to assure timely and effective responses to elected officials and senior County officials and managers.

Participates in the analysis and evaluation of information technology requirements of the Board of County Commissioners and County Manager's Office.

Maintains contacts with County vendors to order, expedite and follow up on the delivery of computer hardware and software.

Coordinates computer system training; advises superiors of BCC central office and district office requirements for computer equipment, printers, cellular and desk top telephones; Coordinates work with other departmental officials to provide host data, public access system and other computer network needs. Coordinates requests for Geographic Information System access and reports.

Monitors installation of computer equipment and telephones in district offices and other remote locations; monitors billings and FAMIS reports concerned with computer and telecommunications technology.

Provides individual consulting service to members of the Board of County Commissioners and their staff.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the design and capabilities of computer hardware, computer software and telecommunications systems.

Thorough knowledge of computer programming and systems analysis.

Thorough knowledge of the planning, designing and implementing of computer and telecommunications projects.

Thorough knowledge of the automation needs of the members and staff of the Board of County Commissioners and the County Manager's Office.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles of management and business administration.

Ability to analyze and evaluate the automation and telecommunications needs of the Board of County Commissioners and the County Manager's Office.

Ability to technically evaluate computer hardware and software for applicability to the needs of the BCC and the County Manager's Office.

## Human Resources Department

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### Commission Information Systems Analyst (001687)

Ability to establish and maintain effective working relationships with elected County officials and senior County management.

Ability to plan, coordinate and direct the a variety of automation and telecommunications projects.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and monitor a problem management system to provide timely and effective responses to senior County officials and managers.

NEW 10-95

#### **Nature Of Work**

This is highly responsible technical systems analysis work for the Information Technology Department.

### ITD Information Center Analyst 1 (001706)

#### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is advanced technical computer programming work, planning, designing and implementing complex Information Center software systems.

Employees in this class are responsible for independently creating complex "user friendly" interactive systems for Information Center operations. Emphasis of the work is on evaluating system and/or user requirements, preparing programming specifications, and planning, developing, testing, documenting, and installing new software systems or updates. Responsibilities include keeping up to date on new Information Center hardware and software, maintaining or developing the necessary systems to simplify Information Center users technical involvement with the system, preparing all documentation, diagnosing and correcting problem occurrences, and assisting with the Information Center "help desk" duties. Supervision is received from a professional and technical superior who provides guidance and reviews work for achievement of Information Center objectives.

##### ILLUSTRATIVE TASKS

Evaluates system requirements and completes all aspects of system development to produce a quality product within a scheduled time frame. Reviews new hardware and software products to determine applicability to the Information Center and recommends appropriate modifications.

Creates, documents, and installs Information Center software systems for the users and staff.

Develops and/or maintains complex programs to make the Information Center software interactive with in-house on-line, data base or "standard" systems, and "user friendly" at the same time.

Documents the Information Center systems according to departmental standards.

Prepares detailed test plans to validate system performance prior to installation; diagnoses and corrects complex system/program problems.

Assists users with program definition and problem solving on as nontechnical a level as possible; provides guidance and technical expertise to the Information Center staff; coordinates technical efforts to assure user

satisfaction.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of computer programming.

Considerable knowledge of the design capabilities of micro and mainframe computer hardware and software.

Considerable knowledge of packaged software and/or utilities used in the development and maintenance of Information Center systems.

Knowledge of symbolic logic, mathematics and statistics.

Knowledge of the computer operations within the county.

Ability to design complex program logic and code in appropriate computer programming languages.

Ability to recognize and solve system malfunctions.

Ability to interpret Information Center user requests and/or problems and translate them into functioning system components.

Ability to establish and maintain effective working relations with a variety of county officials and employees.

Ability to communicate clearly and correctly, verbally and in writing.

Ability to work independently and complete assignments on a timely basis with a minimum of supervision.

NEW 1-84

#### Nature Of Work

This is advanced technical computer programming work, planning, designing and implementing complex Information Center software systems.

## Human Resources Department

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**ITD Information Center Analyst 1 (001706)**

## Human Resources Department

### Communication Service Representative 1 (001724)

#### Minimum Qualifications

High school diploma or GED. Two years of experience providing and planning telephone services in a telephone company, governmental agency or similar structured large organization are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in providing, modifying and coordinating telephone services for the county service.

The Communication Service Representative is responsible for receiving requests from county departments for telephone service surveys, advising on appropriate telephone instrument equipment, location and cost, and maintaining contact with the public utility providing telephone service countywide. Emphasis of the work is on assisting departments in initial installation or modification of telephone service and investigating user complaints. The incumbent must apply knowledge of telephone equipment characteristics, system planning, user requirements, cost factors and billing procedures for service. Supervision is received from an administrative or technical superior who confers on unusual problems, inspects telephone systems in use as required, and reviews written reports to evaluate attainment of management objectives and conformity with established procedures and policies.

##### ILLUSTRATIVE TASKS

Receives and processes requests for telephone service from all county offices; visits offices to make telephone service surveys and analyses for new installations or modifications in existing service; recommends appropriate service based on completed surveys.

Advises supervisory personnel on instrument types and associated modules including call directors, speakerphones, touchmatic services and intercom systems; advises on location of instruments and cost factors; recommends alternate plans that serve user requirements at less cost.

Discusses client operational and telephone equipment requirements with the public utility providing service; refers requests to the telephone company for installation and modification; inspects completed work for conformance to requirements.

Receives and investigates complaints from county departments relating to defective equipment or malfunctioning of service; initiates corrective action work orders to the telephone company; expedites service where delays occur.

Provides necessary detail to clerical support personnel for preparation of service orders; provides billing information to accounting personnel; furnishes current information to personnel responsible for preparation of county telephone directories as requested; prepares required reports on telephone services furnished to county departments.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of various telephone instruments including call directors, speakerphones and related equipment.

Considerable knowledge of the types of telephone installations commonly used in operational activities of various county offices.

Knowledge of established procedures of the telephone utility company in providing services to the county.

Knowledge of current costs of various telephone equipment and associated modules.

Ability to assist county operational activities in their telephone equipment requirements.

Ability to keep abreast of current telephone communication systems and equipment by coordination with technical engineering personnel.

Ability to process requests for initial telephone service and modifications promptly.

Ability to furnish accurate cost data to county departments and billing personnel.

Ability to maintain effective relationships with supervisory personnel in various county departments and with telephone company officials.

NEW 10-78

#### Nature Of Work

This is administrative and related technical work in providing, modifying and coordinating telephone services for the county service.

### Communication Service Representative 2 (001725)

#### Minimum Qualifications

High school diploma or GED. Three years of experience providing and planning telephone services in a telephone company, governmental agency or similar structured large organization are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical and technical work planning and implementing telephone services for the County.

Employees in this classification assess the needs of the customer and ensure the successful implementation of telephone-related services. Emphasis of the work is on providing proper system design by considering aspects of equipment, features and usage; understanding office operations and interfacing with other IT professional personnel and vendors. The incumbent exercises independent judgment applying knowledge of telephone and network experience to develop system planning, user requirements and cost factors and managing complex PBX sites. Work differs from that found in the Communication Service Representative 1 classification in that incumbents may work independently with minimal direct supervision and may be responsible for large PBX locations having hundreds of telephone stations. Supervision is received from an administrative or technical superior who confers on unusual problems, inspects telephone systems in use and reviews reports to evaluate attainment of management objectives.

##### ILLUSTRATIVE TASKS

Visits County offices and conducts customer interviews to determine the exact requirements, analyze present equipment and recommend appropriate service based on information gathered from the completed survey.

Performs feature administration changes in large PBX sites including voicemail, instruments, Automatic Call Distributors (ACD), Auto Attendants and other Call Processing systems as well as maintaining voicemail and ACD applications and records.

Prepares configuration templates and programming sheets to program system features, telephone numbers, user information and identifying equipment location; ensures that work order requests are accurate and understandable; tracks changes to station inventory equipment.

Coordinates requests with public utilities for service and installation of telephone lines and network services such as ISDN, T1 and data circuits.

Provides customer training on new switch implementations as well as remedial training and training on upgrades.

Prices and processes complex telephone orders and effects necessary database changes.

Writes bid specifications for small system installations.

Reviews vendor proposals; recommends system/vendor solutions.

Provides direction and guidance to Communication Service Representative 1s and other staff.

Provides direct instruction to user clients on processes and policies.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of various large telephone systems, such as Siemens, Nortel, Meridian and others used throughout County facilities.

Considerable knowledge of the types of telephone installations commonly used in operational activities of various County offices.

### Communication Service Representative 2 (001725)

Knowledge of voice processing systems including voice applications.

Knowledge of IP telephony and wireless technology for voice and data applications.

Knowledge of system software in order to introduce frequent changes requested by County agencies.

Knowledge of established procedures of the telephone utility company providing services to the County.

Knowledge of current costs of various telephone equipment types and associated modules.

Knowledge of the County's PBX features and software.

Knowledge of Microsoft Office products and database programs required to keep track of work orders, repairs, moves, etc.

Ability to keep abreast of current voice communication systems and equipment and coordinate system installation with technical personnel.

Ability to plan and provide telephone services in a telephone company or government agency.

Ability to make routine software changes on the PBX while understanding the implications of each change.

Ability to train agency personnel on the use of the phone system and its features and functionality.

Ability to maintain effective relationships with supervisory personnel in various County departments and with telephone company officials.

8/15/2005

#### **Nature Of Work**

This is advanced specialized clerical and technical work planning and implementing telephone services for the County.



## Miami-Dade County Telephone Systems Supervisor (001726)

### Minimum Qualifications

High school diploma or GED. Six years of experience in the management of complex telephone switching systems to include experience at a supervisory level are required.

### Job Specifications

#### NATURE OF WORK

This is technical and administrative work with supervisory responsibility in the management of a County-owned telephone system.

An employee in this class is responsible for supervising and coordinating telephone service for County departments and agencies utilizing County-owned switching equipment. Responsibilities include development and management of communications policies and procedures, monitoring telephone system configuration and design, coordinating planning and modification of the telephone system, and maintaining contact with vendors and public utility providing telephone service. The incumbent exercises independent judgment in the application of technical knowledge to interconnect switching equipment, system planning and configuration, and system evaluation. Supervision is exercised over a staff of Customer Service Representatives engaged in assisting customers with various aspects of telephone service. Supervision is received from an administrative superior who reviews work for efficient and effective management of the telephone system and appropriate telephone service to user departments and agencies.

#### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of Customer Service Representatives engaged in processing requests for telephone service, advising user departments and agencies on instrument types, locations and costs, and investigating complaints and taking corrective action; ensures appropriate responses are made and for requests for telephone system information.

Conducts investigations of special service requirements for customers and negotiates new service with vendors; conducts special investigations and initiates corrective action as required.

Initiates and develops contacts with independent vendors and public utility providing telephone service, regarding operational requirements for installation and modification of systems; inspects completed work for adherence to specifications.

Maintains records on system configuration equipment, traffic analysis, service orders, maintenance contracts, and billing.

Monitors telephone system configuration and design, and coordinates the planning and modification of telephone systems; prepares specifications and confers with engineering staff concerning design of system hardware.

Monitors customer work orders to ensure compliance with established departmental rules and regulations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of electronic telephone switching equipment provided by independent interconnect companies.

Considerable knowledge of modern telephone system design, capabilities, and related equipment.

Considerable knowledge of telephone service requirements commonly used in operational activities of various County agencies.

Knowledge of established procedures of the telephone utility company and independent vendors providing service.

Knowledge of current costs for various telephone service and equipment provided by public utility and vendors as contained in tariffs.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to adopt and design individual telephone systems to meet multiple users needs.

Ability to develop communications policies regarding all phases of telephone service, maintenance, and billing.

Ability to evaluate and correct system or equipment malfunctions and user problems.

Ability to keep abreast of current communications systems and equipment.

Ability to train County employees in system advantages and feature usage.

Ability to communicate through telephone and personal contact with independent vendors, local utilities and County employees regarding telephone service.

## Human Resources Department

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### Miami-Dade County Telephone Systems Supervisor (001726)

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#### **Nature Of Work**

This is technical and administrative work with supervisory responsibility in the management of a County-owned telephone system.

### Telecommunications Installer (001731)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the installation, testing, operation and maintenance of communications equipment such as mobile vehicular radios, digital and analog computers and related equipment, or telephone systems are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the installation, testing and maintenance of telecommunications equipment in a centralized telecommunications operation.

Employees in this class are responsible for the installation of mobile vehicular radio systems, digital and analog computer systems, and basic telephone systems including associated media cabling and accessory equipment. Duties include testing equipment to diagnose malfunctions, and ensuring that systems remain operational. Work requires the application of fundamental principles, techniques, practices and methods of electronic technology, and timely responses to customer requests. Supervision is received from a technical superior who reviews work for satisfactory application of technical knowledge to the installation, operation, testing and maintenance of telecommunications equipment.

##### ILLUSTRATIVE TASKS

Installs mobile vehicular radio systems, digital and analog computer systems and small telephone systems including media cabling and accessory equipment.

Diagnoses malfunctioning equipment using specialized hand tools and electronic testing or monitoring equipment.

Performs pre-installation site visits to determine physical space specifications, accessibility for cable installation, and personnel and material requirements.

Reads and interprets various schematics, blueprints, and electronic diagrams.

Performs periodic inspections of contractor installation work to ensure compliance with project requirements.

Performs basic hardware repairs and reconfigures equipment as necessary.

Interacts with customers and vendors concerning requirements, specifications, problem resolution and training issues.

Maintains proper inventory of supplies necessary to perform assigned work.

Completes required documentation for customer billing.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of electronic theory pertaining to two-way radios, digital and analog computers or telephony.

Knowledge of the principles and theories of electricity, data transmission and automotive electrical systems.

Knowledge of two-way radio, data transmission and telephony protocols.

Knowledge of designated cable paths.

Knowledge of the operating characteristics and maintenance requirements of mobile and hand-held vehicular radio systems, digital and

### Telecommunications Installer (001731)

analog computer systems, and basic telephone systems.

Knowledge of various types of inside and outside cables and their applications.

Knowledge of the occupational hazards and safety precautions related to the installation of mobile vehicular radio systems, analog and digital computer systems and basic telephone systems.

Ability to diagnose malfunctioning telecommunications systems and related equipment using specialized electronic tools and precision testing equipment.

Ability to interpret and work from technical schematics, blueprints, electronic circuitry diagrams and simple architectural drawings.

Ability to install, splice and troubleshoot inside and outside wiring for various types of transmission media.

Ability to install vertical riser and lateral conduits, cable trays and racks to support inside cable plants.

Ability to communicate effectively, verbally and in writing.

Ability to climb into and out of manholes or motor vehicles, ascend and descend step ladders, lift up to fifty pounds, and occasionally use aerial ladders and equipment.

Ability to operate a motor vehicle.

Skill in the diagnosis of electrical and electronic malfunctions.

Skill in the use of standard tools, equipment and precision testing devices of the electronic trade.

REV 10-94

#### **Nature Of Work**

This is skilled technical work in the installation, testing and maintenance of telecommunications equipment in a centralized telecommunications operation.

### Telecommunications Technician (Data/Telephone) (001732)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the installation, testing, repair, and maintenance of complex data and telephone communications including PBXs, electronic key systems, network switches and servers, routers, transmission systems, voice over internet protocol (VOIP) and related equipment; Certificate of Completion in Electronics from a vocational school and one year of experience in the installation, testing, repair, and maintenance of complex communications equipment; or Completion of 60 semester credits to include 15 semester credits in Electronics or Electrical Engineering and one year of experience in the installation, testing, repair, and maintenance of complex communications equipment are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the installation, maintenance and repair of telecommunications equipment in a centralized telecommunications operation.

Employees in this class are responsible for the installation, maintenance and repair of digital, analog and cellular telephone equipment, stationary and mobile radio systems, emergency equipment, digital and analog computer systems, and small telephone systems including associated media cabling and accessory equipment. Duties include testing complex equipment to diagnose malfunctions, making precision adjustments, and ensuring that systems remain operational. Work requires the application of fundamental and advanced principles, techniques, practices and methods of electronic technology, and timely responses to customer requests. Supervision is received from a technical superior who reviews work for satisfactory application of technical knowledge and satisfactory functioning of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Installs, maintains and repairs radio and microwave systems, digital and analog computer systems and small telephone systems including media cabling and accessory equipment to the component level.

Tests faulty equipment and applies knowledges of operating characteristics to diagnose malfunctioning telecommunications equipment.

Performs pre-installation site visits to determine personnel and material requirements.

Installs building riser and lateral cables; ensures proper bonding and grounding of inside and outside plant cable.

Reads, interprets and works from various schematics, blueprints and electronic diagrams.

Performs periodic inspections of contractor installation work to ensure compliance with project requirements.

Utilizes advanced test equipment for problem determination and performs repairs or replaces defective equipment.

Interacts with vendors in the installation, maintenance, repair and testing of equipment.

Interacts with customers in the emergency and routine repair and maintenance of equipment, and in customer training; maintains proper inventory of supplies required to perform work.

Observes established safety practices and procedures applicable to electrical and electronic work.

Completes required documentation for customer billing and equipment inventory.

Performs related work as required.

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#### TELECOMMUNICATIONS TECHNICIAN (Cont'd)

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of electronic theories and principles pertaining to stationary and mobile radios, digital and analog computers or telephony.

Considerable knowledge of the practices, tools, and materials used in the maintenance, repair, and testing of radio, digital and analog computer and telephone receiving and transmitting equipment.

Considerable knowledge of the operating characteristics of mobile, stationary and microwave radio systems, digital and analog computer systems, and small telephone systems.

### Telecommunications Technician (Data/Telephone) (001732)

Knowledge of radio, data transmission and telephony protocols.

Knowledge of various types of inside and outside cables and their applications.

Knowledge of all elements of inside wiring encoding, main, intermediate and horizontal distribution systems, riser cable system, and terminating jacks.

Knowledge of designated cable paths.

Knowledge of local, state and national standards and codes applicable to telecommunications installation, and maintenance.

Knowledge of occupational hazards and safety precautions pertaining to telecommunications system repair and maintenance.

Ability to diagnose malfunctioning telecommunications systems and related equipment using precision testing equipment.

Ability to interpret and work from schematics, blueprints, electronic circuitry diagrams and simple architectural drawings.

Ability to install, splice and troubleshoot inside and outside wiring for various types of transmission media.

Ability to install vertical riser and lateral conduits, cable trays and racks to support inside cable plants.

Ability to climb into and out of manholes or motor vehicles, ascend and descend step ladders, lift up to fifty pounds, and occasionally use aerial ladders and equipment.

Skill in the diagnosis of electrical and electronic malfunctions.

Skill in the use of standard tools, equipment and precision testing devices of the electronic trade.

REV 10-94

#### **Nature Of Work**

This is advanced skilled technical work in the installation, maintenance and repair of telecommunications equipment in a centralized telecommunications operation.

### Senior Telecommunications Technician (Data/Telephone) (001733)

#### Minimum Qualifications

High school diploma or GED. Four years of experience in the installation, testing, repair, and maintenance of complex data and telephone communications including PBXs, electronic key systems, network switches and servers, routers, transmission systems, voice over internet protocol (VOIP) and related equipment; Certificate of Completion in Electronics from a vocational school and two years of experience in the installation, testing, repair, and maintenance of complex communications equipment; or Completion of 60 semester credits to include 15 semester credits in Electronics or Electrical Engineering and two years of experience in the installation, testing, repair, and maintenance of complex communications equipment are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the installation, maintenance and repair of complex telecommunications infrastructure equipment in a centralized telecommunications operation.

Employees in this class are responsible for the installation, maintenance and repair of complex fiber-optic, video, audio and microwave transmission systems; digital and analog stationary, portable and mobile radio systems, digital, analog and cellular telephone equipment; emergency equipment; digital and analog computer systems, major telephone systems, voice recording systems; and dispatch consoles. Duties include troubleshooting of hardware and software problems, faulty circuitry, transmission and distribution lines; installation, maintenance and repair of telecommunications equipment to the component level, and preventive maintenance of equipment. Work requires the application of fundamental and advanced principles, techniques, practices and methods of electronic technology. Employees exercise some independent judgment in designing and implementing major system requirements and modifications, and ensuring timely responses to critical telecommunications infrastructure activities. Supervision is received from a technical superior who reviews work for compliance with established specifications and standards, and satisfactory functioning of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Installs, maintains and repairs complex fiber-optic, video, audio, and microwave transmission systems; digital and analog stationary, portable and mobile radio systems; digital, analog and cellular telephone equipment; emergency equipment; digital and analog computer systems; major telephone systems; voice recording systems and dispatch consoles to the component level.

Performs diagnostic evaluation of hardware and software problems, faulty circuitry, and transmission and distribution lines, and takes corrective action.

Performs telecommunications equipment overhauls including adjusting, repairing and replacing parts and converting obsolete equipment to comply with current telecommunications engineering design and construction standards.

Performs pre-installation site visits to determine personnel and material requirements.

Installs building riser and lateral cables; ensures proper bonding and grounding of inside and outside plant cable.

Reads, interprets and works from various schematics, blueprints and electronic diagrams.

Performs periodic inspection of contractor installation work to ensure compliance with project requirements.

Utilizes advanced test equipment for problem determination and resolution.

Interacts with vendors in the installation, maintenance, repair and testing of systems hardware and software.

Performs periodic frequency checks required by the Federal Communications Commission to ensure that transmitting equipment is broadcasting within the limits of assigned frequencies and modulation.

### Senior Telecommunications Technician (Data/Telephone) (001733)

Coordinates changes, modifications and cut-overs of existing systems to ensure uninterrupted communications.

Interacts with customers in the emergency and routine repair and maintenance of equipment, and in customer training; maintains proper inventory of supplies required to perform work.

Observes established safety practices and procedures applicable to electrical and electronic work.

Prepares and maintains documentation required by the Federal Communications Commission; prepares reports of work activities, work estimates, and requisitions for supplies and equipment.

Makes recommendations concerning infrastructure telecommunications systems hardware and software.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of electronic theories and principles pertaining to fiber-optic, video, audio and microwave systems, portable and mobile radio systems, digital and analog computers, or telephony.

Thorough knowledge of the practices, methods, tools, equipment and materials used in the installation, maintenance, repair and testing of complex telecommunications systems.

Thorough knowledge of operating characteristics and protocols of complex infrastructure telecommunications systems.

Considerable knowledge of various types of inside and outside cables and their applications.

Considerable knowledge of all elements of inside wiring encoding; main, intermediate and horizontal distribution systems; riser cable system, and terminating jacks.

Knowledge of designated cable paths.

Knowledge of local, state and national standards and codes applicable to telecommunications systems installation and maintenance.

Knowledge of occupational hazards and safety precautions applicable to the installation of complex telecommunications systems.

Ability to diagnose malfunctioning telecommunications systems and related equipment using specialized electronic tools and precision testing equipment.

Ability to interpret and work from schematics, blueprints, electronic circuitry diagrams and simple architectural drawings.

Ability to install, splice and troubleshoot inside and outside wiring for various types of transmission media.

Ability to install vertical riser and lateral conduits, cable trays and racks to support inside cable plants.

Ability to communicate effectively, verbally and in writing.

Ability to climb into and out of manholes or motor vehicles, ascend and descend step ladders, lift up to fifty pounds, and occasionally use aerial ladders and equipment.

Ability to prepare and maintain documentation required by the Federal Communications Commission, records and reports, work estimates and requisitions.



### **Senior Telecommunications Technician (Data/Telephone) (001733)**

Skill in the diagnosis of electrical and electronic malfunctions in complex infrastructure telecommunications systems and equipment.

Skill in the use of standard tools, equipment and precision testing devices of the electronic trade.

REV 10-94

#### **Nature Of Work**

This is advanced skilled technical work in the installation, maintenance and repair of complex telecommunications infrastructure equipment in a centralized telecommunications operation.

### Telecommunications Supervisor (Data/Telephone) (001734)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in the installation, testing, repair, and maintenance of complex data and telephone communications including PBXs, electronic key systems, network switches and servers, routers, transmission systems, voice over internet protocol (VOIP) and related equipment; Certificate of Completion in Electronics from a vocational school and three years of experience in the installation, testing, repair, and maintenance of complex communications equipment; or Completion of 60 semester credits to include 15 semester credits in Electronics or Electrical Engineering and three years of experience in the installation, testing, repair, and maintenance of complex communications equipment are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in coordinating and inspecting the installation, maintenance, modification and repair of radio receiver-decoder units and associated telecommunications equipment.

Employees in this class plan, assign and coordinate the work of skilled technical subordinates servicing a variety of radio-decoder units and other telecommunications equipment. Responsibilities include contact with representatives of private or public communications agencies, state officials, and equipment and service contractors in order to coordinate repairs and new installations. Employees exercise considerable independent judgment in determining systems and job requirements regarding various technical phases of repair, installation, modification and maintenance. Possession of a second class radio telephone license issued by the Federal Communications Commission may be required depending on work emphasis. Instructions are received in the form of blueprints and work orders, with detailed planning and review of completed projects the responsibility of the incumbent. Supervision is received from a technical superior who reviews work for timely completion of work schedules and evaluates system operations.

##### ILLUSTRATIVE TASKS

Supervises hazardous or unusual work assignments at the site; participates as needed in installations involving unusual or difficult technical problems; works with superiors in planning new installations or major modifications of equipment.

Assigns and directs crews to job sites; reads and checks blueprints before distribution to crews; assists technicians with any technical problems that might arise involving assigned projects.

Plans daily work schedules; suggests working procedures; instructs in techniques and use of new operational or test equipment.

Coordinates with private or public communications agencies regarding priority of installation of various telecommunications equipment.

Assists in special circuitry designs for more complex signal installations; interprets blueprints for changes in or planning of special circuitry.

Develops, schedules and supervises the performance of a

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#### TELECOMMUNICATIONS SUPERVISOR (Cont'd)

##### ILLUSTRATIVE TASKS (Cont'd)

preventive maintenance program providing for servicing, cleaning, synchronizing and testing of radio, telephone and related communications equipment.

Estimates time and materials required for proposed jobs; reviews time sheets and work reports, trouble reports and service calls; prepares progress reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity and electronics as applied to telecommunication transmitters and receivers,

### Telecommunications Supervisor (Data/Telephone) (001734)

digital and analog computers, radar detectors and electronic circuitry.

Thorough knowledge of occupational hazards and safety precautions in the electronic trade and work with high voltage.

Thorough knowledge of the practices, methods, tools and equipment used in the repair, maintenance, testing and replacement of telecommunication equipment.

Considerable knowledge of precision test equipment such as digital frequency measuring equipment, oscilloscopes and precision voltage and current measuring devices.

Knowledge of recent developments, current literature and sources of information in the field of telecommunications.

Ability to interpret and work from technical sketches, blueprints and electronic circuitry diagrams.

Ability to estimate costs, labor and materials necessary to perform assigned work.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to deal effectively with representatives of telecommunication equipment contractors and county departments.

Ability to maintain complete records and prepare and submit comprehensive reports.

Skill in the detection, determination and elimination of malfunctions in associated telecommunications equipment.

1734

#### TELECOMMUNICATIONS SUPERVISOR (Cont'd)

#### DESIRABLE EXPERIENCE AND TRAINING

Considerable supervisory experience in installation, maintenance and repair of digital and voice-actuated telecommunications equipment; graduation from a standard high school or vocational school.

NEW 10-78

#### Nature Of Work

This is skilled supervisory work in coordinating and inspecting the installation, maintenance, modification and repair of radio receiver-decoder units and associated telecommunications equipment.

## Human Resources Department

### Telecommunications Manager (001735)

#### Minimum Qualifications

High school diploma or GED. Five years of experience to include two years of supervisory experience in the repair, maintenance, installation and operation of complex communications equipment related to digital PBX and other telephone systems are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and technical managerial work planning and directing activities for the ETSD Field Services Division.

Employees in this class are responsible for planning, assigning, reviewing and providing final review of work of subordinate supervisors involved in providing maintenance services and support to wide area networks, local area networks, servers, desktops, computer equipment and telephone systems. Responsibilities include reviewing and evaluating complaints from County Departments regarding the wide area network, local area network, computer systems, servers, computer equipment and telephone systems and initiating corrective action. The incumbent exercises considerable independent judgment in developing, recommending and designing appropriate service level agreements on behalf of County Departments. Supervision is exercised over a staff of technical supervisory subordinates engaged in coordinating and inspecting the installation, maintenance, modification and repair of wide area networks, local area networks, servers, desktops, computer equipment and telephone equipment. General direction is received from an administrative superior who holds the incumbent responsible for the achievement of divisional goals and objectives.

##### ILLUSTRATIVE TASKS

Develops, recommends, and designs appropriate service level agreements on behalf of County Departments to provide maintenance services and support to wide area networks, local area networks, servers, desktops, computer equipment and telephone systems.

Reviews and evaluates complaints from County Departments for wide area networks, local area networks, computer systems, servers, computer equipment and telephone systems and initiates corrective action.

Advises and makes recommendations to County Departments on policies and procedures regarding the services provided by the Field Services Division.

Ensures that maintenance records are kept on individual system configurations, equipment, service orders, contracts and billings.

Initiates and develops contacts with independent vendors and County staff regarding operational requirements for ongoing work to install, maintain and modify computer and telephone systems ensuring adherence to compliance by inspecting completed work.

Reviews and manages projects involving computer and telephone systems to ensure compliance to service level agreements and deliverables.

Prepares and distributes directives on operational standards and procedures for the maintenance of computer and telephone systems.

Prepares performance measurement reports on the section's ability to meet established service level agreements.

Prepares and maintains section's budget.

Prepares costs and makes equipment recommendations for various computer and telephone systems and telecommunications equipment.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

## Human Resources Department

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### Telecommunications Manager (001735)

Thorough knowledge of telecommunications principles and practices.

Thorough knowledge of wide area networks, local area networks, servers, desktops, computer equipment and telephone systems.

Thorough knowledge of the development and design of service level agreements.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of recent developments, current literature and sources of information in the field of telecommunications.

Ability to review and manage telecommunication projects to ensure compliance to service level agreements and deliverables.

Ability to estimate costs, labor and materials necessary to perform assigned work.

Ability to maintain complete records and prepare and submit comprehensive reports.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, both verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to analyze and evaluate service level agreements and make effective recommendations for their adoption.

8/16/2005

#### **Nature Of Work**

This is highly responsible professional and technical managerial work planning and directing activities for the ETSD Field Services Division.

### Telecommunications Infrastructure Specialist (001736)

#### Minimum Qualifications

High school diploma or GED. Four years of experience in field and administrative support of complex telecommunications systems are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work providing field and administrative support to the Radio Engineering staff of the Radio Communication Services Division of the Enterprise Technology Services Department.

An employee in this class is responsible for providing field and administrative support to the Radio Engineering staff and managing the workload of a dynamic work environment, including supervising contractors, project billing and technical correspondence. Employees exercises some independent judgment in providing logistic and documentation support for new system structures and upgrades. Supervision is received from a technical superior who reviews work for compliance with established specifications and standards, and satisfactory functioning of new system structures and upgrades.

##### ILLUSTRATIVE TASKS

Provides logistic and documentation support for new system structures and upgrades including materials procurement and coordination of contractor work assignments; facilitates and documents system radio tower loading analysis as needed.

Provides field and administrative support to the Radio Engineering staff including supervising contractors, project billing, and technical correspondence.

Documents and assists field engineers in the planning, implementation, modification and construction of radio sites and other engineering field tasks; supports the maintenance and creation of the system's ACAD technical drawings.

Monitors status, renewal and modification of the FCC system licenses as required.

Provides technical assistance and training to customers and supports the purchasing of radio equipment and basic accessories.

Maintains the Motorola M30 Unipage (paging) system database including the addition and removal of subscribers.

Performs related duties as required

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of electronic theories and principles pertaining to complex telecommunication systems.

Knowledge of Microwave, Trunking Radio, EDACS Protocol and Paging Systems.

Knowledge of Federal Communications Commission License procedures, rules and regulations.

Knowledge of Windows 98, Windows 2000, NT, Office 2000, Access and Internet.

Knowledge of County procurement practices and project billing.

Ability to communicate effectively, verbally and in writing.

Ability to use ACAD software.

Ability to prepare and maintain documentation required by the Federal Communications Commission, records, and reports, work estimates and requisitions.

## Human Resources Department

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### Telecommunications Infrastructure Specialist (001736)

NEW 04/04

#### **Nature Of Work**

This is advanced skilled technical work providing field and administrative support to the Radio Engineering staff of the Radio Communication Services Division of the Enterprise Technology Services Department.

## Human Resources Department

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### ITD Radio Systems Manager (001739)

#### Minimum Qualifications

Bachelor's degree. Eight years of progressively responsible experience in large LMR (land mobile radio) radio infrastructure systems to include problem determination and resolution are required.

Preferences: Proven experience with leading propagation studies, site development, understanding of radio backhaul and grounding systems is strongly desired.

#### Job Specifications

##### NATURE OF WORK

This is responsible management, professional and technical work managing all aspects of the Miami-Dade County 800 MHz Radio Communications System which provides integrated radio communications for law enforcement agencies in the County and municipalities. The system also provides radio communications for all of the County Administrative Departments, the Dade County School Board, Miami-Dade Transit System, and other State and Federal agencies operating in Miami-Dade County.

An employee in this class is responsible for activities associated with the management, maintenance, repair and uninterrupted operation of telecommunication systems, including radio, video and microwave infrastructures essential to the safety and welfare of the citizens and employees of Miami-Dade County as well as a variety of stationary and mobile electronic systems and ensuring RF licenses granted by the FCC to the County are maintained and managed properly..

Responsibilities include coordinating activities with federal and local government agencies, manufacturing representatives and engineers involved in telecommunication systems installation and modifications. The incumbent exercises considerable independent judgment, action, and initiative in making complex technical decisions.

Additional duties involve consultation with representatives of industry and professional organizations, management and technical personnel of local governments and direct contact with vendors providing maintenance and technical support to the County Radio Systems.

Supervision is exercised over a group of supervisory, professional, technical and clerical staff whose work is reviewed for professional quality and compliance with professional standards. Supervision is received from a professional superior who reviews work for conformity with departmental policies, practices and regulations for the attainment of desired objectives. Work is reviewed through conferences, observations of results obtained, programs, reports and recommendations.

##### Illustrative Tasks

Plans, assigns and reviews the work of subordinate professional supervisors and coordinates the work with RF and operational engineers and technicians engaged in operating, maintaining, modifying, and installing telecommunication systems; assists in the preparation of cost comparison studies, specifications for purchase or lease of telecommunications equipment and scheduling of installations to assure efficient operations and minimal impact to customers.

Reviews applicable reports to ascertain the status of the Enhanced Digital Access Control System (EDACS) and identifies maintenance requirements.

Reviews data to insure optimum performance and utilization of the EDACS trunked system and reviews trunked contingency plans to insure they are correct and functional.

Serves as primary liaison for Miami-Dade County on state, regional and local coordinating boards and other bodies. Communicates decisions, and other information related to radio systems operations to Miami-Dade County officials and managers, local jurisdictions, and vendors that have an impact on their services or operations.

Prepares Scopes of Work and Requests for Proposal for the purchase of radio system equipment, maintenance and repair of equipment and for other services required to provide reliable radio services; prepares contract review documentation and supervises the day to day execution



## Human Resources Department

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### ITD Radio Systems Manager (001739)

of these contracts.

Prepares programs; schedules training of communications personnel responsible for operation and maintenance of the systems.

Keeps abreast of developments in the rapidly changing field of telecommunications systems to assist upper management in strategic decision support for new technology implementation.

Develops plans and strategies for the upgrade of the 800MHz radio system to a state of the art system involving a number of phases and interrelated contracts spanning several years.

Inspects and approves completed work for compliance with plans, specifications, regulations and instructions.

Leads software and network system development teams responsible for maintaining system related databases and computer control equipment.

Provides considerable insight into network performance and interoperability considerations.

Reviews all purchases of radio equipment by county administrative departments.

Prepares and submits grant requests for emergency radio equipment to support disasters preparedness and interoperability initiatives.

Develops schedules and evaluates the performance of a preventative maintenance program for a variety of communications equipment, such as 800 MHz-UHF-VHF radio transmitters, receivers, microwave, audio/video equipment as supervised by subordinate personnel.

Manages the installation and testing of new communication systems. development and implementation of software applications related to radio communication and data required to maintain the system.

Manages the creation and modification of AUTOCAD drawings and specifications of the Radio system infrastructure.

Reviews manufacturer's schematic diagrams and technical drawings for accuracy in the installation and modification of communication systems.

Supervises the management of frequency licenses and ensures authorized frequencies are operating in accordance with applicable regulations to avoid interference.

Supervises and participates in the design and preparation of schematic diagrams for modification, installation and documentation of technical specifications for specialized communications systems.

Maintains and operates computer controlled management information system for the 800 MHz trunked radio system (EDACS), that includes load balance analysis, control of unit assignments, group structures, user account maintenance and research related to unauthorized usage.

Ensures that appropriate operational parameters and options are assigned to each user of the radio system.

Coordinates communications systems maintenance, repair, modification, and operation with other county agencies.

Develops and implements ad-hoc procedures as related to the trunked EDACS system.

Serves as primary interface to County agencies, municipalities, state, federal, and other radio communications entities during special event planning sessions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

### ITD Radio Systems Manager (001739)

Performs related work as required.

#### Knowledge, Skills and Abilities

Thorough knowledge of microwave, video, UHF, VHF and 800 MHz trunked simulcast radio systems, computer based management and control systems and associated subsystems.

Thorough knowledge of public safety and emergency response communications systems procedures, practices and terminology.

Thorough knowledge of Federal Communications Commission Rules and regulations as well as state and local laws governing the operations of radio equipment, frequency licensing, and services.

Thorough knowledge of telecommunications planning, implementation and maintenance.

Thorough knowledge of electronics theory and principles.

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of Trunked Simulcast EDACS Radio system.

Thorough knowledge of general radio telephone operations.

Thorough knowledge of and direct experience with LAN/WAN network systems, TCP/IP, Internet and network design

Ability to detect, determine and eliminate malfunctions in electronic systems.

Ability to review manufacturer's schematic diagrams and technical drawings for accuracy in installation and modification of communications systems; ability to design and prepare schematic diagrams for modification, installation and documentation of technical specifications for specialized communications systems.

Ability to coordinate interoperability program efforts with federal, state, regional and local jurisdictions.

Ability to prepare cost comparison studies, specifications for purchase or lease of telecommunications equipment and schedule installations to assure efficient operations and minimal impact to customers.

Ability to develop schedules and evaluate the performance of a preventative maintenance program for a variety of telecommunications equipment.

Ability to maintain complete records and prepare comprehensive technical reports.

Ability to fully utilize personal computer productivity office tools.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, both verbally and in writing.

## Human Resources Department

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### ITD Radio Systems Manager (001739)

NEW 10/19/2006

#### **Nature Of Work**

This is responsible management, professional and technical work managing all aspects of the Miami-Dade County 800 MHz Radio Communications System which provides integrated radio communications for law enforcement agencies in the County and municipalities.

### ITD Infrastructure Systems Engineer (001744)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering, Electronic Engineering or Computer Engineering. Two years of engineering experience in the communications field are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional telecommunications work in the planning, design and implementation of telecommunications and computer networking systems and facilities. Employees in this class are responsible for planning and designing complex and diversified projects, including but not limited to telephone switching and multiplexing systems, radio transmission systems, computer network systems including local and wide area networks. Responsibilities include performing technical work in the research or design of complex telecommunications and computer networking systems, coordinating the work of field crews in the installation of systems, and participating in economic studies for telecommunications and computer networking systems and facilities. Incumbents apply advanced knowledge to complex telecommunication and computer networking systems and are responsible for finalizing major projects. Supervision may be exercised over technical employees engaged in the installation of telecommunications and computer networking systems. Supervision is received from a professional superior who reviews general progress of work and assists with difficult problems or issues of policy.

##### ILLUSTRATIVE TASKS

Plans and designs medium sized telecommunications and computer networking systems.

Performs economic studies and detailed cost estimates and of proposed telecommunications projects.

Reviews building construction plans for compliance with county telecommunications and computer networking systems criteria and master plan; proposes designs compliant with federal, state and local regulations and mandates.

Schedules and coordinates the work of field crews performing installation of telecommunications and computer networking systems to ensure compliance with contracts, design criteria, County, industry and national code standards.

Prepares specifications for the purchase of equipment to be used in the implementation of medium-sized telecommunications and computer network systems.

Writes technical specifications for bids or Requests for Proposals for medium-sized telecommunications and computer networking systems.

Investigates areas of operation to which new or existing technologies may be applied to increase efficiency and reduce costs.

Analyzes and performs traffic studies on existing medium-sized telecommunication and computer networking systems; implements software and hardware changes accordingly for efficient and cost effective operation.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of telecommunications and practices of telecommunications and/or computer network systems.

Considerable knowledge of the design, implementation and operation of public telecommunications systems and computer networks, including radio, video, data and telephone.

Considerable knowledge of applicable federal, state and local laws pertaining to telecommunications and computer networking and any applicable County and industry standards and national codes pertaining to the design, implementation and operation of telecommunication and/or computer networking systems.

## Human Resources Department

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### ITD Infrastructure Systems Engineer (001744)

Knowledge of standard practices, methods, tools and materials used in the installation of telecommunications and computer networking systems and facilities.

Ability to use PC-based project management systems in the development of PET networks/GANTT charts, critical path and other project management tools such as spreadsheets and database programs.

Ability to perform economic studies and detailed cost estimates and make recommendations on moderately-difficult telecommunications and computer networking projects.

Ability to design and implement moderately-difficult telecommunications and/or computer networking systems.

Ability to express highly technical ideas clearly and concisely, orally and in writing.

Ability to prepare reports to be utilized in decision-making process by senior management.

Ability to schedule and manage moderately difficult telecommunications and computer network projects to ensure adherence to contract terms, designs and specifications, and to secure compliance by private contracts with contracts in a tactful, firm and impartial manner.

Ability to plan assign, supervise and audit the work of others in a manner conducive to high performance and high morale.

Skill in the use of applicable electronic instruments and equipment.

8/2002

#### **Nature Of Work**

This is advanced professional telecommunications work in the planning, design and implementation of telecommunications and computer networking systems and facilities.

### ITD Senior Infrastructure Systems Engineer (001746)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering, Electronic Engineering or Computer Engineering. Five years of engineering experience in the communications field are required.

#### Job Specifications

##### NATURE OF WORK

This is highly advanced professional systems engineering work in planning, designing, implementing, maintaining and operating various large scale infrastructure telecommunications, computer systems and facilities.

Employees in this class are responsible for managing very large and technically complex diversified projects including, but not limited to major telephone switching and multiplexing systems, wide area radio transmission systems, digital and analog microwave systems, fiber optic wide area networks, integration of computer networks with telecommunication networks and providing project management for multi-million dollar projects. Responsibilities include acting as project leaders to other technical professionals to provide the most cost effective and technically superior solutions to the County's telecommunication and computer network infrastructure and integrating different technologies. The incumbent exercises considerable independent judgment making difficult and complex technical decisions. Work differs from that found in the Infrastructure Systems Engineer classification in that assignments are very broad in scope and incumbents provide project management for very large and technically complex diversified multi-million dollar projects. General direction is received from an administrative superior who reviews work for conformity with departmental policies, practices and regulations and for the attainment of desired objectives.

##### Illustrative Tasks

Plans, designs, and implements complex telecommunications and/or computer networking systems; directs turnkey large and complex telecommunications and/or computer networking systems.

Integrates several different telecommunication and computer networking technologies to provide a technical solution to the business needs of a County Department.

Conducts economic studies, prepares cost estimates, reviews construction plans, engineers traffic studies and implements major complex telecommunications and/or computer networking projects of multi-million dollar magnitude.

Prepares correspondence and technical reports pertaining to engineering studies and projects.

Provides options and recommendations to upper management for decision making on diverse information technology directions and strategies.

Performs related work as required.

##### Knowledge, Skills and Abilities

Thorough knowledge of the principals and practices of telecommunications and computer network systems.

Thorough knowledge of the design, implementation, and operation of public telecommunication systems and computer networks, including radio, video, data and telephone.

Thorough knowledge of diverse technologies for integration of telecommunication and computer networks, and their working relationship to each other.

Thorough knowledge of different types of transmission systems, including but not limited to fiber optic technology, digital and analog microwave technologies, coaxial and twisted pair technologies, wireless technology and satellite transmission technology.

### **ITD Senior Infrastructure Systems Engineer (001746)**

Thorough knowledge of applicable International, Federal, State, and local laws pertaining to telecommunications and computer networking and applicable County and industry standards and international and national codes pertaining to design, implementation and operation of telecommunication and/or computer networking systems.

Ability to design, implement and integrate complex and highly difficult telecommunication and computer networking systems.

Ability to use PC based project management systems developing PERT networks/GANTT charts, critical paths and other project management tools such as spreadsheets and data base programs.

Ability to plan, schedule, coordinate and review the work of other professional team members for conformance with budget, schedule and desired results.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare comprehensive reports on technical strategies and solutions.

Ability to use applicable electronic and diagnostic instruments and equipment.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

NEW 8/17/2005

#### **Nature Of Work**

This is highly advanced professional systems engineering work in planning, designing, implementing, maintaining and operating various large scale infrastructure telecommunications, computer systems and facilities.

## Human Resources Department

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### ITD Infrastructure Systems Manager (001748)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering, Electronic Engineering, Business Administration, Computer Science, or Computer Engineering. Eight years of engineering experience in the telecommunications field are required.

#### Job Specifications

##### NATURE OF WORK

This is administrative and professional work in directing and coordinating the functions of the infrastructure divisions of the Enterprise Technology Services Department.

Employees in this class plan, direct and administer professional engineering and technical programs in such areas as radio, video, data and telephone systems.

Primary emphasis is on planning and supervising the work of several professional, technical, and administrative personnel in order to meet the objectives of the unit in design, construction, operation and maintenance of major and complex telecommunication and computer systems and networks. Responsibilities include acting as liaison with other departments of the County, other public and private agencies, as well as international and national agencies involved in setting policy and standards for telecommunication and computer networks. The incumbent exercises considerable independent judgment in making final decisions on technical problems and formulating departmental policies and programs related to the County's telecommunication and computer network strategy. Supervision is exercised over subordinate supervisors, systems engineers, operating systems programmers, technical support analysts and other technical and administrative personnel engaged in various phases of the County's telecommunication and computer network infrastructure. General direction is received from a division director who reviews work for the attainment of desired administrative and professional objectives.

##### Illustrative Tasks

Administers the County's telecommunication and computer network infrastructure through subordinate supervisors, systems engineers, operating systems programmers, technical support analysts and other technical and administrative personnel.

Provides integrated service solutions and project management for a variety of County department projects.

Develops, improves and maintains the long range infrastructure plans of the County's telecommunication and computer network programs through subordinate technical and non-technical personnel.

Supervises the design procurement, implementation and operation of major County telecommunication and computer network projects.

Acts as liaison with other units of local government, state and federal agencies, professional and civic organizations to coordinate integrated telecommunication and computer network programs and projects.

Supervises the preparation of contract documents to include, but not limited to RFPs, ITBs and requisitions from federal and state contracts.

Participates in the negotiation process and acts as the chair of the negotiation committee at the discretion of the County Manager in negotiating the best contract for the County's telecommunication and computer network infrastructure.

Attends meetings of public bodies and civic organizations as required in connection with the County's telecommunication and computer network infrastructure programs.

Prepares the unit's line item operating budget, PATC's (Proposed Addition to Core), SLA's (Service Level Agreements) and capital improvement requests and monitors expenditures.

Defines, assigns and tracks projects based on priorities and resource availability insuring the best utilization of staff members.

Establishes and enforces standards for the development, maintenance and use of County's telecommunication and computer network



### ITD Infrastructure Systems Manager (001748)

infrastructure systems, software, tools and protocol.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### Knowledge, Skills and Abilities

Thorough knowledge of the principals and practices of telecommunication and computer networks systems and integration methodologies for the delivery of information technology solutions to business problems.

Thorough knowledge of the design, implementation, and operation of public and private telecommunications and computer network systems.

Considerable knowledge of modern developments, current literature and sources of information in the area of telecommunication and computer networks.

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the international, federal, state and local laws and regulatory codes related to construction, design, implementation and operation of telecommunications and computer network systems and facilities.

Considerable knowledge of budget preparation, cost allocation and control methodologies in expenditure tracking.

Ability to plan, design and prepare complete turnkey plans and specifications for major complex telecommunication and computer network systems.

Ability to apply technical knowledge to integrate different technologies to administrative and business work flow problems.

Ability to technically and professional review a wide variety and large volume of engineering and constructions plans, technical manuals and reports, specifications and laws pertaining to telecommunications and computer networks.

Ability to use applicable electronic instruments and equipment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

NEW 8/18/2005

#### **Nature Of Work**

This is administrative and professional work in directing and coordinating the functions of the infrastructure divisions of the Enterprise Technology Services Department.

## Human Resources Department

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### Manager ITD Finance & Budget (001758)

#### Minimum Qualifications

Bachelor's degree in Business, Finance, Accounting or related area. Four years of experience in budget preparation, financial analysis and IT systems analysis and design.

#### Job Specifications

#### Nature Of Work

This is advanced responsible professional and supervisory work overseeing the department's accounting and finance section.

## Human Resources Department

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### Director Shared Services Program (001770)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Division Director, Information Technology Department (001786)

#### Minimum Qualifications

The Miami-Dade County Enterprise Resource Planning System (ERP) Division Director is responsible for the countywide implementation of Peoplesoft in support of departmental strategic plans and operations in the areas of Finance, Procurement and Human Resources. In addition, the position is responsible for integration with other strategies including Electronic Document Management (EDMS), Asset Management and Data warehousing. Critical responsibilities include managing a countywide implementation with a diverse team; oversight to integrator and managing vendor relations; and developing and managing the division budget.

A Bachelor's degree and a minimum of five to ten years of professional Information technology management experience to include managing ERP implementations, strategic, tactical and operational planning as well as development of operational and capital budgets is required. Ideal candidates will have demonstrated ability in working with diverse business units and teams in support of information technology program plans; managing vendors demonstrating top notch negotiation, mediation and contract management skills; and overseeing project management practices in a matrix environment.

Miami-Dade County offers great benefits including full medical insurance benefits, dental and vision insurance, life and disability insurance plans, 457 pretax savings plan, flexible spending accounts, paid holidays, vacation and sick time, membership in the Florida Retirement System, professional development, and a tuition reimbursement program.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is a highly responsible executive position planning, directing and coordinating all financial and administrative operations for the Enterprise Technology Services Department.

## Human Resources Department

### ITD Director (001789)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven to ten years of progressively responsible managerial experience in a large information technology organization to include experience with multiple IT platforms, development and implementation of large-scale projects, fiscal management, and strategic planning and analysis is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of Enterprise Technology Services Department. An employee in this class is responsible for directing and supervising the functions of a large centralized computer center with an extensive network of interconnected distributed processors in various departments. Emphasis of the work is on assuring the provision of economical and efficient automated data processing services to county departments, developing policy for the use of automated data processing within the county and establishing divisional objectives for departmental operations and measuring results. Responsibilities include developing plans for the acquisition, installation and operation of automated data processing equipment for the county and negotiating contractual terms and conditions with appropriate vendors. The incumbent exercises an extensive degree of originality, judgment and professional and technical managerial knowledge in formulating departmental policies and in directing automated data processing activities. Supervision is exercised through various levels of subordinate executives and supervisors over a variety of technical, professional, administrative, specialized and clerical employees with assigned responsibilities in various phases of department operations. General supervision is received from the County Manager who holds the incumbent responsible for the attainment of desired objectives, the professional management of departmental operations and for quality of service to county departments.

##### ILLUSTRATIVE TASKS

Directs and supervises the operation of a large centralized computer center, through subordinate executives and supervisors, providing economical and efficient automated data processing services to county departments.

Develops policies for the use of automated data processing for the county; reviews existing policies and modifies, updates and revises as necessary; attends meetings and conferences with various county officials to resolve a variety of management problems.

Reviews existing organizational patterns, work relationships and staff responsibilities and structures the organization of the department to effectively achieve goals and objectives; defines divisional and departmental objectives; establishes and implements programs and plans designed to achieve goals and evaluates progress toward meeting departmental and divisional objectives; redirects priorities as necessary.

Coordinates departmental operations with other county executives and with senior county management.

Authorizes feasibility studies and economic analyses designed to improve effectiveness and efficiency of automated data processing activities; reviews and approves results.

Develops, presents and supports budget estimates and financial plans concerning acquisition of data processing equipment and software acquisition or development costs.

Plans for and assures the acquisition, installation and operation of automated data processing equipment for county departments.

Negotiates with vendors, contractual terms and conditions regarding acquisition, installation and maintenance of data processing equipment.

Assures the efficient and economical disposal of data processing equipment no longer required for county needs.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, county personnel rules and all other applicable rules and regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles of public and business administration.

Thorough knowledge of the principles of management and their application to the administration of government activities.

Thorough knowledge of current developments in the field of automated data processing technology.

Thorough knowledge of computer programming, computer systems and electronic data processing equipment.

Thorough knowledge of data processing needs of county departments.

Thorough knowledge of supervisory principles and practices.

### ITD Director (001789)

Thorough knowledge of applicable county, state and Federal laws, rules and regulations pertaining to departmental operations.

Ability to balance demand with limited resources in providing effective, efficient and economical data processing services to county departments.

Ability to use advanced professional managerial and technical knowledges to formulate departmental policy and control departmental activities.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to effectively evaluate the impact of alternative possible courses of action on departmental operations, future developments and circumstances of a new or unprecedented nature.

Ability to establish and maintain effective working relationships with senior county management, officials of other county departments and representatives of private organizations.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to determine if departmental standards are being met and to redirect priorities as necessary.

Revised 01/1998

### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of Enterprise Technology Services Department.

## Human Resources Department

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### ITD Business Relationship Manager (001792)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Information Technology or related field. Five years progressively responsible experience in a large public sector organization developing and implementing large-scale IT initiatives, fiscal management, strategic planning, and gathering business requirements is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional work developing, coordinating, and managing comprehensive Information Technology Service Level Agreements with County agencies.

## Human Resources Department

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### Assistant Director, ITD (001798)

#### Minimum Qualifications

Bachelor's degree and a minimum of six to ten years of progressively responsible managerial and/or administrative experience in a large complex information technology environment to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK:

This is highly responsible executive level work in assisting in planning and directing the complex activities of the Information Technology Department.

An employee in this class is responsible for assisting the Department Director in directing, planning and coordinating supervising the diversified functions of a centralized computer center with an extensive network of interconnected distributed processors in various departments. Emphasis of the work is on assuring the provision of economical and efficient automated data processing services to County departments, developing policy for the use of automated data processing within the county and establishing divisional objectives for departmental operations and measuring results. Responsibilities include developing plans for the acquisition, installation and operation of automated data processing equipment for the county and negotiating contractual terms and conditions with appropriate vendors. The incumbent exercises extensive independent judgment and professional managerial knowledge in formulating departmental policies and in directing automated data processing activities. Supervision is exercised through various levels of subordinate division directors and supervisors over a variety of technical, professional, administrative, specialized and clerical employees with assigned responsibilities in various phases of operations. General supervision is received from the Department Director who holds the incumbent responsible for the attainment of desired objectives and the professional management of departmental operations.

##### ILLUSTRATIVE TASKS:

Manages and supervises the operation of a large centralized computer center, through subordinate executives and supervisors, providing economical and efficient automated data processing services to county departments.

Develops policies for the use of automated data processing for the county; reviews existing policies and modifies, updates and revises as necessary; attends meetings and conferences with various county officials to resolve a variety of management problems.

Reviews existing organizational patterns, work relationships, and staff responsibilities and structures the organization of the department to effectively achieve goals and objectives; defines divisional and departmental objectives; establishes and implements programs and plans designed to achieve goals and evaluates progress toward meeting departmental and divisional objectives; redirects priorities as necessary.

Coordinates departmental operations with other county executives and with senior county management.

Authorizes feasibility studies and economic analyses designed to improve effectiveness and efficiency of automated data processing activities; reviews and approves results.

Develops, presents, and supports budget estimates and financial plans concerning acquisition of data processing equipment and software acquisition or development costs.

Plans for and ensures the acquisition, installation and operation of automated data processing equipment for county departments.

Negotiates with vendors, contractual terms and conditions regarding acquisition, installation and maintenance of data processing equipment.

Ensures the efficient and economical disposal of data processing equipment no longer required for county needs.

Makes decisions regarding hiring, discipline, and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, county personnel rules and all other applicable rules and regulations.



## Human Resources Department

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### Assistant Director, ITD (001798)

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS:

Thorough knowledge of the principles of public and business administration.

Thorough knowledge of the principles of management and their application to the administration of government activities.

Thorough knowledge of current developments in the field of automated data processing technology.

Thorough knowledge of computer programming, computer systems and electronic data processing equipment.

Thorough knowledge of data processing needs of county departments.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of applicable county, state and federal laws, rules and regulations pertaining to departmental operations.

Ability to balance demand with limited resources in providing effective, efficient and economical data processing services to county departments.

Ability to use advanced professional managerial and technical knowledge to formulate departmental policy and control departmental activities.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to effectively evaluate the impact of alternative possible courses of action on departmental operations, future developments and circumstances of a new or unprecedented nature.

Ability to establish and maintain effective working relationships with senior county management, officials of other county departments and representatives of private organizations.

Ability to communicate clearly, concisely, verbally, and in writing.

Ability to determine if departmental standards are being met and to redirect priorities as necessary.

NEW 10-75

#### **Nature Of Work**

This is highly responsible executive level work in assisting in planning and directing the complex activities of the Information Technology Department.

## Human Resources Department

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### Computer Operations Support Clerk 1 (001800)

#### Minimum Qualifications

High school diploma or GED. Six months of experience in a computer operations environment or completion of three semester credits in Computer Science are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is clerical work in the performance of a variety of duties supporting computer production activities in a large central data processing operation.

Employees in this class operate a variety of equipment to separate and duplicate computer printouts according to user requirements; pack and ship output to departmental users and assure adequate stock of forms and supplies required for production. Duties include moving small equipment and furniture within the department, assisting or performing periodic inventories of computer forms and performing tasks to maintain a computer tape library. Work requires a moderate amount of physical activity in lifting and transporting boxes of computer forms and handling various pieces of equipment. Employees may be assigned to fixed or rotational shifts depending upon workload. Supervision is received from a technical superior who reviews work for timely execution of assigned duties and for conformance to established departmental rules, regulations and procedures.

##### ILLUSTRATIVE TASKS

Operates and adjusts computer printout duplicating and cutting and carbon separation equipment such as data form busters, decollators, delivers, sorters and photoduplicating machines in order to prepare computer printouts according to a prescribed user format.

Separates computer listings by job name and number in accordance with existing procedures; packs and ships output to user departments.

Receives, stores and issues paper stock and forms in order to maintain a supply and material inventory in a departmental storeroom; assists or performs periodic inventories of all computer forms and supplies.

Schedules and sends computer tapes to and from the tape library; selects and replaces computer tapes according to numerical indices; operates tape cleaning machines to clean and strip magnetic tapes in order to maintain a computer tape library.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of established departmental operating policies, rules and procedures.

Knowledge of the operating characteristics of computers and peripheral equipment used in data processing.

Knowledge of procedures used in shipping documentation to department users.

Knowledge of the receipt, storage and issuance of departmental stores.

Knowledge of the routing, scheduling and priority of programs going to and from the computer.

Ability to operate and adjust a variety of peripheral computer equipment.

Ability to pack and ship completed report printouts.

Ability to maintain accurate inventory records.

Ability to learn and follow routine filing, sorting and record keeping procedures.

Ability to select and replace computer tapes according to numerical index.

Ability to operate a tape cleaning machine.

Physical agility and strength sufficient to perform assigned duties.

#### Nature Of Work

This is clerical work in the performance of a variety of duties supporting computer production activities in a large central data processing operation.

## Human Resources Department

### Computer Operations Support Clerk 2 (001801)

#### Minimum Qualifications

Completion of 15 semester credits in Computer Science; or high school diploma or GED and one year of experience in computer production support services are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is clerical and technical work in performing a variety of duties supporting computer production activities in a large central data processing operation.

Employees in this class operate a variety of equipment to separate, duplicate and microfilm printouts, notify supervisors of equipment problems or delays in report preparation or distribution, and complete output logs according to established departmental procedures. Additional duties include responding to inquiries on job status, assembling data inputs, control cards and procedures required to process a program or series of programs, and assisting in the review of results after processing of programs. Work involves performing tasks to maintain a computer tape library, and employees may be assigned to fixed or rotational shifts depending upon workload. Supervision is received from a technical superior who reviews work for timely execution of assigned duties and for adherence to established departmental rules, regulations and procedures.

##### ILLUSTRATIVE TASKS

Operates, adjusts and maintains computer printout duplicating, and cutting and carbon separating equipment such as data from bursters, decollators, delevators, sorters and photoduplicating machines in order to prepare computer printouts according to a prescribed user format. Notifies appropriate supervisor of equipment problems or delays in report preparation or distribution. Completes required output logs or other files for output distribution. Responds to inquiries as to job status through investigation and/or use of a vide display device. Operates microfilm and microfiche equipment for both original and duplicate processing. Assists a supervisor in assembling data inputs, control cards and procedures required to process a program or series of programs; assists in reviewing quality results after processing of programs; assembles additional material for subsequent processing. Schedules and sends computer tapes to and from the tape library; selects and replaces tapes according to numerical indices; operates tape cleaning machines to clean and strip magnetic tapes in order to maintain a computer tape library. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of established departmental operating policies, rules and procedures.  
Knowledge of operating characteristics of computers and peripheral equipment used in data processing.  
Knowledge of record keeping requirements for computer outputs.  
Knowledge of the forms, packaging and records pertaining to microfilm and microfiche processing.  
Knowledge of the routing, scheduling and priority of programs going to and from computer processing.  
Knowledge of job control language utilized in a central data processing operation.  
Some knowledge of established procedures used in program and job documentation.  
Some knowledge of the content of items on incoming forms and computer printouts.  
Ability to operate, adjust and maintain a variety of peripheral computer equipment.  
Ability to learn and follow routine filing, sorting and record keeping procedures.  
Ability to select and replace computer tapes according to a numerical index.  
Ability to operate a tape cleaning machine.  
Ability to assemble data inputs, control cards, procedures and related materials required to process a program or series of linked programs.  
Ability to balance and reconcile predetermined numeric totals on source documents with computer produced compilations.  
Ability to maintain effective working relationships with staff members, supervisors and representatives of user agencies.

#### Nature Of Work

This is clerical and technical work in performing a variety of duties supporting computer production activities in a large central data processing operation.

## Human Resources Department

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### Computer Operations Support Clerk 2 (001801)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in multimedia design, journalism, photography editing, information sciences or related field and one year of experience in multimedia or web design is required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced technical work in the delivery, installation, setup, testing, and maintenance of computer hardware and software components.

### Web Publisher (001805)

**Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a communications related field. One year of web publishing, communications, public relations, or journalism is required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is technical work in web publishing performed in accordance with the County's web portal usability and web content management standards.

## Human Resources Department

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### Web Designer 2 (001806)

**Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field or possession of Microsoft Certified Professional-Site Building certification. Two years of programming or web design experience are required. Additional programming or web design experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is technical work responsible for the editorial content of the County and departmental web portals.

## Human Resources Department

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### Senior Web Designer (001807)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field or possess a Microsoft Certified Professional-Site Building certification. Three years of programming or web design experience are required. Additional programming or web design experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced technical work responsible for planning, implementing and tracking the portal/web design projects of multiple clients,

### Web Developer (001808)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field or possession of Microsoft Certified Professional-Site Building certification. Two years of programming or web development experience are required. Additional programming or web development experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

##### NATURE OF WORK

This is professional technical work developing internet and intranet web applications.

#### **Nature Of Work**

This is professional technical work developing internet and intranet web applications.



## Human Resources Department

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### Senior Web Publisher (001809)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a Communications related field. Two years of programming or web publishing, communication, public relations, or journalism experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is technical work in the management of portal projects and client websites.

## Human Resources Department

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### Senior Web Developer (001812)

**Minimum Qualifications**

Bachelor's degree in computer science or related. Two years of java programming or web development experience are required. Additional programming or web development experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional information technology work in web development.

## Human Resources Department

### Computer Operator 2 (001817)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in a large data processing installation shop are required; or High school diploma or GED and three years of experience in a large data processing installation shop are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the operation of electronic data processing equipment in a large centralized data processing operation. Employees in this class are responsible for operating a complex computer console which controls and monitors electronic data processing equipment that automatically processes a large volume of business, accounting and statistical information. Duties include preparing the computer for program processing and operating the console in order to satisfactorily complete each scheduled computer operation. Employees are responsible for the manipulation of controls and observance of visual indicators in accordance with standard procedures and for rearranging the sequence of program steps for correcting of errors, or to continue operations when individual units of the system malfunction. Work is performed with considerable independence on routine operations, and employees may provide guidance and direction to subordinate clerical or technical personnel engaged in performing various tasks in support of computer operations. Supervision is received from a technical supervisor who reviews work in progress and upon completion for accuracy in processing and for conformance with established instructions.

##### ILLUSTRATIVE TASKS

- Prepares computer system for each program using operating instructions and procedures; keeps abreast of the status of all jobs active in the computer.
- Prepares all peripheral equipment with the required forms, cards and tape files; verifies that all necessary files and data have been submitted for processing.
- Operates the computer console and makes program and input data revisions to expedite the correction of errors.
- Verifies that all computer output is complete and accurate before release from the section.
- Maintains records of operator time and equipment utilization.
- Assists supervisor in various phases of operations and serves as shift supervisor in superior's absence.
- Maintains work area in a neat and orderly manner.
- Notifies superiors or hardware vendor of program or equipment malfunctions.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Considerable knowledge of the operating characteristics of modern electronic data processing equipment.
- Considerable knowledge of off-line devices and auxiliary input-output equipment.
- Considerable knowledge of the operating procedures used in the area of assignment.
- Considerable knowledge of the various job applications processed by the electronic data processing system.
- Knowledge of the application of computers to the processing of business, accounting and statistical information.
- Ability to operate data processing and peripheral equipment.
- Ability to assemble, organize and implement work flow procedures used in electronic data processing.
- Ability to detect equipment and program malfunctions.
- Ability to understand and carry out verbal and written instructions.
- Ability to express ideas clearly and concisely, verbally and in writing.

## Human Resources Department

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### Computer Operator 2 (001817)

#### **Nature Of Work**

This is advanced technical work in the operation of electronic data processing equipment in a large centralized data processing operation.

### Computer Operations Specialist 1 (001818)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Computer Science. One year of experience in console operations, teleprocessing operations, or specialized computer operations such as printers, micrographs and tape drives is required; or high school diploma or GED. Two years of experience in a large-scale data processing installation to include one year of experience in console operations, teleprocessing operations, or specialized computer operations are required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the operation of electronic data processing equipment in a large centralized data processing installation. Employees in this class assist in the maintenance of production batch schedules through the operation of a computer console and related peripheral equipment. Work stations may include but are not limited to master console, printing, bursting/sealing equipment and tape library equipment. Employees in this classification are responsible for participating in the development of procedures for quality control and following quality control and cleaning procedures for the equipment they operate. Employees may provide guidance, direction and training to employees in lower classifications and receive technical direction from a technical supervisor or senior computer operator.

##### ILLUSTRATIVE TASKS

Issues Job Entry Subsystem Two (JES2) commands to set, start, backspace, forward space, and stop printers; controls remote devices, sets initiators, classes, assigns priorities to input/output jobs, changes job outgroup class, starts and stops initiators, releases Time Sharing Option (TSO) data sets and monitors spool utilization.

Using the Multiple Virtual Storage Operating System (MVS/Z-os) issues commands to vary input/output devices such as printers, tape drivers and terminals, on-line and off-line; identifies, interprets and replies to console messages for printer interventions, tape mounts and tape swaps as displayed in the master or alternate consoles; issues commands to change performance groups, configures chips on-line and off-line, varies paths on line and off-line and enters basic modify commands for CICS.

Using Job Control Language (JCL) identifies and corrects minor JCL errors such as missing parameters, commas or cards; separates reports as they come out of the printers and distributes them according to documented procedures and distribution lists.

Using the Tape Management System (RMM) performs tape library functions that call for daily preparation of tape/cartridges volumes to be used for processing, re-filing the volumes after completion; interprets data from various RMM reports to identify problem tapes/cartridges; performs vaulting procedures using RMM reports; interprets data from the Operating System Tape Inquire to find data pertaining to tape generations, creation dates and other tape management information and prepares and submits for execution jobs to initialize tapes.

Sends and receives messages through MS-Mail; writes documents in Microsoft word or equivalent.

Monitors CPU usage, paging rates, device allocation and detects reserves and other exceptions using OMEGAMON.

Inserts and sends jobs, marks jobs complete and interprets messages coming from OPC in the master console.

Inquires, re-creates and releases output using Dispatch.

Troubleshoots minor VTAM problems that include, NCPs, lines, terminals, printers and network nodes; monitors and troubleshoots problems in IDMS, CICS, Distributed Systems Network, Internet and applications.

Monitors the Tivoli console and acts to alerts as needed; initiates and updates problem reports using Tivoli and the Work Order System.

Operates and performs required cleaning procedures associated with various hardware.

### Computer Operations Specialist 1 (001818)

Switches devices among the different and logical partitions in ITD.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of Personal Computers including hardware installation, cabling and software installation.

Knowledge of Job Entry Subsystem Two (JES2) commands.

Knowledge of Multiple Virtual Storage Operating System (MVS/Z-os).

Knowledge of Job Control Language (JCL), Automated Job Scheduler (OPC), Tape Management System (RMM), Time Sharing Option (TSO), and OMEGAMON.

Knowledge of Dispatch, Jobview and On-Demand report distribution systems; network and Tivoli Console Operations (TEC).

Ability to identify, interpret and reply to console messages.

Ability to operate a desk top calculator and match report totals, according to established procedures for report balancing.

Ability to perform and follow inventory procedures and stock room duties.

Ability to write and complete reports as necessary to report hardware and software problems.

Ability to communicate clearly and concisely, verbally and in writing.

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#### **Nature Of Work**

This is technical work in the operation of electronic data processing equipment in a large centralized data processing installation.

### Computer Operations Specialist 2 (001819)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Computer Science. Two years of experience in console operations, teleprocessing operations, or specialized computer operations such as printers, micrographs and tape drives are required; or high school diploma or GED and three years of experience in a large-scale data processing installation to include one year of experience in console operations, teleprocessing operations, or specialized computer operations are required.

#### Job Specifications

##### NATURE OF WORK

This is technical work with supervisory responsibility in the operation of multiple consoles supporting central processing units at a large electronic data processing facility.

Employees in this class oversee the work of professional and technical staff engaged in the operation of data processing equipment supplied by multiple vendors and in the diagnostics of hardware and software problems. Duties include preparing application systems for production and testing, diagnosing operational problems with software and hardware components, and coordinating work with other data processing units. Supervision may be exercised over a variety of professional and technical employees with assigned responsibilities in data processing production and operations. Supervision is received directly from a Computer Room Supervisor or and Operations Manager.

##### ILLUSTRATIVE TASKS

Troubleshoots and detects JES2 problems such as resource shortages, high spool utilization and JES2 abends; starts and stops JES2 whenever the need arises; prepares and performs cold and warm restarts whenever needed.

Issues commands using MVS to vary input/output devices such as printers, tape drives and terminals, to on line and off-line; identifies, interprets, and replies to console messages for printer interventions, tape mounts and swaps as displayed in the master or alternate consoles; issues commands to change performance groups, configures chips on-line and off-line, varies paths on-line and off-line, enters basic modify commands for CICS and issues MVS commands to close/open files in CICS; issues start/stop commands for all the applications and tasks running in the system; follows procedures to run the 9672's CMOS and 2064Z Series IBM processor's in single image and partitioned mode; uses MVS display command to the fullest extent.

Identifies and corrects minor JCL errors such as missing parameters, commas or cards; creates and inserts JCL overrides to correct problems dealing with space or change of libraries, etc.; access 'DOCAID' (documentation package) and follows documented restart procedures.

Alters the OPC (Automated Job Scheduler) as necessary; checks for abends, history and frequency; restarts or inserts jobs; accesses the online documentation system for recovery instructions; brings up and down OPC and sub tasks as necessary.

Performs tape library functions using RMM listings; prepares tape/cartridge volumes daily to be used for processing; refills the volumes; interprets data from various RMM reports to identify problem tapes/ cartridges; performs vaulting procedures using RMM reports; interprets data from the Operating System Tape Inquire (RMMINQ) to find data pertaining to tape generations, creation dates and other tape management information; prepares and submits jobs for execution to initialize tapes.

Sends and receives messages through the email system; composes documents using Microsoft word; prepares documents in EXCEL.

Performs basic TSO commands such as FSE, DSAT, SDSF, etc.; uses TSO/SDSF to display/control printers and output via the various SDSF screens; identifies abnormal TSO return codes; traces lost output accessing SYSLOG via TSO Q option or TSO "SDSF LOG" option; creates partitioned data sets; uses the "print off" option in TSO; accesses the Operator Library to create, submit and update members to close/open files and transactions in CICS.

Monitors CPU usage, paging rates, device allocations and detects reserves and other exceptions using OMEGAMON; develops new frames to monitor individual resources.

### Computer Operations Specialist 2 (001819)

Troubleshoots network problems with NCP's, lines, terminals, printers and network nodes; troubleshoots, brings up/down network problems with NCP's, lines, terminals printers and network nodes; troubleshoots, brings up/down, and or modifies major mainframe applications such as VTAM, CICS, IDMS and NETVIEW; varies network nodes active and inactive; performs cabling and equipment installation as requested by the supervisor; strap modems (set network types, alarms, speeds etc.).

Enables/disables programs in IDMS; allocates/de-allocates files in IDMS; displays the status of programs in IDMS; issues proper commands to cancel users in IDMS; checks the VTAM interfaces in IDMS and activates them as necessary.

Troubleshoots network problems using the facilities available in NETVIEW.

Performs bring up/down procedures, job monitoring, job recreation, releases or changes bundle times and changes recipient copies in Dispatch and Jobview; performs bring up/down procedures and sub tasks in ON-Demand.

Initiates, updates and searches for problem reports on Tivoli and the Work Order System; uses online documentation (Docaid) procedures to call for support, and escalation.

Operates and performs required cleaning procedures associated with various hardware products.

Switches devices among the different physical and logical mainframe partitions; develops new matrixes to accommodate different system configurations; changes passwords for access; cables new devices to switch.

Switches systems and performs IML's, IPL's and rebooting procedures on Mainframe partitions and various servers and switches in the Distributed Platform environment.

Performs other related duties.

#### KNOWLEDGES SKILLS AND ABILITIES

Knowledge of Personal Computers including hardware installation, cabling and software installation.

Knowledge of Job Entry Subsystem Two (JES2) commands.

Knowledge of Multiple Virtual Storage/Z-OperatingSystem (MVS/Zos).

Knowledge of Job Control Language (JCL), Automated Job Scheduler (OPC), Tape Management System (RMM), Time Sharing Option (TSO) and OMEGAMON.

Knowledge of Network fiber operations, Data Base Operations, Tivoli Console Operations (TEC), Dispatch, JobView and On-Demand.

Ability to develop comprehensive Preventative Maintenance work plans.

Ability to identify, interpret and reply to console messages.

Ability to write and complete problem reports as necessary to report hardware and software problems.

Ability to communicate clearly and concisely, verbally and in writing

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with superiors and various specialized data processing employees.

7/18/2005



## Human Resources Department

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### Computer Operations Specialist 2 (001819)

#### **Nature Of Work**

This is technical work with supervisory responsibility in the operation of multiple consoles supporting central processing units at a large electronic data processing facility.

#### **Minimum Qualifications**

High school diploma or GED. Four years of experience in a computer operations environment are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced supervisory and technical work managing and maintaining complex mainframe units in a multi-user environment.

### Computer Technician 1 (001826)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field; or completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment; or high school diploma or GED and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required.

#### **Job Specifications**

##### NATURE OF WORK

This is technical work in the delivery, installation, setup, and maintenance of computer hardware and software components. Employees in this classification are responsible for installing, configuring, and providing department-wide help-desk end-user support. Supervision is received from a technical or non-technical supervisor depending upon department size and structure.

#### **Nature Of Work**

This is technical work in the delivery, installation, setup, and maintenance of computer hardware and software components.

### Computer Technician 2 (001827)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required; completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required; or High school diploma or GED and two years of experience in the installation, maintenance or repair of personal computers and related equipment are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the delivery, installation, setup, testing, and maintenance of computer hardware and software components. Employees in this classification are responsible for installing, configuring, and troubleshooting computer hardware and providing department-wide end-user support. Supervision is received from a technical or non-technical supervisor depending upon department size and structure.

##### ILLUSTRATIVE TASKS

Installs computer hardware including personal computers, terminals, servers, modems, faxes, printers, telephone circuits, controllers, and other components; installs local-area-networks including configuring hard drives and servers, network interface cards, cabling, hubs, routers, and associated software.

Isolates the nature of system failures or PC problems and utilizes diagnostic utilities in order to troubleshoot problems; tests the connectivity of devices; performs procedures necessary for backing-up systems; performs system upgrades.

Tests new software applications for compatibility, ease of installation, and viability and makes recommendations; provides assistance for terminal to host connectivity using a mainframe utility.

Provides department-wide end-user support and service with regard to hardware and software problems through a formal help-desk or on-site repair; provides training to end-users on typically 2nd level of help and is part of the Help Desk personnel the network and different software packages.

Prepares large instructional manuals for Help Desk personnel and other staff; maintains records and documents; prepares reports showing work completed by Help Desk staff; creates user accounts and controls network security.

Contacts centralized Information Technology Department (ITD) or outside vendors for problems not resolved by department; tracks outside vendor and ITD trouble calls.

Documents relocation of equipment, installations, and major repairs; requisitions hardware such as modems, memory, cables, connectors, and PC's; conducts inventory control; documents and maintains library for applications that are being used on network.

##### KNOWLEDGE AND SKILLS

Considerable knowledge of the current principles and practices of computer systems technology.

Considerable knowledge of the current research and trends of new computer related technologies.

Thorough knowledge of cabling/wiring strategies.

Basic knowledge of computer software applications to understand the process of starting and unloading software programs, and the associated load on the network.

Troubleshooting skills for network problems.

System tools skill for troubleshooting.

Skill is the use of computer and peripheral equipment.

#### Nature Of Work

This is advanced technical work in the delivery, installation, setup, testing, and maintenance of computer hardware and software components.

## Human Resources Department

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### Computer Technician Supervisor (001830)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in the installation, maintenance or repair of personal computers and related equipment; completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment and two years of experience in the installation, maintenance or repair of personal computers and related equipment; or high school and three years of experience in the installation, maintenance or repair of personal computers and related equipment are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is technical and supervisory work managing a computer help desk.

## Network Manager 1 (001832)

### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in the installation and maintenance of local area networks; or completion of an information technology certification program (Novell, UNIX, Microsoft, Oracle, DELL, or NORTEL) and four years of experience in the installation and maintenance of local area networks or wide area networks are required. Additional experience may substitute for the required education on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is professional analytical and technical work with administrative responsibility in the development, implementation, and management of local-area-networks (LANs) for a County department. Employees in this classification are responsible for activities pertaining to the planning, installation, and administration of local-area-networks. Incumbents may supervise subordinate technical employees engaged in the installation and configuration of local-area-networks and components, troubleshooting activities, and end-user support. Supervision is received from a technical or non-technical superior depending on department size and structure.

#### ILLUSTRATIVE TASKS

Provides technical support for local-area-networks (LANs) and all systems that reside on the LAN; manages firewall hardware and mainframe gateways; researches, analyzes, configures, installs, tests, and manages routers, may be at the 2 level, switches, hubs, and dial-in dial-out communications.

Defines system objectives and prepares directives on operating standards and authorized procedures for data handling and control; projects future hardware requirements based on present usage and anticipated growth to support office automation; determines and manages data security and emergency procedures; ensures the operational integrity of the network.

Conducts capacity planning and analysis of hardware and software that will enhance operating and development activities without adverse impact to the system or clients; and maintains network connections associated with moves, adds, or changes; and reviews hardware/software products, LAN topologies, and protocols to determine applicability.

Identifies network maintenance routines and documents procedures; documents network configurations, topology, physical connections, wiring schematics, and user accounts; and establishes and maintains archiving procedures.

Conducts feasibility studies and cost benefit analyses in order to recommend techniques for optimization of network performance; presents and explains system proposals to management; assists in determining budgetary and contract requirements as they relate to computer purchases; prepares monthly reports to include project updates and evaluations; keeps management informed regarding system capabilities and resources, and performance measures.

Develops benchmarks to determine most appropriate equipment to purchase; receives and tests new equipment prior to installation; utilizes project management tools and techniques to schedule and track acquisition and installation of hardware; maintains a software and hardware inventory and control system; coordinates software and hardware problems with vendors as necessary.

#### KNOWLEDGE AND SKILLS

Considerable knowledge of operating system components and language relevant to area of assignment.

Considerable knowledge of physical and logical networks to support network operation.

Considerable knowledge of the current principles and practices of computer systems technology.

Considerable knowledge of the current research and trends of new computer related technologies.

Knowledge of cabling/wiring strategies.

Basic knowledge of computer software applications to understand the process of starting and unloading software programs, and the associated load on the network.

Troubleshooting skills for network problems.

System tools skill for troubleshooting.

Basic digital circuit skill to troubleshoot.

Skill in the use of computer and peripheral equipment.

### Nature Of Work

This is professional analytical and technical work with administrative responsibility in the development, implementation, and management of local-area-networks (LANs) for a County department.

## Human Resources Department

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**Network Manager 1 (001832)**

### Network Manager 2 (001833)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and three years of experience in the design, implementation, and administration of local area networks and/or wide area networks are required; or completion of an information technology certification program such as (Novel, UNIX, Microsoft, DELL, NORTEL, AVAYA, CISCO or Oracle) and five years of experience in the design, implementation, and administration of local area networks or wide area networks are required. Additional related experience in the design, implementation, and administration of local area networks or wide area networks may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional analytical and technical work with administrative responsibility overseeing and participating in the design, development, implementation, and management of complex local- and wide-area-networks (LANs and WANs) for a County department. Employees in this classification provide high-level professional technical support and project management direction in the planning, installation, and administration of complex local - and wide-area-networks. Incumbents may supervise Network Manager 1 incumbents and other technical employees engaged in the administration, installation, and configuration of networks and network components, troubleshooting activities, and end-user support. Supervision is received from a technical or non-technical superior depending on department size and structure.

##### ILLUSTRATIVE TASKS

Provides technical support for local- and wide-area-networks and all systems that reside on the WAN; oversees or manages firewall hardware and mainframe gateways; researches, analyzes, designs, configures, installs, tests, and manages complex routers, switches, hubs, and dial-in dial-out communications.

Defines system objectives and prepares directives on operating standards and authorized procedures for data handling and control; projects future hardware requirements based on present usage and anticipated growth to support departmental automation; determines and manages data security and emergency procedures; ensures the operational integrity of networks.

Manages capacity planning and analysis of hardware and software that will enhance operating and development activities without adverse impact to the system or clients; reviews hardware and software products, LAN topologies, and protocols to determine applicability.

Identifies network maintenance routines and documents procedures; documents network configurations, topology, physical connections, and writing schematics; and establishes and maintains archiving procedures.

Manages feasibility studies and cost benefit analyses conducted to optimize network performance; presents and explains system proposals to management; prepares monthly reports to include project updates and evaluations; keeps management informed regarding system capabilities and resources, and performance measures.

Determines budgetary and contract requirements as they relate to computer purchases; develops benchmark to determine most appropriate equipment to purchase; coordinates software and hardware problems with vendors as necessary to include management of vendor contracts.

##### KNOWLEDGE AND SKILLS

Thorough knowledge of the current practices of principles and practices of computer systems technology.

Thorough knowledge of the current research and trends of new computer-related technologies.

Thorough knowledge of operating system components and language relevant to area of assignment.

Advanced knowledge of physical and logical networks to support network operation.

Advanced knowledge and skill pertaining to routers and bridges and traffic analysis.

Advanced knowledge of network protocols.

Considerable knowledge of telecommunications standards and media.

Considerable knowledge of computer software applications to understand associated load to network.

Advanced network systems design and implementation skill.

Considerable capacity planning skill for long-term network requirements, including predicting and supporting additional network connections.

Project management skill.

Router configuration skill.

#### Nature Of Work

## Human Resources Department

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### Network Manager 2 (001833)

This is advanced professional analytical and technical work with administrative responsibility overseeing and participating in the design, development, implementation, and management of complex local- and wide-area-networks (LANs and WANs) for a County department.

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field and three years of experience in programming, systems analysis, or systems programming are required; or completion of an information technology certification program (Novel, UNIX, Microsoft, DELL, NORTEL or ORACLE) and five years of experience in programming, systems analysis, or systems programming are required. Programming, systems analysis, or systems programming experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced technical work analyzing, installing, upgrading and managing network operating systems, related management tools and applications.



## Information Technology Intern (001839)

### Minimum Qualifications

Must be currently enrolled in a college or university with a major in Computer Science, Information Management, Mathematics, Engineering or related field. Completion of 60 semester credits.

### Job Specifications

#### NATURE OF WORK

This is technical work and training within one or more information technology disciplines.

Employees in this classification will receive assignments and training involving software, hardware, and/or networking. Emphasis of the work is on progressively complex technical assignments and on training in tools, techniques and methods utilized in the particular business operation. Duties may include writing, testing and debugging computer programs; evaluating user informational requirements and participating in feasibility studies; installing and configuring hardware; troubleshooting and resolving basic hardware problems; installing network software and maintaining network interfaces; and documenting processes, procedures and standards. Supervision is received from a technical or administrative superior who assigns tasks that are specific and measurable.

#### ILLUSTRATIVE TASKS

Develops, documents, tests and debugs computer programs using approved programming and applications using approved programming languages.

Performs maintenance and modification of less complex computer programs.

Assesses user application system requirements, participates in project definition and feasibility studies.

Provides support in systems development activities.

Installs and configures communications equipment.

Performs testing to ensure that equipment is operational.

Diagnoses basic hardware problems and performs repairs.

Installs network software and assists in setting-up users, directories and security systems.

Prepares documentation on processes, procedures and/or standards applicable to assigned projects.

Develops training guides, procedures manuals, technical standards and other written instructional information.

Receives training in tools, techniques and methods used within the particular business operation for the accomplishment of assigned projects.

Performs related work as required.

#### MINIMUM QUALIFICATIONS

Must be currently enrolled in a college or university. Completion of 60 semester credits from a college or university with a major in Computer Science, Information Management, Mathematics, Engineering or a related field.

NEW 10/01

### Nature Of Work

This is technical work and training within one or more information technology disciplines.

## **Human Resources Department**

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### **Information Technology Intern (001839)**

## Human Resources Department

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### Information Technology Specialist (001841)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Computer Science, Cartography, Geography or related field. Additional related experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is entry level technical computer programming, systems analysis, or operating systems programming work.

Employees in this new classification will be responsible for performing a myriad of functions in various platform environments, to include writing code, testing, debugging, writing documentation or performing work for new or existing information systems, assisting with the analysis of recommendations submitted by departments concerning proposed automated systems, assisting with the maintenance and modification of existing applications, and with writing system proposals, assisting with diagnosing and resolving software and hardware problems, and defining users and security levels. Incumbents will be working under the close supervision of an information technology professional.

##### ILLUSTRATIVE TASKS

Designs program logic and code using approved programming languages; creates program code for reporting requirements; participates in the analysis and development of new computer systems; assists in preparing database logical designs; assists in preparing program and system test data to validate programs and systems.

Assists with resolving various hardware and software problems; troubleshoots hardware malfunctions and provides appropriate solutions; designs and creates statistical or graphical applications according to departmental needs; prepares programming status reports; maintains hardware inventory.

Participates in the preliminary analysis of small scale projects; assists in determining the need for information, type of information required, probable cost and preparation of preliminary systems proposals; assists in identifying and correcting errors in program documentation; assists with the installation of new hardware and software and customizing configuring components to the needs of the user and department; conducts problem resolution with users.

Assists in troubleshooting the upgrade and maintenance of local area networks, including hardware/software problems; assists in setting-up users, directories and security systems configuration documentation; maintains system data security tables; assists in analyzing hardware systems to ensure peak performance.

Performs related work as required.

##### MINIMUM QUALIFICATIONS

Completion of 60 semester credits to include 15 semester credits in a computer, cartography, or geography related field is required. Additional related experience may substitute for the required education on a year-for-year basis.

NEW 10/01

#### Nature Of Work

This is entry level technical computer programming, systems analysis, or operating systems programming work.

### Systems Analyst/Programmer 1 (001843)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). One year of programming and systems analysis experience is required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in systems analysis in a centralized data processing operation.

Employees in this class are responsible for assisting in the analysis, design and implementation of less complex or smaller scale projects utilizing computer systems. Responsibilities include participation in the completion of new or revised projects of a less difficult nature under the guidance of a superior, and participation in less complex phases of projects including preliminary analysis of feasibility, systems proposals, system design, program documentation, systems implementation and follow up. Employees utilize knowledge of computer capabilities, subject matter of programs in user agencies, and current techniques and methods of systems design in the performance of assigned duties. Supervision is received from a technical superior who serves as a project team leader and provides guidance during work in progress and reviews completed work for quality of results and achievement of objectives.

##### ILLUSTRATIVE TASKS

Participates with other staff members and a technical supervisor in the preliminary analysis of large scale projects; performs tasks including determining the need for information, type of information required, probable cost, and preparation of preliminary systems proposals.

Completes assigned phases in the design of system specifications and completion of program documentation; studies and analyzes existing procedures and prepares system flow charts to describe present and proposed operations.

Participates in documentation for new systems and in the test plan; assists in identifying and correcting errors in program documentation.

Tests, checks and analyzes program instruction for improvements as needed.

Completes less difficult projects not requiring extensive systems analysis and team participation; completes all phases of design and documentation and explains program to users.

Revises program instructions or alters flow charts into coded machine instructions to improve existing programs as assigned.

Performs related work as required.

##### KNOWLEDGE AND SKILLS

Considerable knowledge of the principles and practices of systems analysis and design.

Considerable knowledge of computer programming.

Knowledge of capabilities of computer hardware and software.

Knowledge of the cost of hardware and software systems.

Knowledge of specific computer systems within the area of assignment.

Ability to evaluate user informational requirements.

Ability to determine the feasibility of the application of computer systems to the problem of user informational requirements.

#### Nature Of Work

This is technical work in systems analysis in a centralized data processing operation.

### Systems Analyst/Programmer 2 (001844)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and supervisory work in systems analysis in a centralized data processing operation.

Employees in this class are responsible for the analysis, design and implementation of large scale projects utilizing computer systems. Responsibilities include conducting feasibility studies, developing systems proposals, designing and developing systems projects and coordinating systems development with management officials in user departments. Additional duties include coordinating the work of a team of systems analysis and participating programmers assigned to the development of systems projects, conducting or supervising user training as required, and supervising the design of any necessary system revisions. Employees utilize advance knowledge of computer capabilities and subject matter of programs in user agencies in the design of complete systems of a complex nature. General supervision is received from a technical superior who evaluates completed systems work for quality of results and achievement of objectives.

##### ILLUSTRATIVE TASKS

Meets with agency management and supervisory personnel to discuss various operating problems and goals susceptible to computer systems solutions; discusses and evaluates management needs, objectives and goals.

Supervises team preparation of feasibility studies including information required, probable costs, details of systems proposals and related factors.

Meets with management personnel and potential users to present and explain systems proposals.

Assigns phases of systems design work to systems analysts and participating programmers; arrives at design objectives and decisions and develops systems specifications; supervises documentation stages and coordinates work with programming staff; analyzes systems logic difficulties; assures final results of test plan.

Plans all phases of implementation of new systems; formulates user training and supervisory and clerical staff; supervises the conduct of user training and participates as necessary; compiles, composes and assembles total documentation.

Supervises the transfer of documentation into production stages in initial use of the system; meets with management and other personnel in follow-up usage and supervises the design of any necessary revisions.

Supervises or participates in the revision of user agency organizational or procedural studies of a manual systems nature, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of system analysis and design.

Thorough knowledge of computer programming.

Considerable knowledge of the capabilities of computer hardware and software.

Considerable knowledge of specific computer systems within the areas of assignments.

Some knowledge of supervisory principles and practices.

Ability to evaluate complex user informational requirements.

Ability to determine the feasibility of the application of computer systems to the problem of user informational requirements.

Ability to design complex systems requiring extensive analysis.

Ability to analyze complex systems problems and develop effective solutions.

Ability to develop systems to meet management needs on a timely basis.

Ability to express ideas clearly and concisely, verbally and in writing.

#### Nature Of Work

This is advanced and supervisory work in systems analysis in a centralized data processing operation.

## **Human Resources Department**

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**Systems Analyst/Programmer 2 (001844)**

### Senior Systems Analyst/Programmer (001845)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical systems analysis work in a large and complex centralized data processing operation.

Employees in this class assist in designing, developing and implementing new information systems and modifying data processing systems in a variety of subject matter fields. Emphasis of the work is on defining problems and systems objectives, documentation of fact-finding, analysis of results and preparation of findings, recommendations and specifications in formal reports and verbal presentations.

Responsibilities include communication with application programmers in defining system and program specifications, and exercising considerable technical judgment and initiative in applying probability theory and integrating management information and forecasting systems. Incumbents may be assigned to a variety of subject matter areas and may serve as team leaders in the implementation of various systems. Supervision is received from a technical supervisor who reviews work for achievement of desired results and provides assistance, analysis and user communications, as required.

##### ILLUSTRATIVE TASKS

Analyzes management needs regarding information systems, information retrieval, and expanded use of computing and data processing equipment in operations and processes.

Designs complex automated systems for data handling and management decision-making, including specifications of methods and procedures to be followed within the organization.

Participates in finding interviews to gather information; applies current state-of-the-art technology to effect solution of problems; arrives at design objectives and decision.

Coordinates team preparation of studies including gathering of information and preparation of systems proposals, as assigned.

Assures that all phases of system design and development are accomplished according to the selected system methodology and within established departmental standards, schedules and allocated funds.

Directs testing and investigations regarding obtaining the best types of equipment; recommends location and type of equipment for data processing installations.

Organizes and directs feasibility studies, systems analysis and systems design activities; evaluates operational systems and recommends improvements.

Performs cost/benefit analysis of proposed applications to determine whether costs are justified by the purposes to be served on project, scheduling, resources and costs to evaluate approaches and to advise superiors.

Makes formal written and verbal presentations of findings, recommendations and specifications.

Prepares detailed program specifications and system specifications as required; prepares test plans and implementation plans to assure successful implementation of quality systems.

Exercises primary responsibility for system implementation including the monitoring of programming, testing, user training and implementation for adherence to standards and specifications.

Defines security and control procedure for systems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of advanced computer software and hardware including programming languages, software packages and peripheral equipment.

Thorough knowledge of symbolic logic and the principles of deductive reasoning.

Considerable knowledge of mathematics, mathematical relationships, probability theory and business statistics.

Considerable knowledge of basic governmental accounting and operational procedures.

Ability to comprehend, analyze and interpret organizational and procedural problems, and to make alterations in existing programs.

## Human Resources Department

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### Senior Systems Analyst/Programmer (001845)

Ability to design and install systems for data processing equipment and to evaluate their effectiveness.  
Ability to develop flow charts and diagrams, devise work flow sequences and prepare complex cost analysis reports.  
Ability to communicate effectively, verbally and in writing.  
Ability to establish and maintain effective working relationships with departmental and other county employees.  
Ability to coordinate team preparation of systems studies.

#### **Nature Of Work**

This is advanced technical systems analysis work in a large and complex centralized data processing operation.



## Human Resources Department

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### Computer Services Manager (001847)

#### **Minimum Qualifications**

Bachelor's degree in a computer related field and four years of progressively responsible experience in a complex internet or web application development environment to include two years of supervisory experience are required; or Bachelor's degree to include 15 semester credits in a computer related field and five years of progressively responsible experience in a complex internet or web development application environment to include two years of supervisory experience are required. Experience in a computer related field may substitute on a year-for-year basis for required education.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced responsible technical work with administrative responsibility in managing the activities of an information technology application development and/or network section.

## Human Resources Department

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### Computer Services Senior Manager (001848)

#### **Minimum Qualifications**

Bachelor's degree in a computer related field. Seven years of progressively responsible experience in a complex computer information systems environment to include three years of supervisory experience is required. Experience in a computer related field may substitute on a year-for-year basis for required education.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced responsible technical work with administrative responsibility in managing the activities of an information technology application development and/or networking section.

### Operating Systems Programmer (001850)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and three years of advanced programming and/or system maintenance and problem determination experience are required; or Completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle) and five years of advanced programming and/or system maintenance and problem determination experience are required. Advanced programming and/or system maintenance and problem determination experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work planning, designing and implementing operational procedures utilizing various computer hardware and software systems in a centralized data processing operation.

Employees in this class are responsible for reviewing and analyzing software supplied by manufacturers and utilized in conjunction with centralized data processing hardware configurations. Responsibilities include working with other technical data processing personnel to determine optimum configurations required for installation, and analyzing changes and enhancements to software issued by manufacturers and determining impact on existing production systems, systems design and programming standards, and operating procedures. Related responsibilities include guiding systems designers and programmers in the use of systems software and linkage to application programs. Supervision is received from a technical supervisor who confers on application and operational problems and other technical support functions and evaluated work for quality of results.

##### ILLUSTRATIVE TASKS

- Keeps abreast of technological developments concerning systems software supplied by data processing manufacturers.
- Analyzes new and modified software for impact on installation problems, standards and procedures.
- Selects new software or modifications that will enhance operating and development activities.
- Implements new systems software and modifications in an optimal manner and assures minimal adverse effects on current production and testing, and minimal impact on development activities.
- Assists other data processing technical employees in establishing standards for use of installation software.
- Prepares instructional materials for systems designers, programmers, and operators that describe effects and new requirements resulting from changes to systems software.
- Designs, codes, tests and implements special software required by the installation.
- Identifies and documents standards for use and operation of systems software.
- Analyzes production and testing problems to determine causes of systems software malfunctions and makes corrections, as required.
- Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the design and capabilities of computer hardware and software.
- Thorough knowledge of computer programming, including IBM Assembler.
- Considerable knowledge of symbolic logic, mathematics and business statistics.
- Considerable knowledge of systems analysis and design.
- Considerable knowledge of current technical developments in systems software.
- Ability to define application and operational problems and develop effective solutions.
- Ability to detect malfunctions in vendor hardware and software.
- Ability to work effectively with vendor representatives in the solution of equipment related problems.
- Ability to establish and maintain effective working relations with data processing officials and officials of user departments and agencies.
- Ability to furnish competent technical advice on systems capability in the design of complex systems.
- Ability to express ideas clearly and concisely, verbally and in writing.

#### Nature Of Work

This is advanced technical work planning, designing and implementing operational procedures utilizing various computer hardware and

## Human Resources Department

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### Operating Systems Programmer (001850)

software systems in a centralized data processing operation.

### Senior Operating Systems Programmer (001851)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field. Four years of advanced programming and/or system maintenance and problem determination experience are required; or Completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Six years of advanced programming and/or system maintenance and problem determination experience are required. Advanced programming and/or system maintenance and problem determination experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible technical work planning, designing and implementing operational procedures utilizing various computer hardware and software systems in a centralized data processing operation.

Employees in this class are responsible for analyzing current and planned system usage and developing recommendations for software systems utilized in conjunction with centralized data processing configurations. Responsibilities include participating in system hardware and software installation and maintenance, defining standards for efficient utilization of system resources and assuring maximum availability and reliability of computer system software and related components. Incumbents may be assigned to direct and train subordinate systems programmers. This classification is distinguished from Systems Programmers in that incumbents perform advanced technical work in one or more highly specialized technical phases of software systems and programming. Supervision is received from a technical and administrative superior who reviews work for effectiveness in completing assigned responsibilities.

##### ILLUSTRATIVE TASKS

- Defines hardware and software requirements to meet teleprocessing, database, or operating system needs.
- Installs and maintains data transmission networks and/or operating software in support of data processing systems.
- Assures maximum availability and reliability of component software.
- Analyses current and planned teleprocessing, database, or operating systems to assure adequate capabilities.
- Provides system training for operations and programming personnel.
- Determines available software to meet system requirements.
- Analyses trends in DASD (Direct Access Storage Device) utilization to assure adequate availability.
- Defines system performance parameters based on batch job turnaround time, elapsed time, throughout, terminal response, and transaction time.
- Assists programming and operations staff in solution of system problems.
- Provides continued maintenance of installed systems to assure that adequate capacity is available at economic cost.
- Monitors system performance and recommends modifications as needed.
- Analyses system software problems reported to Problem Management Personnel.
- Provides consultation services to programming, operations, and data control personnel.
- Prepares and distributes informational bulletins relating to system software changes.
- Assists in establishing standards for use of installation software.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Thorough knowledge of the design and capabilities of computer hardware and software.
- Thorough knowledge of computer programming.
- Thorough knowledge of symbolic logic, mathematics and business statistics.
- Thorough knowledge of systems analysis and design.
- Thorough knowledge of current technical developments in systems software.
- Ability to define application and operational problems and develop effective solutions.
- Ability to detect malfunctions in vendor hardware and software.
- Ability to work effectively with vendor representatives in the solution of equipment related problems.
- Ability to establish and maintain effective working relations with data processing officials and officials of user departments and agencies.

## Human Resources Department

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### Senior Operating Systems Programmer (001851)

Ability to furnish competent technical advises on systems capability in the design of complex systems.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to analyze current and planned computer system usage and make effective recommendations to provide for future capabilities.

#### **Nature Of Work**

This is advanced and responsible technical work planning, designing and implementing operational procedures utilizing various computer hardware and software systems in a centralized data processing operation.

## Human Resources Department

### Systems Support Manager (001853)

#### Minimum Qualifications

Bachelor's degree to include 15 semester credits in a computer related field are required. Eight years of progressively responsible experience in systems maintenance and problem determination are required. Experience in a computer related field may substitute on a year-for-year basis for required education.

#### Job Specifications

##### NATURE OF WORK

This is complex and specialized technical support work in planning, designing, implementing, evaluating and maintaining of specialized software programs used in support of applications and control systems.

An employee in this class is responsible for supervising the work of Systems Programmers performing a variety of specialized technical assistance functions for operational and programming sections of a county data processing installation. Duties include directing the analysis of vendor software, determining corrective measures for hardware and software malfunctions, determining the most feasible design for interfaces between hardware applications systems, and establishing and enforcing software utilization standards. Additional responsibilities include conducting feasibility and cost studies of new programs and installations. General direction is received from an administrative superior who confers an application and operation problems and evaluates work for quality of results.

##### ILLUSTRATIVE TASKS

Establishes standards in conjunction with Quality Assurance Group for development, maintenance and use of software packages; identifies requirements for customized software; estimates resource requirements and costs for developing specialized software and directs the development, design, programming and testing of specialized software.

Directs acquisition of appropriate software packages, establishing methods for classifying options and alternatives, and for selecting among alternatives of system software packages provided by manufacturers.

Determines cost benefit alternatives for various configurations of operating software; determines potential adverse or favorable impact of new software applications on current operations and requirements for new software.

Selects systems software, reviews and approves results of software tests prior to implementation; implements new software packages and modifications ensuring minimal adverse impact on current production, testing and systems development.

Analyzes more complex software application and operational problems with vendor representatives; applies modifications to vendor software to correct problems; provides advanced technical advice and assistance to operational and programming personnel where difficulty is encountered in planning, designing or implementing new systems.

Works with departmental training coordinator to plan and conduct training courses for systems designers, programmers and operators in the use and operation of installation software.

Assist in achieving and maintaining favorable cost performance ratios through selection of suitable system control software and hardware configurations; establishes methods for gathering data needed to monitor system control software and hardware performance; identifies changes needed to adapt to problems and to anticipate future needs; evaluates software and initiates actions for improvement.

Plans and initiates actions for the acquisition, training and development of Systems Programmers and other staff; schedules and assigns work and assures best utilization of staff members; prepares performance evaluations; discusses work related problems with employees and initiates actions for performance improvement; holds meetings with staff to explain and discuss new or revised procedures; approves employee leave.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of systems analysis and design, and computer programming.

Thorough knowledge of the design, capabilities and cost effectiveness of vendor hardware and software.

Thorough knowledge of the technical maintenance of vendor hardware and software.

Thorough knowledge of advanced computer software and hardware including programming languages, software packages and modern peripheral equipment.

Thorough knowledge of the capabilities and cost of hardware and software resources.

Considerable knowledge of mathematics and statistics including differential and linear equations, optimization, simulation and forecasting.

Considerable knowledge of principles and practices of supervision applicable to a technical staff.

## Human Resources Department

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### Systems Support Manager (001853)

Considerable knowledge of the theory of management and the installation and evaluation of administrative procedures.

Ability to plan, coordinate and supervise the work of a staff of technically trained employees in a manner conducive to full performance and high moral.

Ability to make decisions based on sound judgment and to evaluate progress of the overall service.

Ability to interpret system statements; develop general and detailed flow charts and to prepare descriptions of hardware and software configurations.

Ability to define application and operation problems and to develop solutions.

Ability to detect malfunctions in vendor hardware and software, and to coordinate effectively with vendor representatives in the solution of equipment related problems.

Ability to furnish competent technical advice on systems capability in the design of complex systems.

Ability to establish and maintain effective working relationships with data processing personnel and personnel in user departments.

Ability to express ideas clearly and concisely, orally and in writing.

#### **Nature Of Work**

This is complex and specialized technical support work in planning, designing, implementing, evaluating and maintaining specialized software programs used in support of applications and control systems.



## Human Resources Department

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### Production Support Analyst (001854)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). One year of experience in the development, testing, documentation, implementation and support of production support systems is required.

Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is technical work responsible for quality assurance of development projects.

### Production Control Specialist (001858)

#### Minimum Qualifications

High school diploma or GED and two years of production support experience in a large-scale data processing installation; or completion of 30 semester credits to include six semester credits in Computer Science and one year of production support experience in a large scale data processing installation are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized technical work in analyzing computer production problems, coordinating the availability of required materials for computer processing, and operating various devices to create and handle computer output in a large centralized data processing operation.

Employees in this class are responsible for analyzing computer production problems and adjusting computer processing schedules to utilize available time until problems are corrected and reruns can be initiated. Duties include coordinating the receipt of data inputs from the data entry function and file available from the library to ensure that required materials are accessible at the computer for timely processing, monitoring and mounting tapes on disc drives, and scheduling and printing reports. Related responsibilities include inspecting data input and output for accuracy and communicating with programmers and user agencies on job status and problem resolution. Work is performed in accordance with established data processing procedures and workload schedules, and employees may be required to work various shifts. All work is subject to inspection in progress and upon completion by a technical superior for proper scheduling format and for conformance to departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Analyzes computer production problems and adjusts computer processing schedules to utilize available time until problems are corrected and reruns can be initiated.

Assembles data inputs, control cards and procedures and determines file availability from library to ensure that all required materials are accessible at the computer to process a program or series of linked programs.

Assembles files and materials for individual jobs in accordance with established data processing procedures and workload schedules.

Maintains batch or detailed control on all acceptable input; refers to job control language printouts, verifies batch totals and inspects data input for accuracy and conformance to established standards.

Assembles data outputs with other materials for subsequent processing; reviews system message log when abnormal endings occur; initiates action required to re-process aborted or incorrect jobs.

Communicates with programmers and user agencies on job status and appropriate problem resolution; receives special requests for services from user agencies such as increasing the number of covers of a job or running special jobs.

Develops procedures manuals for production and runs and aide in the design and development of controls for procedures for any new applications.

Prepares batch transfers for on-line data entry.

Provides training in data processing production control techniques to other departmental employees as assigned.

Gathers statistics on tape usage, tape drive errors and various library functions for periodic status reports.

Checks audit reports for discrepancies and if any occur makes immediate report to system staff.

Evaluates physical quality performance of tapes, strips and/or replaces by means of automatic evaluation equipment; operates printer.

Distributes daily "EREF" report to alert programming staff of read or write errors on their particular volumes.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of operating characteristics of computers and peripheral equipment used in data processing.

Knowledge of routing, scheduling and priority of programs going to and from computer processing.

Knowledge of job control language utilized in a central data processing operation.

Knowledge of established procedures used in program and job documentation.

Knowledge of established departmental operating policies, rules and procedures.

Knowledge of the content of items on incoming forms and computer printouts.

Ability to analyze and detect errors in establishing procedures and computer formats.

Ability to analyze computer production problems and adjust computer processing schedules accordingly.

### **Production Control Specialist (001858)**

- Ability to ensure that input data is submitted according to schedule.
- Ability to assemble data inputs, control cards, procedures and related materials required to process a program or series of linked programs.
- Ability to balance and reconcile predetermined numeric totals on source documents with computer produced compilations.
- Ability to keep accurate records of all incoming and outgoing material processed on computer hardware.
- Ability to apply job control language to correct errors or notify programmers of specific causes of a program breakdown.
- Ability to maintain effective working relationships with staff members, superiors and representatives of user agencies.
- Ability to initiate action required to re-process aborted or incorrect jobs.
- Ability to develop procedural manuals for production runs.
- Ability to prepare batch transfers for on-line data entry.

#### **Nature Of Work**

This is specialized technical work in analyzing computer production problems, coordinating the availability of required materials for computer processing, and operating various devices to create and handle computer output in a large centralized data processing operation.

### Technical Support Analyst (001860)

**Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field and three years of experience in programming, systems analysis or systems programming are required; or completion of an information technology certification program (Novell, UNIX, Microsoft, or Oracle) and five years of experience in programming, systems analysis or systems programming experience are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional information systems analysis and technical support work.

## Human Resources Department

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### Technical Training Specialist 1 (001862)

**Minimum Qualifications**

Bachelor's degree in Computer Science or related field.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is technical work providing training and support on all in-house databases and software to departmental staff and other agency personnel.

## Human Resources Department

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### Technical Training Specialist 2 (001863)

**Minimum Qualifications**

Bachelor's degree in Computer Science or related field. One year of professional experience in developing and facilitating technical training programs is required. Additional related experience may substitute for the education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced technical work providing training and support on all in-house databases and software to departmental staff and other agency personnel.

### Technical Training Specialist 3 (001864)

#### Minimum Qualifications

Bachelor's degree in Computer Science and two years of experience in technical computer information systems training; or Bachelor's degree to include 15 semester credits in Computer Science and two years of experience in technical computer information systems training are required. Additional related experience may substitute for the education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional, technical and administrative work in the development, administration and evaluation of a highly technical range of training programs in the Information Technology Department.

An employee in this class is responsible for planning and coordinating advanced technical training programs for data processing and communications professionals. Emphasis of the work is on utilizing advanced data processing hardware and software to plan, implement and evaluate technical training programs, consulting with supervisors to determine training needs and priorities, recommending additional training activities to supervisors and management, and maintaining contacts with various specialized vendors, County and community educational resources. Supervision may be exercised over subordinate employees assisting in the preparation and implementation of data processing training programs. Supervision is received from an administrative superior who reviews program activities for timely progress in meeting training goals and objectives.

##### ILLUSTRATIVE TASKS

Coordinates the planning, design and implementation of training classes and other learning activities for ITD and its customers.

Advises programmers, systems analysts, computer operators, line supervisors and other personnel on the most appropriate means of meeting training needs; applies a wide range of data processing/communications training techniques, options and programs, and makes recommendations when consulted.

Performs training needs assessments by use of automated systems; maintains statistical data base associated with training needs surveys.

Conducts in-depth, formal, systematic evaluation activities of automated training products such as Computer Based Training (CBT), Interactive Video System (IVI), and other systems through coordination with supervisors and employees; prepares reports on the quality and quantity of the training accomplished; utilizes personal computers and mainframe to prepare and distribute course catalogs and updates; utilizes automated systems for CBT registration, grading, and records maintenance.

Approves requests for educational leave and travel; advises employees on availability of outside technical training courses, course requirements and related career development information; assists in completing arrangements for use of instructors or consultants from outside institutions in the preparation and conducting of technical training programs.

Introduces new training technologies, updated releases, and maintains training materials inventory for department.

Participates in the development of departmental training budget; identifies new technical training resources.

Assists students with subject matter and operation of training equipment; schedules rooms, equipment and materials to support training activities; monitors students' progress and provides regular status reports to students' supervisors.

Prepares, compiles and edits training materials including outlines, training schedules, lesson plans and training aids; assures that all items needed for training are available on schedule to all registered students; develops mechanisms, activities, programs, and systems to facilitate technical continuing education.

Performs related work as required.

### Technical Training Specialist 3 (001864)

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of employee training principles, practices and methods.

Knowledge of data processing hardware and software used in ITD.

Knowledge of ITD host and micro applications, data bases and network operations.

Knowledge of data processing/communications trends, developments and issues.

Knowledge of automated record keeping and report generation systems.

Ability to plan, develop, implement and evaluate technical training to all functional areas within ITD.

Ability to conduct needs assessment studies.

Ability to evaluate and select vendor training products.

Ability to coordinate with all organizational levels as well as customers in the delivery of technical training.

Ability to express oneself clearly and concisely, both verbally and in writing.

#### **Nature Of Work**

This is advanced professional, technical and administrative work in the development, administration and evaluation of a highly technical range of training programs in the Information Technology Department.



## Human Resources Department

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### Senior Security Systems Engineer (001867)

#### Minimum Qualifications

Six years of IT network experience are required and five years of information security experience are required.

#### Job Specifications

#### Nature Of Work

### Database Administrator (001868)

#### Minimum Qualifications

Bachelor's Degree in Information Technology. Two years of experience in support of the given DBMS, including installation, patching, troubleshooting, database installs and restructures and advanced programming and/or system maintenance and problem determination are required. Additional relevant experience may substitute for the degree on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is responsible technical work installing and maintaining Database Management Systems Software.

Incumbents are responsible for reviewing and analyzing database software supplied by manufacturers and utilized in conjunction with centralized data processing hardware configurations. Responsibilities include working with other technical data processing personnel to determine optimum configurations required for installation, and analyzing changes and enhancements to software issued by manufacturers and determining impact on existing production systems, systems design, programming and database standards, and operating procedures. Related responsibilities include guiding systems designers and programmers in the use of database software and linkage to application programs. Supervision is received from a technical supervisor who reviews work for achievement of desired results and provides assistance, analysis and user communications, as required.

##### ILLUSTRATIVE TASKS

Keeps abreast of technological developments concerning database software supplied by database manufacturers.

Analyzes new and modified database software for impact on installation problems, standards and procedures; selects new software or modifications that will enhance database and development activities.

Implements new database software and modifications in an optimal manner and assures minimal adverse effects on current production and testing, and minimal impact on development activities.

Assists other data processing technical employees in establishing standards for use of database software.

Prepares instructional materials for system designers, programmers and developers that describe effects and new requirements resulting from changes to database software.

Designs, codes, tests and implements special software required by the installation.

Identifies and documents standards for use and operation of database software.

Analyzes production and testing problems to determine causes of database software malfunctions and makes corrections, as required.

Performs related work as required.

##### KNOWLEDGE SKILLS & ABILITIES

Thorough knowledge of the given DBMS assigned and support tools used.

Thorough knowledge of database software and its impact on installation problems, standards and procedures.

Knowledge of DBMSs utilized/managed by ITD such as IDMS, Oracle, DB2, SQL Server, UDB/LUW on z/OS, AIX, SUN Solaris, Windows, Linux.

Ability to define and maintain database objects.

Ability to install vendor package applications for the given DBMS assigned.

Ability to provide system support and programming in the given operating system.

Ability to troubleshoot and resolve problems for the given DBMS assigned.

Ability to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with departmental and other county employees.

Skill in performance monitoring and tuning in the given environment.

NEW 2/21/2013

#### Nature Of Work

This is responsible technical work installing and maintaining Relational Database Management Systems Software.

## Human Resources Department

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### Senior Database Administrator (PeopleSoft) (001870)

#### Minimum Qualifications

In both 2005 and 2006 our Enterprise Technology Services Department (ETSD) ranked among Computer World's 100 best places to work in IT. Miami-Dade County provides an excellent compensation and benefits package that includes medical, dental and life insurance, several deferred compensation plans, an employer paid pension plan, generous leave options, and a wide variety of career growth opportunities.

We are currently seeking a top-notch, PeopleSoft experienced, Senior Database Administrator to be part of our team. The right candidate will have a Bachelor's degree and five years experience supporting PeopleSoft databases. Database administration on an Oracle AIX platform is preferred. The applicant must have a working knowledge of PeopleTools and PeopleSoft security, Oracle 10g including RMAN Backup/Recovery and cloning. This position provides 24 hour, 7 days per week Database support for multiple ERP PeopleSoft databases. Related experience may substitute for education on a year-for-year basis.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced responsible technical work planning, designing and creating Relational Database Management Systems.

## Database Manager (001875)

### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is responsible complex and specialized technical support work with supervisory responsibility monitoring and supporting County-wide critical production systems using Oracle, DB2, IDMS, SQL Server and UDB/LUW DBMS Systems Software and RDBMS related products. Incumbents provide support in planning, designing, implementing, evaluating and maintaining specialized software programs used in support of applications and control systems. Responsibilities include directing the analysis of vendor software, determining corrective measures for hardware and software malfunctions, determining the most feasible design for interfaces between hardware applications systems, and establishing and enforcing software utilization standards. Additional responsibilities include managing and maintaining County-wide DBMS software licenses, conducting feasibility and cost studies of new programs and installations. Incumbents supervise the work of DBAs and SDBAs engaged in performing a variety of Database Administration functions for operational and programming sections of a county data processing installation. Supervision is received from a technical supervisor who reviews work for achievement of desired results and provides assistance, analysis and user communications, as required.

##### ILLUSTRATIVE TASKS

Establishes standards in conjunction with Quality Assurance Group for development, maintenance and use of software packages; identifies requirements for customized software; estimates resource requirements and costs for developing specialized software and directs the development, design, programming and testing of databases and related software.

Directs the acquisition of appropriate software packages, establishing methods for classifying options and alternatives, and for selecting among alternatives of system software packages provided by manufacturers.

Determines cost benefit alternatives for various configurations of database software; determines potential adverse or favorable impact of new database software on current operations and requirements of the new software.

Prepares an annual budget and selects database software, reviews and approves results of software tests prior to implementation; implements new database packages and modifications ensuring minimal adverse impact on current production, testing, system development.

Analyzes more complex software application and operational problems with vendor representatives; applies modifications to vendor software to correct problems; provides advanced technical advice and assistance to operational and programming personnel where difficulty is encountered in planning, designing or implementing new systems.

Assists in achieving and maintaining favorable cost performance ratios through selection of suitable system control software and hardware configurations; establishes methods for gathering data needed to monitor database performance; identifies changes needed to adapt to problems and to anticipate future needs; evaluates software and initiates actions for improvement.

Plans and initiates actions for the acquisition, training and development of DBAs and other staff.

Plans, assigns and reviews the work of subordinate staff; holds meetings with staff to explain and discuss new or revised procedures.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

Performs other related work.

##### KNOWLEDGES SKILLS & ABILITIES

Thorough knowledge of system analysis and design, and computer programming.

Thorough knowledge of the design, capabilities and cost effectiveness of vendor hardware and software; thorough knowledge of the technical maintenance of vendor hardware and software.

Thorough knowledge of DBMS and related software.

Thorough knowledge of the capabilities and cost of DBMS resources.

Considerable knowledge of mathematics and statistics including differential and linear equations, optimization, simulation and forecasting.

Considerable knowledge of principles and practices of supervision applicable to technical staff.

Considerable knowledge of the theory of management and the installation and evaluation of administrative procedures.

Ability to plan, coordinate and supervise the work of a staff of technically trained employees in a manner conducive to full performance and high moral.

Ability to make decisions based on sound judgment and to evaluate progress of the overall service.

Ability to interpret system statements.

Ability to develop general and detailed flow charts and to prepare descriptions of hardware and software configurations.

Ability to define application and operation problems and to develop solutions.

Ability to detect malfunctions in vendor hardware and software, and to coordinate effectively with vendor representatives in the solution of

### Database Manager (001875)

equipment related problems.

Ability to furnish competent technical advice on systems capability in the design of complex systems;

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas clearly and concisely, orally and in writing.

New 2/21/2013

#### **Nature Of Work**

This is complex and specialized technical support work in monitoring and supporting production systems using Oracle, DB2, IDMS and SQL Server DBMS Systems Software and RDBMS related products.

## Human Resources Department

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### Systems Administrator 1 (001880)

#### **Minimum Qualifications**

Bachelor's degree in Computer Science, Management Information Systems or Information Technology. Two years of experience in relevant experience in information technology and systems administration are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Systems Administrator 2 (001881)

#### **Minimum Qualifications**

Bachelor's degree in Computer Science, Management Information Systems or Information Technology. Three years of relevant experience in information technology and systems administration are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Senior Systems Administrator (001882)

#### **Minimum Qualifications**

Bachelor's degree in Computer Science, Management Information Systems or Information Technology. Four years of experience in relevant experience in information technology and systems administration are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

### Middleware Senior Administrator (001884)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and four years of advanced programming and/or system maintenance and problem determination experience are required; or completion of an information technology certification program and six years of advanced programming and/or system maintenance and problem determination experience are required. Advanced programming and/or system maintenance and problem determination experience may substitute for the required education on a year-for-year basis. Technical certifications in middleware software environments and related technologies are desirable.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work responsible for design, architecture, and hands-on implementation of enterprise middleware software environments including but not limited to portal, web application servers, messaging, voice response collaboration, web services and related middleware components in three environments, Integration, Staging and Production that provide services to customers. This is a technical position that involves a blend of skills with a high focus on technical skills, the ability to communicate complex technical concepts to customers and heavy project management duties. Supervision is received from a technical supervisor who confers on application and operational problems and other technical support functions and evaluated work for quality of results.

##### ILLUSTRATIVE TASKS

Administers and maintains all production and other mission critical technology associated with the middleware software environments including installation, maintenance and error correction to ensure the stability and reliability of all environments

Upgrade middleware software environments by conferring with vendors and application team; and developing, testing, evaluating and installing enhancements and new software.

Maintain middleware software environments' performance to maximize server uptime via monitoring and analysis; performance tuning; troubleshooting system hardware, software and operating system issues; and escalating application problems to the vendor and server issues to the server support team.

Assigns and organizes work for junior staff and monitors their progress.

Implement and troubleshoot all database connections with industry standard relational databases.

Secure middleware software environments by developing system access, monitoring, control and evaluation; ensuring system backup; ensuring system OS patching; and maintaining system documentation.

Develop, organize and maintain standard operational procedures; establish and test disaster recovery policies and procedures; and support the design and execution of system load/stress testing.

Proactively monitor and resolve assigned customer trouble tickets within appropriate time frames and escalate tickets as necessary.

Address customer requests consistent with customer/business requirements, mutually agreed upon availability and performance criteria.

Perform customer-facing engagements in related technology areas consistent with this job description.

Participate in technical educational activity to communicate the value-added services of middleware technology.

Build proof-of-concept systems and demonstration environments.

Establish and maintain relationships with customers.

Maintain relevant and current knowledge within assigned technical fields.

Manage large scale IT projects and cross divisional teams assigned to their projects.

Submit status reports and conduct project status meetings.

Provide technical consultations and presentations to IT and external customers as needed.

Represent the team in departmental and/or customer meetings as needed.

##### KNOWLEDGE, ABILITIES AND SKILLS

Advanced knowledge of and experience in enterprise class middleware software environment administration including the ability to evaluate, install, test, configure, maintain, monitor performance of applications and their components

Ability to provide technical assistance to application development teams for systems administration

## Human Resources Department

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### Middleware Senior Administrator (001884)

Advanced analytical, troubleshooting and test skills

Advanced configuration management skills with applicable experience in both web application and client/server environments.

Advanced knowledge of security concepts and their application on the middleware software environments currently implemented, including security certificates and SSL, security and integration features of portals, such as WebSphere Global Security, SSO, portal credential vault, SSL, LDAP, and WebSphere Member Manager; TIM/TAM integration.

Experience with industry standard relational databases.

LDAP administration skills a requirement.

Ability to create and maintain processes required for effective systems administration

Exceptional organizational, documentation and communication skills

Expertise in load management, clustering, failover and high availability of middleware software environments

Thorough understanding of Java/J2EE programming concepts and development environments.

Advanced knowledge and use of the full scope of desktop productivity tools.

#### **Nature Of Work**

This is advanced technical work responsible for design, architecture, and hands-on implementation of enterprise middleware software environments including but not limited to portal, web application servers, messaging, voice response collaboration, web services and related middleware components in three environments, Integration, Staging and Production that provide services to customers.

## Claims Representative 1 (001903)

### Minimum Qualifications

High school diploma or GED. One year of specialized clerical experience in a claims or employee service environment is required.

### Job Specifications

#### NATURE OF WORK

This is specialized clerical work in the processing and evaluation of workmen's compensation, public liability and automobile liability claims.

Employees in this class perform various clerical duties and related public contact work in processing all types of claims and maintaining related records. Duties require use of tact in obtaining claim information and communicating with claimants, county employees, physicians, hospitals and officials of other county offices and of various municipalities. Incumbents must be able to apply knowledge of statutory requirements in claim processing and skill in the use of a typewriter and calculator. Supervision is received from administrative superiors who offer assistance in resolving unusual problems or obtaining required information and review work for accuracy and thoroughness in processing.

#### ILLUSTRATIVE TASKS

Receives incoming first reports of injury in workmen's compensation cases and automobile and public liability first reports in liability cases. Reviews claims for completeness; contacts county departments or municipalities insured under the county's workmen's compensation plan to obtain additional information such as return to work dates and names of witnesses.

Requests first reports of injury from proper department when medical information is received and no record is found; maintains alphabetical file on pending first reports.

Establishes claimant files; codes all first reports for computer input according to established procedures; numbers first reports and maintains claims register; refers claims to supervisors for establishment of reserves and to safety official for review; maintains chronological records of action on cases assigned.

Types correspondence for adjusters and supervisors; transcribes recorded statements; maintains automobile accident log, logs computer batches and files master control cards; periodically reconciles computer data on printouts against files; closes files, maintains closing log and prepares data input to close computer files; prepares periodic reports required by the State.

Reviews bills for workmen's compensation and medical expenses for conformance to medical and surgical fee schedules; adjusts charges according to established procedures; prepares payment vouchers, codes payments for computer input and maintains payment record on each file.

Assists supervisors, adjusters and attorneys in their investigations by initiating investigative requests; refers interrogatives to proper agency, requests police reports, departmental reports, photographs and other related materials; maintains litigation log.

Answers inquiries and provides information to claimants, physicians, hospitals, physical therapists and pharmacies concerning continuing patient care, billings and reports; arranges transportation, nursing care and hospital admission for claimants.

Prepares releases and Pay-to-Orders for settlement of claims and payment of claims, investigation fees, appraisal bills and attorney's fees. Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of clerical procedures involved in processing workmen's compensation, general liability and automobile liability claims.

Knowledge of Florida Statutes, local ordinances and departmental regulations relating to workmen's compensation.

Knowledge of general office procedures, practices and equipment.

Some knowledge of medical terminology in the review of diagnostic and treatment records.

Ability to make mathematical computations with speed and accuracy.

Ability to maintain financial records accurately.

Ability to assemble information from office records and prepare accurate and complete reports.

Ability to process claims in accordance with applicable instructions.

Ability to communicate effectively with claimants, county officials, third party insurance carriers and medical staffs in the community.

Ability to prepare computerized input forms and understand instructions regarding the related data processing system.

## Human Resources Department

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### Claims Representative 1 (001903)

Skill in the use of a typewriter and calculator.

REV 10-79

#### **Nature Of Work**

This is specialized clerical work in the processing and evaluation of workmen's compensation, public liability and automobile liability claims.

## Human Resources Department

### Claims Representative 2 (001904)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience in a claims environment are required.

College coursework can substitute for experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical work in the processing and evaluation of complex workmen's compensation, general liability and automobile liability claims.

Employees in this class perform various clerical duties and related public contact work in processing complex workmen's compensation, general liability and automobile liability claims, and maintain related records. Duties require use of tact in obtaining claim information and communicating with claimants, county employees, physicians, hospitals and officials of other county offices and of various municipalities. Additional responsibilities include the processing of subrogation claims in recovery of monies owed the county for damage to county property and the processing of lost time cases in workmen's compensation. Incumbents must be able to apply knowledge of statutory requirements in claim processing and skill in the use of a typewriter and calculator. Supervision is received from administrative superiors who offer assistance in resolving unusual problems or obtaining required information and review work for accuracy and thoroughness in processing.

##### ILLUSTRATIVE TASKS

Receives incoming first reports of injury in complex workmen's compensation cases and automobile and property damage first reports.

Reviews claims for completeness; contacts county departments or municipalities insured under the county's workmen's compensation plan to obtain additional information.

Requests first reports of injury from proper department when medical information is received and no record is found; maintains alphabetical file on pending first reports.

Refers claims to supervisors for establishment of reserves and to safety official for review; maintains chronological records of action on cases assigned.

Reviews bills for workmen's compensation benefits, medical expenses and miscellaneous expenses for conformance to medical and surgical fee schedules; adjusts charges according to established procedures; prepares payment vouchers, codes payments for computer input and maintains payment record on each file.

Answers inquiries and provides information to claimants, physicians, hospitals, physical therapists and pharmacies concerning continuing patient care, billings and reports; arranges transportation and payment of claims, investigation fees, appraisal bills and attorney's fees.

Processes workmen's compensation subrogation claims and claims for damage to county property; obtains costs for damage to county property; sends notices of claim to third parties or their insurance carriers; communicates with State agencies to determine third party compliance with financial responsibility laws; examines court records for suits filed by county employees; receives payments, prepares reports of collections, maintains payment records and statistics on collections and claims for progress reports; refers uncollectible claims to appropriate county agencies.

Processes lost time workmen's compensation cases; verifies lost time with departments; refers claims for disability leave recommendations and disability leave approval or denial; verifies compensability and nature and severity of injury with medical practitioners; notifies State Bureau of Workmen's Compensation that payment of compensation has begun or has been suspended and files required forms according to established procedures; coordinates benefits with county departments, employee's personal insurance carrier, social security and long term disability program.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of clerical and administrative procedures involved in processing workmen's compensation, general liability and automobile liability claims.

Knowledge of Florida statutes, local ordinances and departmental regulations relating to workmen's compensation, general liability and automobile liability claims.

### Claims Representative 2 (001904)

Knowledge of Florida statutes and regulations relating to financial responsibility in property damage and casualty insurance.  
Knowledge of county government structure and departments responsible for maintenance of county properties.  
Knowledge of medical terminology in the review of diagnostic and treatment records.  
Knowledge of general office procedures, practices and equipment.  
Ability to communicate effectively with insurance adjusters, attorneys, claimants, county officials, third party insurance carriers and community medical staffs.  
Ability to make mathematical computations with speed and accuracy.  
Ability to maintain financial records accurately.  
Ability to assemble information from office records and prepare accurate and complete reports.  
Ability to process complex claims in accordance with applicable instructions.  
Ability to prepare computerized input forms and understand instructions regarding the related data processing system.  
Skill in the use of a typewriter and calculator.

REV 10-79

#### **Nature Of Work**

This is advanced specialized clerical work in the processing and evaluation of complex workmen's compensation, general liability and automobile liability claims.

## Human Resources Department

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### Subrogation Claims Examiner (001905)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in subrogation, property damage, bodily injury or public liability claims are required. Must possess or have possessed a Florida Adjuster's license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

High

## Human Resources Department

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### Legal Claims Adjuster (001907)

**Minimum Qualifications**

High school diploma or GED. Four years of processing litigated Workers' Compensation claims, or five years of experience processing complex Workers' Compensation claims are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work processing litigated worker's compensation files, computers, manual files and file diaries of all Miami-Dade County or municipal employees who have filed a legal suit or claim against the County for a work related injury.



## Human Resources Department

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### Liability Claims Investigator (001909)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in subrogation, property damage, bodily injury, or public liability claims are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible investigative work reviewing and analyzing claim files for subrogation recoveries on behalf of Miami-Dade County.

## Human Resources Department

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### Liability Legal Claims Investigator (001912)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in subrogation, property damage, bodily injury, or public liability claims are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible investigative work preparing a statement of claim for filing a civil action in court and preparing the summons for service for subpoena action.

### Risk Management Appraiser (001913)

**Minimum Qualifications**

High school diploma or GED. Four years of appraising experience with estimating programs are required. A minimum of two years of college coursework may substitute for the required experience. Must possess an All Lines Adjuster License and a Driver license. Experience with damage analysis estimating programs is preferred.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is appraisal work preparing written appraisals and photographing physical damage lossess to determine the actual cost to restore property on claims presented against the county.

## Liability Claims Adjuster (001914)

### Minimum Qualifications

High school diploma or GED. Four years of claims adjusting experience in bodily injury and property damage is required. Must possess or have possessed a Florida Adjuster's license and a Driver license.

### Job Specifications

#### NATURE OF WORK

This is specialized office and field work in the investigation and adjustment of public liability and property loss or damage claims. Employees in this class are responsible for investigation and adjustment of cases involving claims for alleged damages arising from the operation or use of county property. Duties require the application of specialized insurance knowledge to determine liability and the feasibility of an equitable adjustment, and responsible contact with various local government officials whose municipalities are insured through county liability coverage. Incumbents are also responsible for the settlement of claims within a limited settlement authority. Work differs from that found in the Liability Claims Investigator class in that incumbents exercise considerable discretion and independent judgment in negotiating with claimants and attorneys to reach equitable settlements and avoid litigation. Supervision is received from an administrative superior who assigns cases for investigation, adjustment and reviews work primarily for the attainment of factual information upon which settlement is made, or where higher level disposition and legal action may be required.

#### ILLUSTRATIVE TASKS

Analyzes reports of public liability and property damage claims arising from the operation or use of county property in order to determine validity of claims and extent of county liability exposure.

Conducts field and telephone investigations by locating and interviewing witnesses, claimants, county employees, law enforcement officers and other parties.

Negotiates directly with claimants and attorneys and attempts to effect an equitable settlement; makes settlements within their settlement authority.

Assists in the preparation of cases for trial by obtaining statements, taking photographs and measurements, and arranging for witnesses to appear in court; testifies in court and attends litigation mediations.

Initiates location investigations in serious liability cases and obtains information useful in the assessment of cases. Prepares written case evaluations, outline facts, damages, exposure and settlement recommendations.

Recommends litigation when settlement cannot be negotiated.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of investigative techniques and practices used in the negotiation and adjustment of civil liability claims.

Considerable knowledge of the general theory and content of negligence and public liability laws.

Considerable knowledge of litigation preparation as related to evidence, admissible statements and medical testimony.

Knowledge of departmental practices and procedures as related to claims investigation and settlement.

Knowledge of local government organization, functions and safety provisions.

Ability to analyze facts and exercise sound judgment in arriving at conclusions.

Ability to obtain complete information through interview and observation methods.

Ability to make immediate decisions on claim adjustment matters.

Ability to deal tactfully and courteously with claimants, attorneys, physicians and the general public.

Ability to maintain complete records and to prepare and submit accurate reports.

Ability to analyze accidents from written reports and location investigations.

Ability to perform unsupervised field work.

Ability to conduct investigations and to ascertain concealed information.

### Nature Of Work

This is specialized office and field work in the investigation and adjustment of public liability and property loss or damage claims.

## Human Resources Department

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### Liability Claims Manager (001916)

**Minimum Qualifications**

High school diploma or GED. Six years of experience in processing tort litigation cases to include evaluating case merits, investigating and analyzing cases, and negotiating settlements are required. Must possess or have possessed a 5-20 Adjuster's license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible claims work supervising and managing the Liability unit engaged in the handling of bodily injury and property damage claims, litigation and subrogation of claims on behalf of Miami-Dade County.

## Human Resources Department

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### Liability Claims Coordinator (001919)

**Minimum Qualifications**

High school diploma or GED. Five years of experience claims experience in bodily injury and property damage to include claims reserving, settlement negotiations and investigations are required. Must possess or have possessed a Florida Adjuster's license and a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional work in the coordination of grant initiatives for Miami-Dade County.

## Human Resources Department

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### Workers Compensation Claims Investigator (001923)

**Minimum Qualifications**

High school or GED. A minimum of three years of specialized experience in subrogation, property damage, bodily injury, or public liability and/or workers' compensation claims are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible work in the administration of the Worker's Compensation program in compliance with Florida Statute 440.

## Human Resources Department

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### Workers Compensation Claims Representative (001925)

**Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical experience in a claims environment are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work reviewing and preparing medical bills submitted for Worker's Compensation claims.



### Insurance Data Supervisor (001927)

#### Minimum Qualifications

High school. Four years of advanced clerical experience to include performing data entry are required.

#### Job Specifications

##### Nature of Work

This is technical and supervisory work in the management of an insurance data information system.

An employee in this class is responsible for the maintenance of the database for a computerized risk management information system and computerized checkwriting. Emphasis of the work is on planning, development, compliance, and coordination of the system to meet the needs of all users and all applicable requirements. Additional responsibilities include training of technical subordinates and claims employees in procedures for new programs, designing of input forms, and preparation of a variety of required reports. Supervision is exercised over a staff of technical and clerical employees engaged in receiving and entering a variety of data and performing tasks in the maintenance of the insurance data system. Supervision is received from a professional supervisor who holds the incumbent responsible for operational efficiency.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technical and clerical employees engaged in the maintenance of data for the computerized risk management information system and computerized checkwriting; advises, monitors and assists with work in progress and assures completion according to internal scheduling requirements.

Coordinates the use of the insurance data system for all users; designs input forms, writes and maintains procedures for use of new programs and trains employees in these procedures.

Reviews and updates database records as necessary to maximize system utilization, comply with state statutes, and federal laws, e.g. reviews and updates location codes, vendor records, database tables, etc.

Keeps informed of all new system enhancements and assists in the development of new computer programs.

Prepares and submits a variety of reports necessary to comply with a variety of State and County ordinances, rules and regulations; retrieves information as required.

Maintains contact with various departments and municipalities regarding the interpretation of various reports; corrects errors as needed.

Maintains contact with private computer service to discuss hardware, software and maintenance matters.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of computer scheduling requirements in a risk management information system.

Knowledge of the operating characteristics of modern electronic data processing equipment.

Knowledge of departmental policies and procedures and State and County laws pertaining to claims administration, Worker's Compensation and Liability Insurance.

Knowledge of input forms and coding requirements necessary for accurate data input.

Knowledge of procedure manuals and their application to risk and insurance data management.

Knowledge of the various reporting responsibilities required by State and County ordinances, rules and regulations.

Some knowledge of the design and capabilities of computer software and hardware.

Some knowledge of supervisory principles and practices.

Some knowledge of computer programming.

Ability to plan, organize and coordinate a large volume of work in an effective and timely manner.

Ability to operate data processing and peripheral equipment.

Ability to detect equipment and program malfunctions.

Ability to prepare reports required by the State and County ordinances, rules and regulations.

Ability to develop new applications for a risk management information system.

Ability to supervise subordinate personnel in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with other employees, supervisor, department officials, officers of municipalities and the public.

## Human Resources Department

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### Insurance Data Supervisor (001927)

Ability to train subordinates in the area of assignment.

Ability to search web sites, identify relevant information and apply facts pertaining to job duties.

DESIRABLE EXPERIENCE AND TRAINING

#### **Nature Of Work**

This is technical and supervisory work in the management of an insurance data information system.

### Return to Work Specialist (001928)

**Minimum Qualifications**

Bachelor's degree. Four years of experience in providing rehabilitation services to injured workers are required. Must be a Florida Qualified Rehabilitation Provider. Additional experience in providing vocational rehabilitation services may substitute for the required education on a year-for-year basis. Ideal candidate will possess a master's degree and extensive experience in the field of vocational rehabilitation.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional work in the assessment of return to work candidates.

## Human Resources Department

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### Workers Compensation Claims Adjuster (001929)

#### **Minimum Qualifications**

High school diploma or GED. Four years of advanced clerical experience in a claims or medical environment to include a minimum of two years of processing workers compensation claims. Completion of college coursework may substitute for up to two years of the required experience on a year-for-year basis, with a minimum of two years processing workers compensation claims. Valid Florida Adjusters license preferred.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced clerical work managing the computer, manual file and the investigative process of an employee's claim for Worker's Compensation.

## Human Resources Department

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### Workers Compensation Claims Examiner (001931)

**Minimum Qualifications**

High school diploma or GED. Five years of experience in workers compensation claims adjustment are required.

Must possess or have possessed a Florida Adjuster's license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work supervising a unit of claims adjusters in the management and delivery of benefits under Worker's Compensation and Service Connected Disability.

## Human Resources Department

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### Manager, ISD Workers Compensation (001932)

#### Minimum Qualifications

Bachelor's degree. Five years of experience in processing complex Workers' Compensation claims to include supervisory experience are required. Must possess a Workers' Compensation Adjuster license. Additional Workers' Compensation experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is specialized supervisory and administrative work managing the Workers' Compensation Section for General Services Administration Division. Work involves responsibility for supervising and coordinating the activities of the Workers' Compensation Section for a self-insured government agency. Employee exercises considerable independent judgment in accordance with established policies. Supervision is exercised over subordinate specialists and clerical personnel. Work is reviewed by an administrative superior through completed tasks, reports and consultations.

##### ILLUSTRATIVE TASKS

Supervises, through subordinate supervisors, the work of professional and clerical employees performing a variety of tasks related to the County's workers' compensation program.

Monitors financial disbursements to providers and claimants.

Develops and administers a return to work program.

Administers agreements with municipalities for plan administration.

Develops employee communications and procedural manual.

Determines impact of legislative changes on plan administration and ensures compliance.

Reviews and analyzes claims reports.

Determine recommended actions to reduce costs.

Make recommendations regarding hiring, discipline, and promotion of subordinates.

Authorizes leave and overtime; evaluates and rates employee performance.

Administers short-term and long-term disability programs.

Provides assistance and education to departments relating to workers' compensation program benefits.

Act as liaison with State of Florida Division of Workers' Compensation; facilitates periodic audits, ensures annual filing.

Facilitates periodic audits for accuracy/adequacy of financial reserving; audits files and assures conformity to state and federal rules and regulations.

Trains section employees and employees of other County divisions on State and County rules and regulations regarding workers' compensation.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

## Human Resources Department

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### Manager, ISD Workers Compensation (001932)

Thorough knowledge of the principles and practices of Workers' Compensation claims.

Thorough knowledge of all federal, state and local regulatory requirements pertaining to Workers' Compensation claims.

Thorough knowledge of investigative and adjustment techniques, procedures and practices involving Workers' Compensation claims.

Ability to analyze facts and exercise sound judgment in investigating and negotiating adjustment.

Ability to communicate clearly and concisely both orally and in writing.

Ability to supervise and train subordinates in a manner conducive to full performance and high morale.

Ability to keep and maintain records and to prepare and submit accurate reports.

Ability to establish and maintain effective working relationships with supervisors and employees.

REV 05-08

#### **Nature Of Work**

This is specialized supervisory and administrative work managing the Workers' Compensation Section for General Services Administration Division.

## Human Resources Department

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### Benefits Representative (001934)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience to include one year in a personnel or employee benefits program environment are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work processing employee benefits, and providing benefit information and customer service to County employees.



## Human Resources Department

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### Senior Employee Benefits Specialist (001937)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Finance, Accounting, Personnel Management, or a related field. Two years of professional administrative experience to include experience in employee benefits are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work assisting County employees participating in the Deferred Retirement Program of the Florida Retirement System.

## Human Resources Department

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### Benefits Supervisor (001938)

#### Minimum Qualifications

Bachelors degree. A minimum of two to four years of experience in the administration of employee benefits is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional employee benefits work with supervisory responsibility for the central Human Resources Department.

An employee in this class is responsible for management and administration of a variety of employee benefit programs for County employees. Responsibilities include analyzing existing benefit programs and developing recommendations for improvements in operation, establishing effective communications with departmental personnel representatives, officials of provider companies and public organizations, and planning, assigning and reviewing the work of subordinates to assure County compliance with IRS regulations and benefit plan documents. The incumbent exercises considerable independent judgment and professional knowledge in the administration of various employee benefit programs. Supervision is exercised over a staff of professional and clerical employees who assist with various phases of employee benefit plans and programs. General supervision is received from an administrative superior who reviews work through personal conferences and written reports and holds the incumbent responsible for effective benefits administration.

##### ILLUSTRATIVE TASKS

Supervises subordinate professional and clerical employees with assigned responsibilities in various phases of employee benefits administration.

Develops recommendations for improvements in current benefits program operations and administration; researches new programs.

Establishes and maintains effective communications with departmental personnel representatives and County employees to promote understanding of County benefit practices; develops newsletters and seminars.

Monitors changes in Internal Revenue Code which effect employee benefit plans; reviews enrollment documents, disclosure forms and various communication tools and makes appropriate changes.

Monitors employee benefit eligibility and enrollment to assure employees meet eligibility requirements.

Coordinates work with the Florida Retirement System on matters related to County employees; supervises retirement counseling and seminars; ensures procedural revisions are made in response to legislative updates.

Coordinates work with deferred compensation providers in administration of the program; supervises deferred compensation sessions and seminars; implements procedural changes, as required.

Establishes contacts with flexible benefits plan third-party administration; assures County and provider compliance with IRS rules as they pertain to payroll and enrollment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of public employee benefits administration.

Thorough knowledge of County employee benefit plans and their interrelationships.

Thorough knowledge of local, state, and federal regulations pertaining to County employee benefit plans and programs.

## Human Resources Department

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### Benefits Supervisor (001938)

Thorough knowledge of regulations and procedures of the Florida Retirement System.

Considerable knowledge of the principles and practices of modern personnel administration.

Knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relationships with subordinates, superiors, and various public and private officials.

Ability to develop policies and procedures to effectively communicate the provisions of County benefit plans and programs to County employees.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 08/97

### **Nature Of Work**

This is advanced professional employee benefits work with supervisory responsibility for the central Human Resources Department.

## Human Resources Department

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### Benefits Administrator (001941)

#### Minimum Qualifications

Bachelor's degree. A minimum of two to four years of experience in the administration of employees benefits to include experience in analyzing business processes and participating in information technology projects is required.

#### Job Specifications

#### Nature Of Work

This is professional administrative work assisting the Benefits Manager in planning, organizing and executing a variety of complex special projects.

### Safety Specialist 2 (001965)

#### Minimum Qualifications

Bachelor's degree. One year of professional administrative experience in industrial or vehicular safety or accident prevention programs, safety training programs, or closely related experience is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical field and office work in a departmental employee industrial safety and vehicle accident prevention program. Employees in this class are responsible for performing a variety of complex duties in support of a loss control program to prevent employee on-the-job accidents. Responsibilities include the periodic inspection of various facilities, buildings and equipment, preparation of reports detailing findings and recommendations, investigation of industrial accidents and the provision of educational training courses for employees and supervisors to prevent on-the-job injuries. Incumbents may be responsible for the development of a loss control program for a County department engaged in large-scale industrial operations. Supervision may be exercised over subordinate technical and clerical employees that assist with various phases of a safety program. Supervision is received from a professional or administrative superior through personal conferences and review of written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Performs inspections of various County facilities, buildings and equipment to determine proper adherence to established safety standards and to assure that accident prevention techniques are being fully implemented.

Prepares written reports of field inspections and discusses findings and recommendations with various County officials to assure correction of unsafe conditions and minimize losses.

Performs investigations of industrial accidents which cause damage to County property and/or injury to persons; determines causes of accidents and develops recommendations for appropriate actions to prevent recurrences such as changes in work procedures or the provision of specialized equipment for employee protection.

Conducts educational safety training courses for County employees in proper safety practices, first aid, and in the safe operation and maintenance of vehicles and equipment.

Advises superiors of unique or unusual conditions which have the potential of resulting in large monetary losses.

Exercises responsibility for the development and administration of a loss prevention program in a department characterized by large scale industrial operations; schedules and conducts safety meetings with department supervisors; assists supervisors in the preparation of accident reports; evaluates causes of industrial accidents and develops recommendations for changes in work procedures or equipment; analyzes departmental accident frequency and severity rates.

Develops, organizes, prepares and revises departmental safety manuals; prepares periodic reports on progress of safety program, cost analyses and other subjects as required.

Develops specifications and makes recommendations for the purchase of new or improved safety equipment.

Maintains contacts with local, State and national safety organizations to keep informed on current developments in the safety field.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of loss prevention practices, procedures and techniques used in varied employment situations and equipment operations.

Considerable knowledge of the objectives of the loss control program to which assigned.

Considerable knowledge of standard safety equipment and safedriving methods applicable to varied types of vehicle operations and work areas.

Considerable knowledge of hazardous working conditions and equipment operations in various work environments.

Knowledge of accident prevention records and statistical measurements of accident frequency and severity.

Ability to detect hazardous working conditions in varied work environments and equipment operations.

Ability to establish and maintain effective working relationships with subordinates, superiors, and officials of county departments and other government agencies.

Ability to express ideas clearly and concisely, verbally and in writing, to groups and individuals.

## Human Resources Department

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### Safety Specialist 2 (001965)

Ability to implement and enforce loss prevention policies, procedures and regulations.

Ability to analyze vehicular and industrial accidents and make effective recommendations to prevent recurrence.

REV 9-91

#### **Nature Of Work**

This is advanced technical field and office work in a departmental employee industrial safety and vehicle accident prevention program.

### Risk Management Insurance Representative (001970)

#### Minimum Qualifications

High school diploma or GED. One year of experience in an insurance environment is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical work assisting in the administration of property and casualty insurance programs.

An employee in this class is responsible for maintaining comprehensive listings of County properties and developing underwriting information for insurance bid specifications. Duties include preparing property schedules, reviewing insurance policies, researching information for underwriting data, handling required bonds for various County officials, identifying exposures which could result in a loss to the County, and assisting with the property insurance claim for damages to County properties by Hurricane Andrew. Supervision is received from an administrative superior who reviews work through reports and personal conferences for satisfactory assistance in the development of underwriting data, claim processing, and related risk management duties.

##### ILLUSTRATIVE TASKS

Maintains comprehensive listings of County properties to be insured; prepares schedules based on information received from County departments, site visits, and appraisals.

Maintains a computerized database for property schedules; enters information, calculates increased values and generates reports.

Researches information for underwriting data for insurance bid specifications; reviews current insurance policies, obtains information from insurance companies, County departments, and other sources; prepares portions of bid specifications.

Handles bonds for various County officials as required by Florida Statutes; verifies premium charges and corresponds with state authorities to ensure compliance with statutory requirements.

Identifies exposures which may result in a loss to the County.

Assists in processing the property insurance claim for damages suffered to County property by Hurricane Andrew; reviews coverage determinations made by insurance company; researches policy schedules and contacts County departments if further information is needed for a determination of coverage by the insurance company; compares insurance company's determination of coverage to insurance policy and questions denial of coverage, if necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the content and provisions of property and casualty insurance policies.

Knowledge of property and casualty insurance coverages.

Knowledge of insurance terminology.

Knowledge of the clerical and administrative procedures involved in processing property and casualty claims.

Knowledge of requirements for underwriting data for insurance bid specifications.

Knowledge of modern office practices and procedures.

Ability to develop comprehensive listings of County properties for insurance coverage purposes.

Ability to make mathematical calculations with speed and accuracy.

Ability to develop underwriting data for insurance bid specifications.

Ability to process complex claims in accordance with applicable instructions.

Ability to communicate effectively with insurance adjusters concerning property and casualty claims.

Ability to operate modern office equipment.

Skill in the use of computer terminals, calculators, and other office equipment.

NEW 10-93

#### Nature Of Work

This is advanced specialized clerical work assisting in the administration of property and casualty insurance programs.

## **Human Resources Department**

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### **Risk Management Insurance Representative (001970)**



### Risk Management Specialist (001973)

#### Minimum Qualifications

Bachelor's degree in Risk Management, Business Administration, Public Administration, Finance, or related field.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in the determination of insurance requirements and administration of insurance policies purchased by the county.

An employee in this class is responsible for writing insurance requirements for county operations, preparing specifications for the purchase of insurance policies, evaluation of proposals and administration of insurance policies purchased by the county. Responsibilities include preparing legal advertisements announcing request for bid proposals, analyzing bid proposals, preparing resolutions for Commission action, reviewing and calculating insurance billings, and assisting in research and development of new insurance programs. Considerable independent judgment is exercised in the application of specialized insurance knowledges to the development and administration of proposed or existing county insurance policies. Supervision is received from a professional superior who evaluates work for professional quality, accuracy, timeliness, thoroughness, and for adherence to departmental practices and procedures.

##### ILLUSTRATIVE TASKS

Develops appropriate insurance requirements for contracts, lease agreements and professional service agreements under the direction of a professional insurance superior.

Devises and implements master schedules for renewal of all insurance policies.

Prepares bid specifications for insurance policies after researching risk, updating all underwriting information and determining exposures and limits.

Prepares legal advertisements and notices to agents announcing the request for bid proposals of all insurance policies.

Represents county risk management division at public meetings for opening of all bid proposals; prepares written analyses of bid proposals for presentation to Commission.

Prepares resolutions, accompanying memorandums and documentation of recommended proposals for Commission action; prepares appropriate correspondence to agents announcing award of coverages.

Analyzes binders, policies and endorsements to assure compliance with insurance specifications.

Reviews insurance premium billings, calculates insurance billings, allocates premiums to departments or municipalities and prepares invoices for specified insurance coverages.

Acts as liaison between court and insurance agents in insurance matters; handles claims under specified policies of insurance by assuring proper documentation and proper payment of claims.

Assists in developing new insurance programs including research of risk exposure and collection of underwriting information; maintains and updates insurance reference library.

Represents county risk management division in presentations to departments concerning insurance requirements.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of insurance and risk management as applied to governmental self-insurance.

Considerable knowledge of the content and meaning of the information contained in complex insurance policies covering a variety of risks.

Knowledge of county purchasing practices and procedures.

Knowledge of the principles and practices of accounting.

Knowledge of bid specification preparation and bid analysis techniques.

Knowledge of public relations principles and techniques.

Ability to develop insurance requirements for contracts, lease agreements and professional service agreements.

Ability to analyze proposed insurance policies, binders and endorsements to assure compliance with insurance specifications.

Ability to perform complex research in risk exposure and collection of underwriting information to assist in developing new insurance programs.

Ability to communicate effectively, verbally and in writing.

Ability to calculate insurance billings and prepare accurate invoices for insurance coverage.

## Human Resources Department

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### Risk Management Specialist (001973)

NEW 1-86

#### **Nature Of Work**

This is advanced professional work in the determination of insurance requirements and administration of insurance policies purchased by the county.

### Risk Management Analyst (001974)

#### Minimum Qualifications

Bachelor's degree. Three years of experience in workers' compensation, risk management operations, liability claims, and/or business or performance analysis to include experience with Software Programs or other business system application programs are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work with supervisory responsibility in the analysis of risk management processes and implementation of risk management information systems.

An employee in this class is responsible for performing advanced analytical work in the development and implementation of programs and procedures to facilitate and enhance divisional operations and effectively utilize information system resources. Responsibilities include applying advanced knowledges of Workers' Compensation and tort insurance claims processing, state and federal laws, risk management functions and database management to direct and control divisional projects of varying complexity. The incumbent exercises considerable independent judgment and technical expertise in meetings divisional information systems needs. Supervision is exercised over subordinates engaged in maintaining the risk management and claims databases. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Develops information systems solutions to meet changing risk management requirements and needs; defines scope and objectives of projects; determines feasibility and identifies benefits.

Coordinates and communicates the use of risk management information systems modules and reports; coordinates and communicates changes in system requirements.

Conducts preliminary investigations and analyzes projects; gathers data, defines resources and identifies alternatives and tools of analysis.

Designs and implements projects; prepares user documentation, procedures for staff and coordinates training.

Evaluates projects and designs reports to provide analytical tools for monitoring effectiveness.

Develops report formats for the risk management process in the identification of risk, forecasting, performance monitoring, and extrapolation of data.

Supervises subordinates engaged in maintaining risk management and claims databases.

Interprets and clarifies risk management reports.

Attends conferences and meetings concerning changes in risk management regulations and related issues.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles and practices of risk management.

Thorough knowledge of risk management processes and procedures related to self-insurance, insurance claims processing, tort liability, Workers' Compensation and loss prevention.

Thorough knowledge of risk management information systems, database management and computer processing.

Thorough knowledge of management analysis techniques and statistical methods.

Considerable knowledge of local, state and federal laws and regulations pertaining to risk management operations.

Considerable knowledge of risk management policies and procedures.

Knowledge of supervisory principles and practices.

Ability to analyze complex risk management processes and design and implement solutions to information systems needs.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to gather appropriate data, analyze information and reach sound conclusions.

## Human Resources Department

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### **Risk Management Analyst (001974)**

Ability to design and develop report formats for risk management processes.

Ability to establish and maintain effective working relationships with subordinates, superiors and various risk management officials.

NEW 10-96

#### **Nature Of Work**

This is advanced administrative work with supervisory responsibility in the analysis of risk management processes and implementation of risk management information systems.

### **Manager, Risk Management Casualty and Property Insurance (001976)**

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to five years of professional experience in the management of casualty and property insurance to include one year of supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional work planning, directing and managing the County's property and casualty insurance programs.

### Planning Technician (002004)

#### Minimum Qualifications

Completion of 60 semester credits to include 12 semester credits in Planning, Geography, Computer Science, Economics, Statistics or related field. Experience in compiling, tabulating and entering data, preparing, digitizing and interpreting maps, and/or performing other general research may substitute for the required education on a month-for-month basis.

#### Job Specifications

##### NATURE OF WORK

This is paraprofessional technical work in the development of factual information for metropolitan area comprehensive planning. Employees in this class perform a variety of technical tasks in the research, development and analysis of data required for planning proposals and for updating the Comprehensive Development Master Plan. Duties include researching, mapping, inventorying, measuring and tabulating land use information, entering and retrieving electronic database information, and analyzing data related to land use characteristics. Incumbents may be assigned to one or more phases of a planning program including comprehensive planning, geography, economics, environmental planning, demo graphics, transportation planning and other areas. Employees work independently on routine matters within the scope of departmental policies and procedures. Supervision is received from a professional superior who assists with difficult problems and reviews work for accuracy, thoroughness, and technical quality.

##### ILLUSTRATIVE TASKS

Inventorys, maps, measures, tabulates, and analyzes data on countywide land use, zoning, physical, and environmental information.

Determines development capacity of land within Comprehensive Development Master Plan Urban Development Boundary by determining municipal or county zoning allowances, researching recorded restrictive covenants, applying established criteria, measuring parcels using electronic digitizing equipment, and tabulating results.

Plots Dade County land use information into electronic database.

Researches, maps, and tabulates information regarding existing urban services including roadways, schools, parks, water, sewer, and fire services associated with the preparation and update of the Comprehensive Development Master Plan.

Assists with database development, either numeric or geographic, map projects, serial photograph interpretation and data entry, retrieval and editing.

Prepares draft and presentation graphics including charts, table and maps.

Responds to requests for data and information.

Assists in the preparation of research studies and reports including data collection, assembly and analysis.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the basic principles and concepts of urban planning.

Knowledge of land use and development laws, regulations and ordinances.

Knowledge of research techniques and statistical methods.

Knowledge of aerial photographs, maps and map scales.

Knowledge of computer applications and programs related to urban planning.

Knowledge of geography.

Knowledge of socioeconomic characteristics of Dade County.

Ability to analyze complex information and arrive at sound conclusions.

Ability to interpret aerial photographs, comprehend mapped information and transpose mapped information from one map scale to another.

Ability to apply basic statistical concepts and methods to urban planning assignments.

Ability to present data in graphic, pictorial, cartographic and tabular form.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to visualize spatial patterns and relationships.

## Human Resources Department

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### Planning Technician (002004)

REV 12-93

#### **Nature Of Work**

This is paraprofessional technical work in the development of factual information for metropolitan area comprehensive planning.

### Junior Planner (002007)

#### Minimum Qualifications

Bachelor's degree in Planning; Master's degree in Geography, Economics, Statistics, Sociology, Urban Studies, or Computer Science; or Bachelor's degree in planning related field and one year of planning experience are required. Planning related fields are Geography, Architecture, Engineering, Economics, Statistics, Sociology, Urban Studies, Computer Science, Business Administration or Public Administration.

#### Job Specifications

##### NATURE OF WORK

This is professional planning work in the development and analysis of information for metropolitan area comprehensive planning.

Employees in this class are responsible for assisting and participating in the design and conduct of studies and analyses in support of planning proposals and in updating the Comprehensive Development Master Plan. Responsibilities may include conducting demographic research, participating in data management, preparing recommendations for zoning applications, conducting studies and analyses for environmental planning projects, providing planning information to other agencies and the public, and compiling and analyzing data using statistical software programs. Incumbents may be assigned to one or more phases of a planning program including comprehensive planning, geography, economics, environmental planning, demographics, transportation planning, and other areas. Employees exercise some independent judgment in the conduct of research and analysis within the scope of departmental policies and procedures. Supervision is received from a professional superior who reviews work for technical quality and assists with difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Assists in the design and conduct of demographic studies and analyses; lays out and prepares printed tables for use in reports and studies; writes brief narratives, analyses and profiles.

Maintains electronic data sets, creates new files, runs and troubleshoots existing programs; creates small area subfiles of census and other data, updates vital statistics and matches to census geography; develops spreadsheets and graphs.

Responds to requests for data and information from various agencies and the public.

Prepares written recommendations for zoning applications, including logging and filing applications, field surveys, preliminary review and evaluation, and final written recommendations; provides assistance to the public.

Assists in the preparation of environmental elements of the Comprehensive Development Master Plan; conducts inventories and analyses addressing upland and wetland ecosystems; reviews environmental planning legislation and assists in evaluation of environmental planning projects.

Develops and prepares detailed and comprehensive transit planning reports; assists in mass transit research and data management; conducts analyses of transit system ridership utilizing computer models.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, methods and practices of urban planning.

Considerable knowledge of research techniques and statistical methods.

Knowledge of the County's Comprehensive Development Master Plan.

Knowledge of computer applications pertaining to planning functions including statistical, spreadsheet, database and graphic programs.

Knowledge of socioeconomic characteristics of Dade County.

Knowledge of Dade County zoning regulations and codes.

Knowledge of federal, state and local programs concerned with environmental elements of the Comprehensive Development Master Plan.

Ability to research, develop, organize and analyze information, and formulate effective recommendations.

Ability to express ideas and information, clearly and concisely, verbally and in writing.

Ability to apply statistical concepts and methods to urban planning assignments.

Ability to utilize statistical software programs to compile relevant planning information in the form required.

Ability to establish and maintain effective working relations with supervisors, fellow employees and officials of other agencies.



## Human Resources Department

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### Junior Planner (002007)

#### Nature Of Work

This is professional planning work in the development and analysis of information for metropolitan area comprehensive planning.

## Senior Planner (002008)

### Minimum Qualifications

Master's degree in a planning related field and two years of experience in land use or comprehensive planning; or Bachelor's degree in a planning related field and three years of experience in land use or comprehensive planning are required. Planning related fields are Geography, Architecture, Engineering, Economics, Statistics, Sociology, Urban Studies, Computer Science, Business Administration or Public Administration.

### Job Specifications

#### NATURE OF WORK

This is advanced professional planning work in the development and analysis of information for metropolitan area comprehensive planning.

Employees in this class are responsible for performing complex studies and analyses in support of planning projects and proposals, and in updating the Comprehensive Development Master Plan. Responsibilities may include evaluating and formulating land-use strategies, conducting demographic research, database management, analyzing and appraising elements of the Comprehensive Development Master Plan, evaluating proposals to amend plan elements, compiling and analyzing data using statistical software programs, and preparing oral and written presentations of project-related materials. Incumbents may be assigned to one or more phases of a planning program including comprehensive, planning, growth management, transportation planning, urban economic development, urban service planning, geography, and other areas. Employees exercise independent judgment in the performance of analytical tasks addressing complex and varied planning issues. Supervision is received from a professional superior who reviews work for the effective application of planning principles and techniques to advanced planning assignments.

#### ILLUSTRATIVE TASKS

- Conducts planning studies to address relevant physical planning issues and recommend warranted changes to County plans and land development regulations.

- Assists in the design and conduct of studies pertaining to growth management, mass transportation, urban economic development, housing, urban service planning, or progress toward implementing the objectives of the Comprehensive Development Master Plan.

- Assists in the evaluation, analysis, update and implementation of various elements of the Comprehensive Development Master Plan.

- Assists in the evaluation of applications requesting amendments to the Comprehensive Development Master Plan.

- Prepares written and oral presentations of planning project-related materials.

- Develops, accesses and processes computerized data files using statistical software programs to assist in various aspects of the planning process.

- Assists in the formulation, enhancement and testing of methods and procedures to monitor and evaluate impact on, and capabilities of, urban services, transportation facilities, and other planning elements.

- Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of the principles, methods and practices of urban planning.

- Considerable knowledge of research techniques and statistical methods.

- Considerable knowledge of the County's Comprehensive Development Master Plan.

- Considerable knowledge of computer applications pertaining to planning functions including statistical, spreadsheet, database and graphic programs.

- Considerable knowledge of socioeconomic characteristics of Dade County.

- Knowledge of local government land development regulations and growth management strategies.

- Ability to research, develop, organize and analyze information, and prepare finished reports or work products.

- Ability to express ideas and information clearly and concisely, verbally and in writing.

- Ability to apply statistical concepts and methods to urban planning assignments.

- Ability to analyze various elements of the Comprehensive Development Master Plan and plan amendments, and prepare effective recommendations.

- Ability to utilize statistical software programs to compile relevant planning information in the form requested.

## Human Resources Department

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### Senior Planner (002008)

Ability to establish and maintain effective working relations with supervisors, fellow employees and officials of other agencies.

REV 10-93

#### **Nature Of Work**

This is advanced professional planning work in the development and analysis of information for metropolitan area comprehensive planning.

## Principal Planner (002009)

### Minimum Qualifications

Master's degree in Planning and two years of planning experience; Bachelor's degree in Planning and four years of planning experience; Master's degree and four years of planning experience; or Bachelor's degree in a planning related field and five years of planning experience are required.

### Job Specifications

#### NATURE OF WORK

This is advanced professional and supervisory planning work in directing a major activity of program administration in the county Planning Department.

Employees in this class perform a variety of analytical and supervisory tasks related to the formulation and/or revision of a specific phase of the comprehensive master plan for the county. Work involves contributions to the development of a systematic data base, demographic projections, the ongoing evaluation of the impact of demographic changes and the outlining and evaluation of alternative strategies available to the county. These positions are distinguished from the Junior and Senior Planners by a wide degree of responsibility and independent judgment as well as the degree to which they are expected to provide supervision and guidance to subordinate planners and technical personnel. Employees are expected to contribute to policy and project development presentations in support of planning proposals, as well as ongoing liaison with county departments and the public. Supervision is received from a superior through conferences outlining desired objectives, observation of programs and periodic progress reports.

#### ILLUSTRATIVE TASKS

Participates in generalized and specific studies pertaining to land use, economic development, transportation, community facilities, water supply, sewage treatment and disposal, and park and recreation facilities in support of the overall master plan.

Reviews existing zoning provisions and makes recommendations for the revision of zoning ordinances to conform with individual and metropolitan needs.

Assists the Planning Director in developing presentations and reports to the Planning Advisory Council, Board of County Commissioners and the County Manager.

Provides input to the preparation of applications for federal funds and makes clearinghouse reviews of the applications of other agencies. Supervises and serves as technical advisor to subordinate professional planners and technical personnel on respective objectives, work methods and findings.

Confers with civic leaders, government officials, industrialists, educators and financiers in order to develop a factual basis for planning projects and studies.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles, methods and practices of urban planning.

Thorough knowledge of recent developments, current literature and sources of information regarding urban planning.

Thorough knowledge of economics, public finance and sociology as it applies to urban planning.

Considerable knowledge of public administration with particular reference to county and municipal administration and management.

Considerable knowledge of research techniques.

Considerable knowledge of the principles and practices of civil engineering and architecture.

Ability to organize and analyze information and formulate substantive recommendations thereon.

Ability to prepare comprehensive reports and to present technical information clearly to both professional and lay groups.

Ability to express one's self clearly and concisely, orally and in writing.

Ability to coordinate the work of subordinate planning and technical personnel.

Ability to establish and maintain effective working relationships with fellow employees, supervisors, outside agencies and the general public.

### Nature Of Work

## Human Resources Department

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### Principal Planner (002009)

This is advanced professional and supervisory planning work in directing a major activity of program administration.

## Planning Section Supervisor (002012)

### Minimum Qualifications

Master's degree in Urban Planning or Regional Planning and three years of progressively responsible experience in land use or environmental planning; Bachelor's degree in Urban Planning or Regional Planning and five years of progressively responsible experience in land use or environmental planning; Master's degree in a planning-related field and five years of progressively responsible experience in land use or environmental planning; or Bachelor's degree in a planning-related field and six years of progressively responsible experience in land use or environmental planning are required. Planning-related fields are Geography, Biology, Hydrology, Geology, Environmental Sciences, Urban Affairs, or Land Management.

### Job Specifications

#### NATURE OF WORK

This is advanced professional and supervisory planning work in directing a major segment of program administration in the county Planning Department.

Employees in this class are responsible for planning, coordinating, assigning and supervising the work of subordinate professional planners and technical personnel in a section engaged in the collection, compilation, assimilation and presentation of data related to the development of metropolitan and neighborhood master plans for land use and community facilities, for activities related to plan implementation, such as zoning and subdivision regulation development and administration, and for economic and demographic research supportive of plan development and implementation. Duties involve the development of a specific phase of the plan or plan implementation. Planning Section Supervisors work with considerable independence within the scope of professional methods and procedures to accomplish assigned projects. Work requires exercising mature and independent judgment based on accumulated experience in determining courses of action and in the development and presentation of material within a specific area of functional specialization. Administrative supervision is received from the Planning Division Supervisor through conferences outlining desired objectives, observation of effectiveness of work programs and periodic reports and statements.

#### ILLUSTRATIVE TASKS

Assists Planning Division Supervisor in preparing departmental recommendations on zoning change applications and presenting recommendations to county advisory boards and the County Commission.

Supervises several subordinate planners engaged in reviewing, preparing, revising and presenting land use and developmental control ordinances.

Assists Planning Division Supervisor in reviewing large scale development items for compliance with local developmental codes.

Supervises team preparations of major research studies and the presentations of final results.

Assists Planning Division Supervisor in the supervision of planner teams assigned to reviewing and responding to requests for building moratorium and zoning moratorium studies and for comprehensive area planning studies of land use, community facilities and services and developmental regulation needs.

Confers with civic leaders, government officials, resident groups and homeowners associations to identify issues, goals and objectives, and discuss alternate plans for meeting physical, social and economic needs.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles, methods and practices of urban planning.

Extensive knowledge of recent developments, current literature and sources of information regarding urban planning.

Extensive knowledge of economics, public finance and sociology as it applies to urban planning.

Thorough knowledge of public administration with particular reference to county and municipal administration and management.

Thorough knowledge of research techniques.

Considerable knowledge of the principles and practices of civil engineering and architecture.

Considerable knowledge of modern office practices, procedures and appliances.

Ability to represent the department on policy, technical and procedural matters and to establish and maintain effective working relationships with a wide range of individuals and groups.

Ability to plan, assign, direct and review the activities of a subordinate staff in a manner conducive to full performance and high morale.

## Human Resources Department

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### Planning Section Supervisor (002012)

Ability to analyze a wide variety of complex data and to exercise a high degree of independent judgment in arriving at conclusions.  
Ability to present ideas clearly and concisely, orally and in writing.

NEW 10-73

#### **Nature Of Work**

This is advanced professional and supervisory planning work in directing a major segment of program administration.

## Human Resources Department

### Chief, Planning Division (002016)

#### Minimum Qualifications

Master's degree in Urban Planning or Regional Planning and four years of experience in the facilitation comprehensive or land use and urban service planning; Bachelor's degree in Urban Planning or Regional Planning and six years of experience in comprehensive or land use and urban service planning; Master's degree and six years of experience in comprehensive or land use and urban service planning; Bachelor's degree and seven years of experience in comprehensive or land use and urban service planning.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work in planning and directing activities for a division within the Miami-Dade County Department of Planning and Zoning.

An employee in this class is responsible for directing, planning and supervising a variety of planning, permitting and zoning activities to ensure compliance with applicable regulations. Responsibilities include providing direction and guidance to subordinate supervisory staff on a variety of issues pertaining to the effective administration of the division and in the resolution of complex administrative problems. The incumbent exercises considerable independent judgment in coordinating multifaceted planning, development and regulation activities and other related division services. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in various phases of division operations. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of division activities and services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate supervisors, specialized and clerical employees engaged in providing diversified services within a division for the Planning and Zoning Department.

Attends various planning and programming meetings with departmental and other officials; participates in the development and implementation of new and revised policies and procedures to improve division activities and services

Ensures the development and maintenance of tracking and report systems for division activities and services.

Conducts analytical reviews of division operational activities to install improvements or implement new programs.

Interprets County, state and federal regulations and policies as they pertain to the management and operation of the division.

Coordinates division procurement activities consistent with departmental and county policies and procedures.

Prepares and reviews budget estimates and documents; administers budget for the division; reviews and authorizes requisitions for equipment, materials and supplies.

Establishes and maintains effective working relationships with subordinates, superiors, the public, officials of various local and federal agencies, and representative of various organizations and the public to assure regulations compliance and quality of services.

Conducts research, analyses and presents findings and performs special assignments as requested by superior.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of ordinances and regulations pertaining to zoning and land use functions of Miami-Dade County.

Thorough knowledge of policies and procedures for plans review, field inspection and ancillary functions related to construction on a



### Chief, Planning Division (002016)

countywide basis.

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and practices.

Thorough knowledge of local legislative processes concerned with the development of zoning and building ordinances and regulations.

Ability to plan, direct and coordinate countywide permitting and zoning activities.

Ability to supervise, through subordinate levels of supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to understand and interpret complex regulations pertaining to zoning and building construction.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, land use and building construction professionals, and elected and appointed officials.

Ability to review and analyze permitting and zoning functions and redirect priorities as necessary. knowledge of general planning principles and practices.

NEW 11-06

#### **Nature Of Work**

This is advanced professional and administrative work in planning and directing activities for a division within the Miami-Dade County Department of Planning and Zoning.

## Zoning Clerk (002020)

### Minimum Qualifications

High school diploma or GED. One year of clerical or public contact experience is required.

### Job Specifications

#### NATURE OF WORK

This is specialized clerical work processing zoning hearing applications and related construction plans for the Department of Planning and Zoning.

Employees in this class are responsible for assisting developers, contractors, realtors, attorneys and the public with zoning hearing applications. Duties include explaining legal requirements and departmental policies and procedures, retrieving files of past zoning cases, clarifying zoning districts and the uses allowed within them, determining if applicants meet code requirements, computing fees and collecting payments, and preparing files for zoning hearings. Some judgment is exercised in the application of departmental rules and regulations to zoning hearing application and construction plans processing. Supervision is received from an administrative superior who reviews work through personal observations and conferences for compliance with departmental policies and procedures.

#### ILLUSTRATIVE TASKS

Assists developers, contractors, realtors, attorneys and the public by telephone and in person on zoning hearing applications and various other types of applications, forms, legal requirements, and departmental policies and procedures.

Utilizes knowledge of legal descriptions of Miami-Dade County properties to retrieve files of past zoning cases and enforcement cases and to determine potential inspection dates.

Distributes zoning information, and interprets and clarifies zoning districts and the uses allowed within them for the public.

Reviews applicant's construction plans for residential improvements and determines if applicant complies with code requirements for qualifying for application of an Administrative Variance.

Collects appropriate fees, receives payments and provides receipts; maintains log books and receipt books for use in the preparation of accounting and statistical reports.

Operates a computer terminal to assist the public regarding ownership and legal descriptions of properties, status of zoning applications, enforcement cases, inspections and related data; enters information for zoning notice mailers.

Prepares correspondence, forms and documents related to the preparation of legal advertisements, County Commission kits, and files.

Compiles all necessary paperwork, construction plans, zoning sketches, and transcripts for zoning hearings; photocopies and distributes kits, agendas, worksheets and construction plans.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Miami-Dade County zoning rules, regulations and procedures.

Considerable knowledge of departmental policies and procedures pertaining to processing of zoning hearing applications and related construction plans.

Knowledge of modern office equipment, methods and practices.

Knowledge of public relations principles and techniques.

### Zoning Clerk (002020)

Knowledge of legal descriptions.

Knowledge of arithmetic.

Ability to interpret zoning regulations and explain policies, procedures and legal requirements to zoning hearing applicants.

Ability to use tact and diplomacy in dealing with developers, contractors, attorneys, realtors, and the public.

Ability to operate modern office equipment including computer terminals and calculators.

Ability to determine if applicants comply with zoning code requirements for qualifying for an Administrative Variance.

Ability to compile required documentation for zoning hearings.

Skill in the use of modern office equipment.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited high school. One year of clerical or public contact experience is required.

REV 10/99

#### **Nature Of Work**

This is specialized clerical work processing zoning hearing applications and related construction plans for the Department of Planning and Zoning.

## Human Resources Department

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### Zoning Services Plans Processor (002021)

#### **Minimum Qualifications**

High school diploma or GED. One year of experience in processing construction permit applications or plotting legal descriptions of property is required; or Completion of 30 semester credits to include three semester credits in Architecture, Building Construction, Land Development, Real Estate or related field.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced clerical work in the examination of construction plans and dissemination of zoning information to the public.

## Zoning Services Senior Plans Processor (002024)

### Minimum Qualifications

High school diploma or GED. Three years of experience in plans examination, reviewing zoning code requirements in governmental jurisdictions, building contracting, structural engineering, or plans processing are required. Completion of coursework in Engineering, Architecture, Building Construction, Real Estate, Landscape Development, or related field may substitute for required experience on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work involving the enforcement of zoning regulations applicable to the processing of construction plans and permits covering residential, industrial and commercial developments in the unincorporated areas of Dade County.

Employees in this class perform work involving the application of advanced zoning code, policy, and procedural knowledge and ability to use independent judgment while dealing with developers, architects and engineers regarding zoning plan processing work. Incumbents must be thoroughly familiar with the Development Impact Committee and Development of Regional Impact guidelines and regulations. Zoning Plans Processors may also be responsible for studies of proposed changes to zoning regulations, development standards and operating procedures relative to their work. Supervision may be exercised over clerical personnel and new employees during their initial training period. Incumbents may also be requested to assist other staff members in difficult areas of zoning code interpretation. Work is performed under the direction of a section supervisor who reviews work through observation, conference and attainment of desired objectives.

#### ILLUSTRATIVE TASKS

Examines construction and site plans for conformance to all applicable zoning codes, regulations and resolutions and to the developmental impact regulations and guidelines.

Reviews and analyzes legal descriptions of proposed developments against zoning maps, plats and permits; utilizes a computer terminal to verify tax folio numbers.

Coordinates the processing of plans with other departments and agencies in order for all concerned parties to implement applicable regulations in the plans processing stage.

Assigns street addresses to all proposed developments in accordance with zoning regulations and portal procedures.

Researches hearing files, resolutions, unity of title, and deed or plat restrictions which are applicable to determine whether special conditions or restrictions must be imposed on the development or use.

Computes and verifies development calculations relative to structural, height, number of stories, set back, height ratio, ground coverage, floor area, open space trade-offs, parking spaces versus unit and use, lot size, landscaping plans and easements.

Processes plans and permits against "master model" procedure.

Explains reasons for disapproval or changes on plans or permit applications with developers, architects, engineers or other individuals in order for such holds to be corrected by applicant prior to the approval of the plan and issuance of a permit.

Attends various meetings relative to special developments, interpretations of regulations, and procedures and guidelines which are applicable to zoning processing work.

Maintains work progress records of zoning plans examined.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the County's building and zoning codes, regulations, procedures and guidelines.

Considerable knowledge of the legal, administrative and procedural regulations applicable to zoning plans processing work.

Considerable knowledge of the content and meaning of symbols, diagrams and other items found on blueprints and/or in the "Zoning Code/Zoning Handbook".

Considerable knowledge of legal descriptions, property deeds and abstracts.

Knowledge of mathematics as applied to zoning plans processing work.

Knowledge of the "master model procedure".

Knowledge of public relations principles and practices.

Knowledge of departments or agencies required to implement applicable regulations during the plans processing stage.

Ability to read, interpret and analyze construction, site or development plans.

### **Zoning Services Senior Plans Processor (002024)**

Ability to rapidly and thoroughly examine plans and process applications under workload deadline conditions.  
Ability to communicate effectively, orally and in writing.  
Ability to deal tactfully and decisively with the public.  
Ability to explain and enforce regulations firmly and impartially.  
Ability to perform mathematical computations accurately.  
Ability to interpret and use information from zoning maps, plats, blueprints and legal descriptions.  
Ability to research necessary information for efficient job performance.  
Ability to establish and maintain an effective working relationship with co-workers, other departments and agencies, and the general public.

NEW 4-76

#### **Nature Of Work**

This is advanced technical work involving the enforcement of zoning regulations applicable to the processing of construction plans and permits covering residential, industrial and commercial developments.

## Human Resources Department

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### RER Development Supervisor (002026)

**Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience in a utility customer service or related environment to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional administrative work with supervisory responsibility in the review of residential, commercial, industrial, landscaping and mixed-use construction plans.

## Zoning Development Analyst (002040)

### Minimum Qualifications

High school diploma or GED. Three years of experience in plans examination, reviewing zoning code requirements in governmental jurisdictions, building contracting, structural engineering, or plans processing are required.

### Job Specifications

#### NATURE OF WORK

This is advanced specialized clerical work examining construction and site plans and maintaining work progress records for the Department of Planning and Zoning.

Employees in this class are responsible for assisting property owners, developers, architects, engineers and attorneys with the examination of construction and site plans for conformance to all applicable zoning codes regulations and resolutions. Emphasis of the work include maintaining work progress records of zoning plans examined; computing and verifying development calculations; preparing for and attending meetings of the Community Zoning Appeals Board (CZABs); reviewing of technical legal descriptions of proposed developments against zoning maps, plats and prior hearings. Incumbents exercise some independent judgment in the examination of construction and site plans for compliance to zoning codes and computation and verification of development calculations. Supervision is received from an administrative superior who reviews work through personal observation and conferences for compliance with departmental policies and procedures.

#### ILLUSTRATIVE TASKS

Examines construction and site plans for conformance to all applicable zoning codes, regulations, resolutions and to the development impact regulations and guidelines. Maintains work progress records of zoning plans examined.

Prepares technical legal advertisement after evaluating zoning history, construction plans and proposed uses of the property.

Reviews and analyzes legal descriptions of proposed developments against zoning maps, plats and prior hearings; utilizes a computer terminal to verify tax folio numbers.

Coordinates the processing of plans with other departments and agencies in order for all concerned parties to implement applicable regulations in the plans processing stage.

Researches hearing files, resolutions, unities of title, recorded agreements and declarations of restrictions, and deeds or plat restrictions which are applicable to determine whether special conditions or restrictions must be imposed or modified by public hearing for the development of use.

Computes and verifies development calculations relative to structural height, number of stories, set back requirements, height ratio, lot coverage, density, floor area ratio, landscaped open space requirements, parking spaces versus unit and use, lot size, landscaping plans, landscape legends and easements.

Explains reasons for disapproval or changes on plans or hearing applications with developers, architects, engineers or other individuals in order for such holds to be corrected by applicants prior to approval of the plans or prior to a public hearing.

Meets on an appointment basis with property owners, attorneys, developers, architects, engineers, or other individuals or their respective representative to explain the hearing process and requirements and to analyze their proposals to determine applicable hearing questions.

Prepares for and attends meetings after 5:00 p.m. of the Community Zoning Appeals Boards (CZABs) several times a month to provide technical support regarding processing of the applications and the departments recommendations on zoning hearing items; serves as technical advisor to the Boards, answering zoning related questions, providing historical perspective and zoning policies of the department; reports to division staff on results of meeting and other discussions of CZABs.

Performs related work including specials projects as required.



### Zoning Development Analyst (002040)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Miami-Dade County zoning rules, regulations and procedures.

Considerable knowledge of departmental policies and procedures pertaining to processing of zoning hearing applications and related construction plans.

Considerable knowledge of arithmetic.

Knowledge of legal descriptions.

Knowledge of modern office equipment, methods and practices.

Knowledge of public relations principles and techniques.

Ability to interpret zoning regulations and explain policies, procedures and legal requirements to zoning hearing applicants.

Ability to use tact and diplomacy in dealing with property owner, developers, architects, attorneys and the public.

Ability to operate modern office equipment including computer terminals and calculators.

Ability to compile required documentation for zoning hearings.

Skill in the use of modern office equipment.

REV 10/06

#### **Nature Of Work**

This is advanced specialized clerical work examining construction and site plans and maintaining work progress records for the Department of Planning and Zoning.

## Human Resources Department

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### Zoning Services Plans Processor Jr. Analyst (002050)

#### **Minimum Qualifications**

Bachelor's degree. One year of experience in zoning-land use administration is required. Must be able to attend evening meetings. Effective verbal and written communication is desired.

#### **Job Specifications**

#### **Nature Of Work**

## Zoning Services Plans Processor Analyst (002051)

### Minimum Qualifications

Bachelor's degree in Public Administration, Urban Planning, Architecture or related field. Two years of experience in zoning-land use administration are required. Must be able to attend evening meetings.

### Job Specifications

#### NATURE OF WORK

This is advanced professional zoning evaluation work for the Miami-Dade Department of Planning and Zoning.

Employees in this class are responsible for performing site plan reviews; preparing written recommendations on requests for zoning changes and modifications to Dade County Zoning regulations; and serving as departmental representative on various zoning review committees. Responsibilities include field inspections of properties in question; analyzing and interpreting land use regulations; reviewing zoning histories; coordinating work with other County operations involved in the zoning process; interacting with the public; and serving as a representative on interdepartmental review committees for large-scale and shoreline-related developments. Incumbents exercise independent judgment in the development of effective zoning recommendations and in representing the department in various committees and to the public. Supervision is received from a professional superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

#### ILLUSTRATIVE TASKS

Prepares written recommendations for the Zoning Appeals Board and the Board of County Commissioners addressing the feasibility of public hearing applications for rezoning requests and variances from the Miami-Dade County zoning code.

Conducts field inspections of each property; reviews zoning history; and evaluates specific details of application in terms of site plan acceptability and consistency with County development policies.

Evaluates requests for administrative variances and develops memoranda or recommended actions.

Coordinates zoning evaluation activities with other County operations involved in the zoning process.

Explains zoning regulations and answers inquiries from the public, developers and attorneys.

Conducts negotiations with the public and their representatives to achieve acceptable site plan zoning proposals.

Serves as departmental representative on the Developmental Impact Committee and Shoreline Review Committee to assist in the review of large-scale and shoreline-related developments.

Serves as a member of the Zoning Review Sub-Committee and assists in updating and revising the zoning code pursuant to changing trends.

Represents the department at Zoning Appeals Board meetings; responds to technical questions and clarifies issues raised by board members and applicants.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of codes, land use regulations, laws, and ordinances pertaining to property usage.

Considerable knowledge of research techniques and sources and availability of current information.

Considerable knowledge of departmental policies, rules, and procedures.

Considerable knowledge of public relations principles and techniques.

Knowledge of construction plans, blueprints, and specifications.

Knowledge of legal descriptions, property deeds, and abstracts.

Knowledge of parliamentary procedures pertaining to zoning hearings.

Ability to analyze pertinent codes, laws, ordinances, and land use regulations and determine relevancy to current zoning-related proposals.

Ability to research and interpret zoning-related actions of an area and make recommendations for zoning proposals.

Ability to present justifications for zoning recommendations in a concise, comprehensive written format.

Ability to review site plans, determine their functional effectiveness and compatibility with surrounding uses, and recommend site plan modifications.

Ability to negotiate with the public, developers, and attorneys to achieve site plan/zoning proposals.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Zoning Services Plans Processor Analyst (002051)

Ability to assist in the conduct of zoning hearing.

REV 1/99

#### **Nature Of Work**

This is advanced professional zoning evaluation work for the Miami-Dade Department of Planning and Zoning.

## Human Resources Department

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### RER Evaluation Supervisor (002052)

**Minimum Qualifications**

Bachelor's degree in Public Administration, Urban planning, Architecture or a related field. Three years of responsible experience in land use and zoning administration and regulations to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional administrative work with supervisory responsibility in the development of policies and procedures for land use and other development issues.

## Human Resources Department

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### Zoning Information Services Specialist (002055)

#### **Minimum Qualifications**

High school diploma or GED. One year of experience in the administration and enforcement of zoning land use regulations

#### **Job Specifications**

#### **Nature Of Work**

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### Zoning Information Services Manager (002056)

#### Minimum Qualifications

Bachelor's degree. Four years of professional administrative experience to include supervisory experience are required.

#### Job Specifications

#### Nature Of Work

This is advanced and responsible professional work with supervisory responsibility managing a county-wide program or a major program or function in a county department or agency.

## Human Resources Department

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### Historic Preservation Specialist (002062)

#### Minimum Qualifications

Bachelor's degree in Anthropology, Architectural History, Planning, Architecture, Historic Preservation, or a related field. One year of professional experience in historic preservation is required.

#### Job Specifications

#### Nature Of Work

This is advanced professional and specialized work in the development of a historic preservation program for the county.



## Human Resources Department

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### Historic Preservation Chief (002064)

#### **Minimum Qualifications**

Bachelor's degree in History, Art History, Architecture, Archaeology, Historic Preservation or a related field are required. Three to six years of professional administrative experience in historic preservation or archaeological research, to include supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional administrative work in the formulation and administration of a county-wide historic preservation program.

### RER Impact Fee Supervisor (002074)

**Minimum Qualifications**

Bachelor's degree. A minimum of two years of progressively responsible experience in the use of automation systems related to impact fee, zoning land use administration, plans processing and impact fee assessments or related field is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### RER Agenda Clerk (002077)

#### Minimum Qualifications

High school diploma or GED. Three years of advanced clerical experience to include one year of agenda preparation and coordination are required. Must have a valid Driver's license. Must be able to lift a minimum of 50 pounds.

Experience in operating, maintaining and setting up of audio visual equipment is preferred.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible technical work involved in the preparation, duplication and distribution of the Zoning Agendas.

Incumbents in this class are responsible for preparing property signs for Zoning Hearings and posting such on pertinent properties; preparing hearing files, providing customer service, engaged in public contact, assisting in the maintenance of records, and the scanning and delivery of documents to the various Boards and committee members. Additional responsibility includes setting up of all audiovisual equipment necessary for Community Zoning Appeals Board and other related committee meetings. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution.

##### ILLUSTRATIVE TASKS

Prepare and distribute BCC Pre Kits, Final Kits and addendums to the Pre- and Final Kits to the Mayor's Office, County Commissioners, County Attorney's Office and Department Staff.

Prepare and deliver Final Kits for the Commissioners to the Agenda Coordinators Office.

Compile document materials for the preparation of the hearing files prior to the Zoning meetings.

Distribute at the Board of County Commissioners meeting any revised or additional documents (Declaration of Restrictions, Covenants, Department Memos, etc.)

Delivery of the Zoning Final Kit to the Community Council members at their place of residence.

Setup recording equipment and sound system for CZAB meetings and assist other Departments with the audiovisual setup for the various boards and meetings.

Prepare signs and do actual posting of properties for BCC & CZAB meetings, no later than 20 days prior to the meeting, in accordance to the Code of Miami-Dade County.

Provide customer service to the public by explaining reasons for Notices and direct them to other sections as needed and provide technical Zoning advertising information.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the Miami-Dade Zoning Code requirements for the preparation of the Official Zoning Agendas for the BCC and CZAB meetings and for Final Kits.

Ability to read maps to locate addresses for postings, and knowledge of County addresses and locations.

## Human Resources Department

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### RER Agenda Clerk (002077)

Ability to use independent judgement on deliveries and postings of signs.

Ability to read site plans for kits.

Knowledge and ability to obey the Use of County Vehicle rules at all times.

Ability to establish good rapport with Supervisors, co-workers, other Departments and Sections, Board members and with the general public.

Knowledge of Microsoft software programs and audiovisual recording equipment.

#### **Nature Of Work**

This is highly responsible technical work involved in the preparation, duplication and distribution of the Zoning Agendas.

## Human Resources Department

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### RER Agenda Supervisor (002079)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Communications or related field. Three years of professional administrative experience to include customer service, agenda coordination, or government related appointed boards to include supervisory experience are required. Must possess a Driver's License.

Excellent communication skills, experience in County policy and procedures, and Zoning experience to include Code mandates pertaining to processing of notices, meetings, and advertising are preferred.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

## Human Resources Department

### Economic Policy Coordinator (002085)

#### Minimum Qualifications

Miami-Dade County is seeking a progressive, experienced, and proactive economist for the position of Economic Policy Coordinator. Miami-Dade County is one of the largest county governments in the Southeastern United States with a \$6.4 billion budget, 30,000 employees and 45 departments, serving a population of more than 2.3 million residents. The successful candidate will have a proven track record and professional expertise in the analysis of economic trends, local and national economic conditions, and multiple complex operating and capital budgets specifically in regards to socioeconomic policy.

The Economic Policy Coordinator's responsibilities include making recommendations regarding departmental programmatic and budgetary policies, overseeing the coordination and implementation of the economic elements of the Miami-Dade County Comprehensive Development Master Plan and working closely with the local Social and Economic Development Council (SEDC). The ideal candidate must have a management style that demonstrates and promotes competence, courtesy, collaboration and creativity. The successful candidate will interface through the County Manager's Office to provide periodic reports to the Mayor and the Board of County Commissioners.

Minimum qualifications include a Ph.D. degree in Economics with a minimum of five to ten years professional experience in research or consulting in the fields of applied economics, impact analyses, economic modeling and simulation, and urban regional economics. Econometrics and quantitative methods experience are required. The ability to communicate complex economic analyses in non-technical language is highly desired. The ideal candidate should have knowledge of the South Florida economy and the ability to work with governmental organizations.

Submit cover letter with requisition number 7260003, resume, current salary and three work-related references as soon as possible to: Luis L. Gonzalez, Miami-Dade County, Manager, Recruitment and Internal Placement Section, Employee Relations Department, Personnel Services Division, 111 NW 1 Street, Suite 2020, Miami, Florida 33128-3396 or submit via e-mail as a Word document attachment to [LLG@miamidade.gov](mailto:LLG@miamidade.gov) by Friday, March 2, 2007.

#### Job Specifications

##### ECONOMIC POLICY COORDINATOR

##### NATURE OF WORK

This is a highly advanced and responsible professional analysis work for the Office of the County Manager and Office of Strategic Business Management within Miami-Dade County.

Employees in this class are responsible for analyzing economic trends, economic policies, and multiple large and complex departmental operating and capital budgets specifically in regards to socioeconomic policy. Responsibilities include making policy recommendations regarding departmental policies and programmatic and budgetary issues, overseeing the coordination and implementation of the Economic Element of the Comprehensive Development Master Plan, working with the Social and Economic Development Council (SEDC), staff from the County Manager's Office, and department directors and the other departmental employees throughout the year in the coordination, analysis, and development of functions, activities, and programs that impact social and economic policy. Related duties include conducting economic, financial and programmatic research and analyses, managing the development and maintenance of data bases and spreadsheets, performing staff training, making presentations to the public and conducting pertinent special assignments. Incumbents exercise considerable independent judgment. General direction is received from a professional superior who holds the incumbent responsible for effectiveness in performing the work.

##### ILLUSTRATIVE TASKS

## Human Resources Department

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### Economic Policy Coordinator (002085)

The Economic Policy Coordinator will coordinate with the SEDC in providing the County Manager's Office and Office of Strategic Budget Management with assessments and recommendations relative to the socioeconomic impacts/outcomes of projects, programs, and activities including suggestions for modifications to enhance their effectiveness relative to the County's resource allocations process and the County's Strategic Plan.

Analyzes and monitors multiple complex operating and capital programs with regards to socioeconomic policy objectives and strategies.

Conducts complex economic analyses, financial analyses, policy research, and statistical analyses with respect to socioeconomic policy development, and budgetary, financial and management policy issues.

Coordinates activities with County agencies, including the Office of Community Development and Economic Development/Empowerment Zone Trust, Task Force on Urban Economic Revitalization, Metro-Miami Action Plan, Department of Human Services, Community Action Agency and Department of Planning and Zoning.

Interfaces with the County's Social and Economic Development Council through the County Manager's Office relative to periodic reporting to the Mayor and Board of

#### ILLUSTRATIVE TASKS CONT'D

County Commissioners on the activities and recommendations of the SEDC relative to socioeconomic conditions, trends and policies in Miami-Dade County.

The Economic Policy Coordinator will coordinate with the SEDC the Department of Planning and Zoning in monitoring the principal implementation and coordination requirements necessary to accomplish the objectives delineated in the Economic Element of the County's Comprehensive Development Master Plan (CDMP).

Works with community organizations, such as the Beacon Council, Enterprise Florida, the Children's Trust, Chambers of Commerce, and similar organizations involved in socioeconomic development related activities.

Works with departments to develop and monitor performance measures related to socioeconomic policy objectives and assists in achieving policy objectives as approved by the Board of County Commissioners.

Prepares narrative, economic and financial information required for presentations to the SEDC, the County Commission and the public.

Develops policy recommendations regarding County social and economic development objectives.

Conducts economic, financial and programmatic research and special assignments; prepares reports and conducts special management policy studies and research as directed.

Performs related work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of economics as related to government programs for the design and implementation of economic development programs.

Thorough knowledge of economic research, quantitative and statistical methods and sources and availability of relevant socioeconomic data.

Thorough knowledge of Economic Element of the Comprehensive Development Master Plan.

Considerable knowledge of applicable laws, rules, regulations and procedures related to the Comprehensive Development Master Plan.

## Human Resources Department

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### Economic Policy Coordinator (002085)

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#### **Nature Of Work**

This is a highly advanced and responsible professional analysis work for the Office of the County Manager and Office of Strategic Business Management within Miami-Dade County.



## Human Resources Department

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### Elevator Regulations Code Supervisor (002100)

#### **Minimum Qualifications**

Bachelor's Degree. One year of administrative experience to include customer service, accounting or bookkeeping, processing complaints, responding to public inquiries or maintaining enforcement of code violation files and records are required. Additional work related experience may substitute for the required education on a year-for-year basis. A thorough working knowledge of elevator codes, Florida Building Code Chapter 30, Chapter 399 of the Florida Statutes and Chapter 61C-5 of the Florida Administrative Code is preferred.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory work with administrative responsibility in the oversight and coordination of daily office functions for the regulation of elevators.

## Human Resources Department

### Elevator Inspector (Seasonal) (002101)

#### Minimum Qualifications

Must possess a Certificate of Competency as an Elevator Inspector issued by the Florida Department of Business and Professional Regulation and a Certified Inspectors license as specified in Chapter 399, Florida Statutes. Must possess a Driver license. Certificate and license must be in good standing with the Florida Department of Business Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the inspection of elevators and similar equipment for compliance with the Florida Building Code.

Employees in this class are responsible for inspecting traction and hydraulic elevators, escalators and similar equipment to ensure compliance with approved plans and specifications and the Florida Building Code. Duties include inspecting and testing elevators and escalators, conducting periodic required reinspections, reviewing deficiencies with owners and making recommendations for improvements, completing standard reporting forms, and maintaining accurate records of inspections. Related duties include conducting accident investigations and testifying at hearings and depositions and in court as required. Supervision is received from a technical supervisor who reviews work for adherence to established departmental policies, procedures and regulations.

##### ILLUSTRATIVE TASKS

Conducts inspections of traction and hydraulic elevators, dumbwaiters, conveyors, wheel chair-lifts, escalators, amusement devices, moving walks and stairs, residential elevators and transporting assemblies to ensure compliance with approved plans and specifications and various codes and regulations.

Conducts permit inspections of elevators for construction use only; conducts alteration and repair permit inspections and field inspections of amusement devices.

Maintains files of annual safety test dates, five year full-load safety tests, inspection report numbers and inspection dates; schedules semi-annual reinspections; records changes in ownership, management, billing addresses and alterations to equipment,

Reviews deficiencies or violations with owners or agents; completes standard inspection reports; updates certificates or provides instructions on procedures required to obtain current certification.

Responds to telephone calls from contractors, elevator contractors, attorneys, architects and the public.

Assists in elevator and escalator accident investigations; attends hearings, depositions and testifies in court.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of codes and regulations pertaining to the installation, maintenance and operation of elevators, escalators and similar equipment.

Considerable knowledge of the operating characteristics of elevators, escalators and similar equipment.

Considerable knowledge of possible defects and faults in a variety of elevators, escalators and similar equipment.

Knowledge of the records, forms and reports required in the area of assignment.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to conduct technical field inspections of elevators, escalators and similar equipment to ensure compliance with plans and specifications and applicable codes and regulations.

Ability to explain inspection results and required corrections both verbally and in writing.

Ability to enforce codes and ordinances with firmness, tact and impartiality.

Ability to maintain records and prepare field inspection reports.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### Elevator Inspector (Seasonal) (002101)

#### **Nature Of Work**

This is technical work in the inspection of elevators and similar equipment for compliance with the Florida Building Code.

#### **Minimum Qualifications**

High school diploma or GED. Three years of customer service experience are required. A thorough working knowledge of elevator codes, Florida Building Code Chapter 30, Chapter 399 of the Florida Statutes and Chapter 61C-5 of the Florida Administrative Code is preferred.

#### **Job Specifications**

No Job Specifications available.

#### **Nature Of Work**

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.

## Human Resources Department

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### Elevator Field Inspector Supervisor (002103)

#### **Minimum Qualifications**

High school diploma or GED. Must possess a current valid State of Florida Certificate of Competency as a Certified Elevator Inspector (CEI) and a valid Driver's License. Five years of experience as a Certified Elevator Technician (CET), and/or five years as a Certified Elevator Inspector are required. Must possess a Qualified Elevator Inspector Supervisor (QEIS) certification from an independent credentialing entity authorized by American Society of Mechanical Engineers.

#### **Job Specifications**

This is supervisory work in the inspection of elevators and similar equipment for compliance with the Florida Building Code.

Employees in this class are responsible for supervising the a team of elevator inspectors who are responsible for inspection of traction and hydraulic elevators, escalators and similar equipment to ensure compliance with approved plans and specifications and the Florida Building Code. Duties include supervising the inspection and test elevators and escalators, conducting periodic required reinspections, reviewing deficiencies with owners and making recommendations for improvements, completing standard reporting forms, and maintaining accurate records of inspections.

#### **Nature Of Work**

This is supervisory work in the inspection of elevators and similar equipment for compliance with the Florida Building Code.

## Human Resources Department

### Building Inspector (002105)

#### Minimum Qualifications

Applicants must meet one of the following requirements: (a) Five years of construction experience in a supervisory capacity AND at least one of the following: (1) Must possess a General Contractor's license and a current Certificate of Competency issued by the State of Florida Construction Industry Licensing Board, or (2) Must possess a General Contractor's license and a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board, OR EXCEPTION: Individuals holding licenses as a Residential Contractor and/or Building Contractor, with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board, may be certified as an entry level inspector with duties limited to the type and size of work for which they are certified to build. Inspectors employed under this exception shall be required to attend the first available formal educational course as approved by the Board of Rules and Appeals, immediately following employment. In order to maintain eligibility for appointment, inspectors certified under this exception shall obtain a Certificate of Competency and General Contractor's license issued by Miami-Dade County, or a State Certified General Contractor's license within 18 months of the date of original appointment, or (3) Must possess a General Contractor's license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals; or (b) Two years of construction experience and must possess an Associate of Science degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possess a current Certificate of Competency as a General Contractor in the State of Florida; or (c) Must possess a current State of Florida Registered Architect license; or a current State of Florida Professional Engineer license and building construction experience. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the structural inspection of building construction for compliance with the Florida Building Code.

Employees in this class are responsible for making technical field inspections of new and existing building construction installations to assure that establishments meet code requirements. Responsibilities include inspecting construction in progress and upon completion, advising contractors on necessary changes, engaging in routine and periodic patrols to detect violations, issuing violation notices, investigating complaints of defective installations, and signing permits granting final County approval for completed work. Related office duties include providing information to contractors and the public, and assisting in the resolution of their disagreements. Supervision is received from a technical supervisor who reviews work for conformance with established departmental policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Conducts technical field inspections in all building permit categories of new and existing installations for compliance with the Florida Building Code.

Examines construction projects for defects, omissions, violations, and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; assures all structural work conforms to codes.

### Building Inspector (002105)

Inspects construction upon completion and signs permit granting final County approval that building is safe for life and property.  
Performs inspections to insure that work proceeds in accordance with approved plans.  
Engages in routine and periodic patrols and inspections to check for violations and hazardous conditions; issues violation notices and occasionally, summonses, to violators.  
Investigates complaints of defective installations which are reported as fire or other hazards; notifies responsible person of defects and issues verbal or written instructions for correction; makes reinspections; reports violations and represents Metro-Dade County at court hearings.  
Organizes inspection route schedule and maintains accurate records of inspections.  
Answers telephone calls from contractors and the public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.  
Approves qualifications for homeowner's permits.  
Performs related work as required.

### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of applicable provisions of the Florida Building Code pertaining to building construction.  
Considerable knowledge of the methods and practices involved in constructing, installing, and operating a variety of building installations, equipment, and appliances.  
Considerable knowledge of possible defects in building construction and of effective corrective measures.  
Knowledge of building construction plans and blueprints.  
Knowledge of departmental policies, rules, and procedures.  
Knowledge of the records, reports, and forms used in the area of assignment.  
Ability to conduct technical field inspections of building construction projects to assure compliance with the Florida Building Code.  
Ability to understand structural installations and related fields in the construction industry.  
Ability to explain inspection results and required corrections both verbally and in writing.  
Ability to read and understand building construction blueprints and to conduct inspections to insure that work proceeds in accordance with approved plans.  
Ability to enforce building codes with firmness, tact, and impartiality.

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### Nature Of Work

This is technical work in the structural inspection of building construction for compliance with the Florida Building Code.

### Building Field Unit Supervisor (002107)

#### Minimum Qualifications

A currently Certified Building Official, Plans Examiner or Inspector. Five years of experience in such position to include three years within the jurisdiction of the Building Code and some plans review and inspection experience are required; OR General Contractor's license with five years experience, all of which shall have been in the jurisdiction of the Building Code and some plans review and inspection experience are required; OR A currently certified Building Inspector having an Associate of Science Degree in a course of education approved by the Board of Rules and Appeals and having five years of experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of the Building Code; OR Three years of experience as a Certified Building Official, Plans Examiner or Inspector, all of which shall have been within the jurisdiction of the Building Code and some plans review and inspection experience are required. This modified criteria shall apply only to individuals holding one of the following: A General Contractor's license issued by the Florida Construction Industry Licensing Board, provided the license number is less than #7837 or, A General Contractor's license issued by the Miami-Dade County Construction Trades Qualifying Board or, A General Contractor's license issued by the Florida Construction Industry Licensing Board with license #7837 or greater holding a Certificate as a Roofing Contractor or Inspector issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board or, Any General Contractor's license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals; OR Must have a State of Florida Registered Architect or State of Florida Professional Engineer license with five years experience, all of which shall have been in the jurisdiction of the Building Code and some plans review and inspection experience are required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening and will be required to inactivate their certification at their own expense upon employment. This position is exempt from Miami-Dade County residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is technical work with supervisory responsibility in the inspection of buildings for compliance with the Florida Building Code.

### Roofing Inspector (002108)

#### Minimum Qualifications

Must possess a current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board and five years of experience in the roofing industry to include two years in a supervisory capacity; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board and five years of experience in the roofing industry; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license shall be less than #7837) and five years of experience in the roofing industry; or a current State of Florida Registered Architect or current State of Florida Professional Engineer license from the State of Florida and five years of experience in the roofing industry are required. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the structural inspection of roofing systems for compliance with the Florida Building Code.

Employees in this class are responsible for making technical field inspections in all roofing permit categories of new and existing roofing installations to ensure that dwellings meet code requirements. Responsibilities include inspecting construction in progress and upon completion, advising contractors on necessary changes, engaging in routine and periodic patrols to detect violations, issuing violation notices, investigating complaints of defective installations and signing permits granting final County approval for completed work. Related office duties include providing information to contractors and the public, and assisting in the resolution of their disagreements. Supervision is received from a technical supervisor who reviews work for conformance with established departmental policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Conducts technical field inspections in all roofing permit categories of new and existing roofing installations for compliance with the Florida Building Code.

Examines construction projects for defects, omissions, violations, and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; ensures all structural work conforms to codes.

Inspects construction upon completion and signs permit granting final County approval that the work is safe for life and property.

Performs inspections to ensure that work proceeds in accordance with approved plans.

Engages in routine and periodic patrols and inspections to check for violations and hazardous conditions; issues violation notices and, occasionally, summonses to violators.

Investigates complaints for defective installations which are reported as fire or other hazards; notifies responsible person of defects and issues verbal or written instructions for correction; makes reinspections; reports violations and represents Metro-Dade County at court hearings.

Organizes inspection route schedule and maintains accurate records of inspections.

Answers telephone calls from contractors and the public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.



### Roofing Inspector (002108)

Approves qualifications for homeowner's permits.  
Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of applicable provisions of the Florida Building Code pertaining to all permit categories concerning roofing systems.

Considerable knowledge of the methods and practices involved in construction of roofing systems.

Considerable knowledge of possible defects in roofing systems and of effective corrective measures.

Knowledge of building construction plans and blueprints.

Knowledge of departmental policies, rules, and procedures.

Knowledge of the records, reports, and forms used in the area of assignment.

Ability to conduct technical field inspections of roofing projects to ensure compliance with the Florida Building Code.

Ability to understand structural installations and related fields in the construction industry.

Ability to explain inspection results and required corrections both verbally and in writing.

Ability to read and understand building construction blueprints and to conduct inspections to ensure that work proceeds in accordance with approved plans.

Ability to enforce building codes with firmness, tact, and impartiality.

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#### **Nature Of Work**

This is technical work in the structural inspection of roofing systems for compliance with the Florida Building Code.

### Roofing Field Unit Supervisor (002111)

#### Minimum Qualifications

Must possess a current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board. Five years of experience in the roofing industry, two of which shall have been in a supervisory capacity and some plans review and inspection experience are required. OR Must possess a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board. Five years of experience in the roofing industry and some plans review and inspection experience are required. OR Must possess a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor issued by either: the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license is less than #7837). Five years of experience in the roofing industry and some plans review and inspection experience are required. OR Must possess a current Registered Architect or current Professional Engineer license from the State of Florida. Five years experience in the roofing industry and some plans review and inspection experience are required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to an extensive background screening and will be required to inactivate their certification at their own expense upon employment. This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is technical work with supervisory responsibility in the inspection of roofs for compliance with the Florida Building Code.

### Electrical Inspector (002125)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Journeyman or Master Electrician issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Electrical Contractor issued by the Florida Electrical Contractors' Licensing Board are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the inspection of electrical installations for compliance with the Florida Building Code.

Employees in this class are responsible for making technical field inspections of new and existing electrical installations for compliance with the Florida Building Code. Responsibilities include inspecting electrical installations in progress and upon completion, advising contractors or owners on necessary changes, engaging in routine and periodic patrols to detect violations, issuing violation notices, investigating complaints of defective installations, and signing permits granting final county approval for completed work. Related office duties include providing information to contractors and the public, and assisting in the resolution of disagreements. Supervision is received from a technical supervisor who reviews work for adherence to established departmental policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Conducts technical field inspections in all electrical permit categories of new and existing electrical installations for compliance with the Florida Building Code.

Examines electrical installation projects for defects, omissions, violations and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; assures all electrical works conforms to national and county electrical codes.

Inspects work upon completion and signs permit granting final county approval that the installation is safe for life and property.

Performs inspections to insure that work proceeds in accordance with approved plans.

Engages in routine and periodic patrols and inspections to check for violations and hazardous conditions; issues violation notices and occasionally, summonses, to violators.

Investigates complaints of defective installations which are reported as fire or other hazards; notifies responsible person of defects and issues verbal or written instructions for correction; makes reinspections; reports violations and represents Metro-Dade County at court hearings.

Organizes inspection route schedule and maintains accurate records of inspections.

Answers telephone calls from contractors and the public; offers information and clarifications; assists in resolving conflicts between contractors and property owners

Approves qualifications for homeowner's permits.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of applicable provisions of the Florida Building Code pertaining to structural and electrical installations.

Considerable knowledge of the methods and practices involved in constructing, installing, and operating a variety of electrical installations, equipment, and appliances.

### Electrical Inspector (002125)

Considerable knowledge of possible defects and faults in electrical wiring and appliances, and of effective corrective measures.

Knowledge of blueprints submitted for electrical work permits.

Knowledge of departmental policies and procedures.

Knowledge of records, reports, and forms used in the area of assignment.

Ability to conduct technical field inspections of electrical installations and construction to assure compliance with the Florida Building Code.

Ability to understand structural and electrical installations and related fields in the construction industry.

Ability to explain inspection results and required corrections both verbally and in writing.

Ability to read blueprints submitted for electrical work permits and to conduct inspections to assure that the work proceeds in accordance with approved plans.

Ability to enforce building codes with firmness, tact, and impartiality.

REV 12-93

#### **Nature Of Work**

This is technical work in the inspection of electrical installations for compliance with the Florida Building Code.

## Human Resources Department

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### Electrical Field Unit Supervisor (002129)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Journeyman or Master Electrician issued by the Miami-Dade County Construction Trades Qualifying Board to include one year of experience working as a Master Electrician within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Electrical Contractor issued by the Florida Electrical Contractors' Licensing Board to include one year of experience working as an Electrical Contractor within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residency requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is technical work with supervisory responsibility in the inspection of electrical installations for compliance with the Florida Building Code.

### Plumbing Inspector (002135)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Journeyman or Master Plumber issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Plumbing Contractor issued by the Florida Construction Industry Licensing Board are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview selection process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the inspection of plumbing installations for compliance with the Florida Building Code.

Employees in this class are responsible for making technical field inspections of new and existing plumbing installations for compliance with the Florida Building Code. Responsibilities include inspecting plumbing installations in progress and upon completion, advising contractors or owners on necessary changes, engaging in routine and periodic patrols to detect violations, issuing violation notices, investigating complaints of defective installations, and signing permits granting final county approval for completed work. Related office duties include providing information to contractors and the public, and assisting in the resolution of their disagreements. Supervision is received from a technical supervisor who reviews work for conformance with established departmental policies, procedures and regulations.

##### ILLUSTRATIVE TASKS

Conducts technical field inspections in all plumbing permit categories of new and existing installations for compliance with the Florida Building Code.

Examines plumbing projects for defects, omissions, violations, and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; assures all plumbing work conforms to national and county plumbing codes.

Inspects all work upon completion and signs permit granting final county approval that building is safe for life and property.

Performs inspections to insure that work proceeds in accordance with approved plans.

Engages in routine and periodic patrols and inspections to check for violations and hazardous conditions; issues violations notices and occasionally, summonses, to violators.

Investigates complaints of defective installations which are reported as sanitation or other hazards; notifies responsible person of defects and issues verbal or written instructions for correction; makes reinspections; reports violations and represents Metro-Dade County at court hearings.

Organizes inspection route schedule and maintains accurate records of inspections.

Answers telephone calls from contractors and the public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.

Approves qualifications for homeowner's permits.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of applicable provisions of the Florida Building Code pertaining to building construction and plumbing

### Plumbing Inspector (002135)

installations.

Considerable knowledge of codes and regulations governing plumbing, gas, and pool installations.

Considerable knowledge of the methods and practices involved in installing, repairing, and maintaining plumbing installations, equipment and appliances.

Considerable knowledge of possible defects and faults in plumbing installations, and of effective corrective measures.

Knowledge of blueprints submitted for plumbing work permits.

Knowledge of departmental policies and procedures.

Knowledge of records, reports, and forms used in the area of assignment.

Ability to conduct technical field inspections of plumbing installations to assure compliance with the Florida Building Code.

Ability to understand structural and plumbing installations and related fields in the construction industry.

Ability to explain inspection results and required corrections both verbally and in writing.

Ability to read blueprints submitted for plumbing work permits and to conduct inspections to assure that the work proceeds in accordance with approved plans.

Ability to enforce building codes with firmness, tact, and impartiality.

REV 12-93

#### **Nature Of Work**

This is technical work in the inspection of plumbing installations for compliance with the Florida Building Code.

## Human Resources Department

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### Plumbing Field Unit Supervisor (002139)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Journeyman or Master Plumber issued by the Miami-Dade County Construction Trades Qualifying Board to include one year experience of experience working as a Master Plumber within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible. OR Five years of field experience under a certificate as a State Plumbing Contractor issued by the Florida Construction Industry Licensing Board to include one year of experience working as a Plumbing Contractor within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements, (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is technical work with supervisory responsibility in the inspection of plumbing installations for compliance with the Florida Building Code.



### Mechanical Inspector (002145)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Journeyman General, Master Mechanical, or Specialty Mechanical Contractor issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience working within the area of jurisdiction of the Building Code under a certificate as a State Mechanical Contractor, Air-Conditioning Contractor, or Sheet Metal Contractor issued by the Florida Construction Industry Licensing Board are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview selection process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the inspection of mechanical systems and installations for compliance with the Florida Building Code.

Employees in this class are responsible for making technical field inspections of heating, ventilating, air-conditioning, refrigeration, and automatic fire suppression systems in residential, commercial, and industrial establishments under active building permits. Responsibilities include inspecting and testing mechanical installations in progress and upon completion, advising contractors on changes required to assure code compliance, engaging in periodic surveillance of assigned area to detect violations, and performing inspections of existing commercial businesses for Certificates of Use and Occupancy. Related office duties include providing information to contractors and the public, and assisting in the resolution of disagreements. Supervision is received from a technical supervisor who reviews work for adherence to established departmental policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Conducts field inspections of air-conditioning and heating systems, insulation, pressure and process piping, refrigeration, cooling towers, pneumatic tube conveyors, medical gases, industrial and commercial ventilating systems, commercial kitchen exhaust systems, spray booths, fire sprinkler systems, and similar equipment and mechanical systems.

Performs acceptance tests for mechanical systems including exhaust and supply fan operation, discharge test for automatic fire suppression systems, and other test procedures.

Provides recommendations and suggestions to contractors regarding changes necessary to assure compliance with the Florida Building Code.

Performs inspections on existing commercial businesses such as industrial food handlers, taverns, night clubs, restaurants, auto repair facilities, manufacturing plants and warehouses for Certificates of Use and Occupancy.

Verifies fire integrity of building construction for fire rated shafts, partitions and ceilings.

Conducts routine and periodic patrols and inspections of assigned area to detect code violations.

Organizes inspection route schedule and maintains accurate records of inspections.

Answers telephone calls from contractors and the public; offers information and clarification; assists in resolving conflicts between contractors and the public.

Approves qualifications for homeowner's permits.

Performs related work as required.

### Mechanical Inspector (002145)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of applicable provisions of the Florida Building Code pertaining to heating, ventilating, air-conditioning, refrigeration, automatic fire suppression systems, and similar mechanical equipment and systems.

Considerable knowledge of the methods, practices and materials involved in constructing and operating heating, ventilating, air-conditioning, refrigeration and automatic fire suppression systems.

Considerable knowledge of possible defects and faults in a variety of mechanical systems and of effective corrective measures.

Knowledge of blueprints submitted for mechanical equipment and systems work permits.

Knowledge of departmental policies and procedures.

Knowledge of records, reports, and forms used in the area of assignment.

Ability to conduct technical field inspections of mechanical installations and construction to assure compliance with the Florida Building Code.

Ability to understand structural and mechanical installations and related fields in the construction industry.

Ability to explain inspection results and required corrections both verbally and in writing.

Ability to read blueprints submitted for mechanical work permits and conduct inspections to assure that the work proceeds in accordance with approved plans.

Ability to enforce building codes with firmness, tact, and impartiality.

REV 12-93

#### **Nature Of Work**

This is technical work in the inspection of mechanical systems and installations for compliance with the Florida Building Code.

## Human Resources Department

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### Mechanical Field Unit Supervisor (002149)

#### Minimum Qualifications

Applicants are required to have one of the following certificates: (a) Master General Mechanical Certificate of Competency issued by Miami-Dade County Construction Trades Qualifying Board or (b) Florida State Mechanical Contract (CMC) license as specified in Chapter 489, Florida Statutes. Five years of field experience under a Certificate of Competency as a Journeyman General or Master General Mechanical issued by the Miami-Dade County Construction Trades Qualifying Board to include one year of experience working as a Master General Mechanical within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible. OR Five years of field experience under a certificate as a State Mechanical Contractor issued by the State of Florida Construction Industry Licensing Board to include one year of experience working as a Mechanical Contractor within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is technical work with supervisory responsibility in the inspection of mechanical systems and installations for compliance with the Florida Building Code.

## Human Resources Department

### Housing Inspector 1 (002155)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in building construction, building inspection, public health code enforcement or sanitation code enforcement are required. Must possess a Driver license. Applicants qualifying for employment will be subject to extensive background screening.

#### Job Specifications

##### NATURE OF WORK

This is field and related office work in the investigation, inspection and enforcement of a minimum standards ordinance for dwelling structures.

Employees in this class are responsible for obtaining information concerning the physical condition of dwelling units, rooming houses, hotels, motels and similar structures used for human habitation. Work involves determining the structural adequacy, number of occupants and sanitary condition of housing facilities used for living, sleeping, cooking and eating. Duties require rendering technical advice and assistance to owners and tenants by recommending construction methods by which minimum housing standards may be achieved. Work is performed independently in the field, incumbents must exercise tact and judgment in explaining code requirements to tenants, landlords, agents and contractors. Supervision is received from a superior inspector who reviews work upon completion for accuracy and thoroughness by review of reports and discussions.

##### ILLUSTRATIVE TASKS

Inspects dwelling units such as rooming houses, apartments, hotels, motels, mobile homes, temporary shelters and other types of structures used for human shelter.

Determines structural and sanitary adequacy for human habitation; inspects water supply and sewer system, cooking facilities, garbage disposal facilities, lighting and ventilation, insect and vermin protection, minimum living space requirements, cleanliness, electrical system and related housing standards.

Completes reports on violations of building code, housing code, zoning regulations, fire prevention code, public health laws, and any unlawful activity carried on within the premises; advises State Hotel and Restaurant Commission on suspected violations by licensed commercial establishments.

Advises owners, property managers, contractors, attorneys and others on demolition or modifications and repairs necessary to comply with the law; conducts follow-up investigations to ascertain that all work is completed as required.

Advises tenants of various local welfare agencies rendering social service assistance; refers suspected diseased persons to public health officials.

Appears in court and before minimum housing appeals board as a witness in prosecution for non-compliance with housing code violation citations.

Maintains inspection records and reports, initiates various notification letters, sends referral memoranda to other governmental agencies involved in housing and urban renewal.

Recommends demolition of structures considered unsafe and beyond repair.

Coordinates inspection and enforcement effort with available related programs of governmental and private organizations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the various building trades including construction, modification and repair methods and materials.

Knowledge of the local building, zoning and public health codes and ordinances pertaining to housing standards for human habitation.

Knowledge of the various services administered by public and private agencies to indigent, informed and dependent persons.

Ability to learn and enforce a minimum standards housing code for private and commercial dwelling structures.

Ability to deal with the public tactfully and to provide information and assistance as requested.

Ability to perform field assignments with a minimum of supervision in all types of neighborhoods.

Ability to keep simple records and submit accurate reports of field inspections.

Ability to train others in housing inspection work.

## Human Resources Department

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### Housing Inspector 1 (002155)

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#### **Nature Of Work**

This is field and related office work in the investigation, inspection and enforcement of a minimum standards ordinance for dwelling structures.

### Housing Inspector 2 (002156)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in housing code enforcement and/or building or construction inspection are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the investigation, inspection and enforcement of a minimum standards ordinance for dwelling structures. Employees in this class are responsible for coordinating and assigning housing code inspections and enforcement. Work involves the selection and training of inspectors conducting field investigations of private and commercial dwelling structures to determine occupancy, structural and sanitary habitability. Duties require the use of considerable independent judgment and tactful communication with landlords, property managers, rental agents, attorneys and contractors. Supervision is exercised over a staff of field inspectors by assignment and review of completed work and by providing technical assistance in unusual or difficult cases. General supervision is received from an administrative superior who reviews work for thoroughness and the satisfactory completion of inspection work as assigned.

##### ILLUSTRATIVE TASKS

Coordinates and supervises inspectors engaged in enforcing the minimum housing standards code; assists in the investigation of plumbing, mechanical, electrical, structural, ventilation, lighting, vermin protection, refuse and general sanitary conditions of dwelling units.

Assigns inspectors of various types of dwelling structures such as rooming houses, apartments, hotels, motels, mobile homes, temporary shelters and similar facilities; reviews field inspection reports and recommends methods for compliance with minimum housing code standards.

Designs and conducts comprehensive neighborhood surveys to determine housing code enforcement needs; recommends intensive inspections of blighted dwelling areas.

Prepares and assembles all reports, correspondence and legal forms necessary for housing appeal board proceedings.

Maintains activity records and submits periodic reports reflecting workload, citations issued, compliance and various enforcement statistics.

Provides factual data to other governmental agencies regarding violations of the building code, zoning ordinances, fire safety code, public health laws and state Hotel and Restaurant Commission regulations.

Evaluates performance of subordinate staff, recommends

personnel administration matters, equipment requirements and work improvement techniques.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of housing code inspection and enforcement in private and commercial dwelling units.

Considerable knowledge of the various building trades including construction, modification and repair methods and materials.

Considerable knowledge of the local building, zoning and fire safety codes and public health regulations pertaining to sanitary housing facilities.

Considerable knowledge of the services rendered by local public and private agencies engaged in housing and urban development activities.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to deal with the public tactfully and to provide information and assistance as requested.

Ability to estimate construction and maintenance costs and to recommend appropriate structural and mechanical repairs.

Ability to assemble and submit concise reports of field investigations and enforcement activities.

REV 4-82

#### Nature Of Work

This is supervisory work in the investigation, inspection and enforcement of a minimum standards ordinance for dwelling structures.

### Building Plans Processor (002167)

#### Minimum Qualifications

Must possess a State of Florida Professional Engineer license, a State of Florida Registered Architect license, or a General Contractor's license. Five years of experience under the jurisdiction of the Building Code are required; or Must be a currently certified Building Official, Plans Examiner or Inspector with five years of experience in such positions, three years of which shall have been within the jurisdiction of the Building Code are required; or Must be a currently certified Building Inspector having an Associate of Science degree in a course of education approved by the Board of Rules and Appeals. Five years of experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of the Building Code are required; or three years of experience as a Building Official, Plans Examiner or Inspector within the jurisdiction of the Building Code are required. This modified criteria shall apply only to individuals holding one of the following: 1. A General Contractor's license issued by the State of Florida Construction Industry Licensing Board, provided the license number is less than #7837 or, 2. A General Contractor's license issued by the Miami-Dade County Construction Trades Qualifying Board or, 3. A General Contractor's license issued by the State of Florida Construction Industry Licensing Board with license #7837 or greater holding a certification as a roofing contractor or inspector issued by the State of Florida Construction Industry Licensing Board or Miami-Dade County Construction Trades Qualifying Board or, 4. Any General Contractor's license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County's Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

Employees in this class perform evaluation work involving the application of engineering and architectural skills and judgment in examining construction plans. Emphasis of the work is on the examination of building plans for residential and light commercial structures. Incumbents assigned to work on-site at Miami International Airport may be required to perform both building plans processing and technical field inspections of new and existing building installations at MIA for compliance with the Florida Building Code. Incumbents may assist field building inspectors in order to locate building code violations at the construction site or answer technical inquiries from customers, engineers, architects or field inspectors. Supervision may be exercised over technical and clerical personnel. Incumbents are responsible to a technical superior for architectural and engineering processing assignments. Work is reviewed only upon challenge of engineering decisions to the Chief or Secretary of the Board of Rules and Appeals.

##### ILLUSTRATIVE TASKS

Examines proposed residential and light commercial construction plans submitted for permit approval; examines all types of building plans for integrity as detailed and required by the Florida Building Code and all other applicable standards and regulations.

Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.

## Building Plans Processor (002167)

Evaluates proposed alternate methods and materials against code requirements.

Evaluates requests for product approvals; ascertains by field visits that manufactured products used in construction meet specifications of the original product approval.

Orders necessary shop drawings and field tests, soil reports and special supervision of construction as required to complete plans processing work.

Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.

Answers technical questions concerning the Florida Building Code for field inspectors.

Coordinates plans examining with other county departments for compliance with standards and regulations.

Conducts technical field inspections at Miami International Airport in all building permit categories of new and existing installations for compliance with the Florida Building Code; examines building projects for defects, omissions, violations, and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; ensures all building construction work conforms to national and county building codes; inspects all work upon completion and signs permit granting final county approval that building is safe for life and property; performs building inspections to ensure that work proceeds in accordance with approved plans.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the engineering principles and practices of architectural and structural plans examining work.

Considerable knowledge of the Florida Building Code and all other applicable codes, standards and regulations.

Knowledge of general construction methods and procedures.

Ability to read, interpret and evaluate architectural and structural details of construction plans against code requirements and good construction practices.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Ability to rapidly and thoroughly examine plans against codes under workload deadline conditions.

Ability to relate to architects, engineers and contractors in a professional manner.

Ability to explain the Florida Building Code, Miami-Dade County Code and other applicable standards and/or requirements to customers, engineers, architects and field inspectors.



### Building Plans Processor (002167)

#### **Nature Of Work**

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

### Electrical Plans Processor (002168)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Master Electrician issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with a Certificate of Competency issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Electrical Contractor issued by the Florida Electrical Contractors' Licensing Board are required; or Five years of field experience under a license as a Florida Professional Engineer having obtained the license pursuant to examination in the electrical discipline are required. Applicants must provide proof of certification or licensure for five years; however, a current certificate or license is not required. Applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Master Electricians and State Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements, (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

Employees in this class perform evaluation work involving the application of engineering and architectural skills and judgment in examining construction plans. Emphasis of the work is on the examination of electrical engineering plans for residential, commercial and industrial structures. Incumbents assigned to work on-site at Miami International Airport may be required to perform electrical plans processing and technical field inspections of new and existing electrical installations at MIA for compliance with the Florida Building Code. Incumbents may assist field electrical inspectors in order to locate building code violations at the construction site or answer technical inquiries from customers, engineers, architects or field inspectors. Supervision may be exercised over technical and clerical personnel. Incumbents are responsible to a technical superior for architectural and engineering processing assignments. Work is reviewed only upon challenge of engineering decisions to the Chief or Secretary of the Board of Rules and Appeals.

##### ILLUSTRATIVE TASKS

Examines proposed residential and light commercial construction plans submitted for permit approval; examines all types of plans for electrical integrity as detailed and required by the Building Code and all other applicable standards and regulations.

Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.

Evaluates proposed alternate methods and materials against code requirements.

Evaluates requests for product approvals; ascertains by field visits that manufactured products used in construction meet specifications of the original product approval.

Orders necessary shop drawings and field tests, soil reports and special supervision of construction as required to complete plans processing work.

Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the

### Electrical Plans Processor (002168)

Miami-Dade County Code.

Answers technical questions concerning the Building Code for field electrical inspectors.

Coordinates plans examining with other county departments for compliance with standards and regulations.

Conducts technical field inspections at Miami International Airport in all electrical permit categories of new and existing installations for compliance with the Building Code; examines electrical projects for defects, omissions, violations, and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; ensures all electrical work conforms to national and county electrical codes; inspects all work upon completion and signs permit granting final county approval that building is safe for life and property; performs electrical inspections to insure that work proceeds in accordance with approved plans.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the engineering principles and practices of electrical plans examining work.

Considerable knowledge of the Building Code and all other applicable codes, standards and regulations.

Knowledge of general construction methods and procedures.

Ability to read, interpret and evaluate electrical details of construction plans against code requirements and good construction practices.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Ability to rapidly and thoroughly examine plans against codes under workload deadline conditions.

Ability to relate to architects, engineers and contractors in a professional manner.

Ability to explain the Building Code, Miami-Dade County Code and other applicable standards and/or requirements to customers, engineers, architects and field inspectors.

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#### Nature Of Work

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

### Mechanical Plans Processor (002169)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Master General Mechanical issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with a Certificate of Competency issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Mechanical Contractor issued by the Florida Construction Industry Licensing Board are required; or Five years of field experience under a license as a Florida Professional Engineer having obtained the license pursuant to examination in the mechanical discipline are required. Applicants must provide proof of certification or licensure for five years; however, a current certificate or license is not required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Master General Mechanicals and State Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

Employees in this class perform evaluation work involving the application of engineering and architectural skills and judgment in examining construction plans. Emphasis of the work is on the examination of mechanical engineering plans for residential, commercial and industrial structures. Incumbents assigned to work on-site at Miami International Airport may be required to perform both mechanical plans processing and technical field inspections of new and existing mechanical installations at MIA for compliance with the Florida Building Code.

Incumbents may assist field mechanical inspectors in order to locate building code violations at the construction site or answer technical inquiries from customers, engineers, architects or field inspectors. Supervision may be exercised over technical and clerical personnel. Incumbents are responsible to a technical superior for architectural and engineering processing assignments. Work is reviewed only upon challenge of engineering decisions to the Chief or Secretary of the Board of Rules and Appeals.

##### ILLUSTRATIVE TASKS

Examines proposed residential and light commercial construction plans submitted for permit approval; examines all types of plans for mechanical integrity as detailed and required by the Building Code and all other applicable standards and regulations.

Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.

Evaluates proposed alternate methods and materials against code requirements.

Evaluates requests for product approvals; ascertains by field visits that manufactured products used in construction meet specifications of the original product approval.

Orders necessary shop drawings and field tests, soil reports and special supervision of construction as required to complete plans processing work.

### **Mechanical Plans Processor (002169)**

Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.

Answers technical questions concerning the Building Code for field mechanical inspectors.

Coordinates plans examining with other county departments for compliance with standards and regulations.

Conducts technical field inspections at Miami International Airport in all mechanical permit categories of new and existing installations for compliance with the Building Code; examines mechanical projects for defects, omissions, violations, and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; ensures all mechanical work conforms to national and county mechanical codes; inspects all work upon completion and signs permit granting final county approval that building is safe for life and property; performs mechanical inspections to ensure that work proceeds in accordance with approved plans.

Performs related work as required.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of the engineering principles and practices of mechanical plans examining work.

Considerable knowledge of the Building Code and all other applicable codes, standards and regulations.

Knowledge of general construction methods and procedures.

Ability to read, interpret and evaluate mechanical details of construction plans against code requirements and good construction practices.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Ability to rapidly and thoroughly examine plans against codes under workload deadline conditions.

Ability to relate to architects, engineers and contractors in a professional manner.

Ability to explain the Building Code, Miami-Dade County Code and other applicable standards and/or requirements to customers, engineers, architects and field inspectors.

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#### **Nature Of Work**

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

### Plumbing Plans Processor (002170)

#### Minimum Qualifications

Five years of field experience under a Certificate of Competency as a Master Plumber issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with a Certificate of Competency issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Plumbing Contractor issued by the Florida Construction Industry Licensing Board are required; or Five years of field experience under a license as a Florida Professional Engineer having obtained the license pursuant to examination in the mechanical discipline are required. Applicants must provide proof of certification or licensure for five years; however, a current certificate or license is not required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Master Plumbers and State Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements, (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

##### NATURE OF WORK

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

Employees in this class perform evaluation work involving the application of engineering and architectural skills and judgment in examining construction plans. Emphasis of the work is on the examination of plumbing engineering plans for residential, commercial and industrial structures. Incumbents assigned to work on-site at Miami International Airport may be required to perform both plumbing plans processing and technical field inspections of new and existing plumbing installations at MIA for compliance with the Florida Building Code. Incumbents may assist field plumbing inspectors in order to locate building code violations at the construction site or answer technical inquiries from customers, engineers, architects or field inspectors. Supervision may be exercised over technical and clerical personnel. Incumbents are responsible to a technical superior for architectural and engineering processing assignments. Work is reviewed only upon challenge of engineering decisions to the Chief or Secretary of the Board of Rules and Appeals.

##### ILLUSTRATIVE TASKS

Examines proposed residential and light commercial construction plans submitted for permit approval; examines all types of plans for plumbing integrity as detailed and required by the Building Code and all other applicable standards and regulations.

Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.

Evaluates proposed alternate methods and materials against code requirements.

Evaluates requests for product approvals; ascertains by field visits that manufactured products used in construction meet specifications of the original product approval.

Orders necessary shop drawings and field tests, soil reports and special supervision of construction as required to complete plans processing work.

## Plumbing Plans Processor (002170)

Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.

Answers technical questions concerning the Building Code for field plumbing inspectors.

Coordinates plans examining with other county departments for compliance with standards and regulations.

Conducts technical field inspections at Miami International Airport in all plumbing permit categories of new and existing installations for compliance with the Building Code; examines plumbing projects for defects, omissions, violations, and other departures from correct procedure; provides recommendations and suggestions to contractors or owners regarding changes necessary to bring establishment up to code requirements; assures all plumbing work conforms to national and county plumbing codes; inspects all work upon completion and signs permit granting final county approval that building is safe for life and property; performs plumbing inspections to insure that work proceeds in accordance with approved plans.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the engineering principles and practices of plumbing plans examining work.

Considerable knowledge of the Building Code and all other applicable codes, standards and regulations.

Knowledge of general construction methods and procedures.

Ability to read, interpret and evaluate plumbing details of construction plans against code requirements and good construction practices, depending on field of expertise.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Ability to rapidly and thoroughly examine plans against codes under workload deadline conditions.

Ability to relate to architects, engineers and contractors in a professional manner.

Ability to explain the Building Code, Miami-Dade County Code and other applicable standards and/or requirements to customers, engineers, architects and field inspectors.

REV 09/2005

### Nature Of Work

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.

### Roofing Plans Processor (002172)

#### Minimum Qualifications

Must possess a certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Board and ten years of experience in the roofing industry; a personal certificate from the Miami-Dade County Construction Trades Qualifying Board as a Roofing Inspector or Contractor and ten years of experience in the roofing industry and certification as a Building Inspector in Miami-Dade County; a personal certificate as a General Contractor issued by either the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license is less than #7837) and ten years of experience in the roofing industry and certification as a Building Inspector in Miami-Dade County; or a State of Florida Registered Architect or State of Florida Professional Engineer license and ten years of experience in the roofing industry are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County's Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening and will be required to inactivate their certification at their own expense upon employment. This position is exempt from Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

#### Job Specifications

#### Nature Of Work

This is technical engineering work in the examination of residential, light commercial and industrial construction plans for compliance with the Florida Building Code and other applicable codes and regulations.



## Structural Plans Processor (002173)

### Minimum Qualifications

Must possess a State of Florida Professional Engineer license under the structural discipline. Applicants who were licensed as a Professional Engineer under the civil engineering discipline on or before March 1, 1993 are also eligible. Five years of experience as a structural engineer practicing within the area of jurisdiction of the Building Code with responsibility for the design of building structures are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. License must be in good standing with the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

### Job Specifications

#### NATURE OF WORK

This is advanced professional engineering work in the examination of complex construction plans for building construction projects.

Employees in this class are responsible for examining commercial and residential construction permit plans to determine structural integrity and compliance with requirements of the Florida Building Code and other applicable codes and regulations. Responsibilities include reviewing walk-thru and drop-off residential and commercial construction plans, determining structural adequacy of various types of ratings and structures or buildings, and approving or disapproving proposed plans in accordance with code requirements. Related duties include interpreting the Florida Building Code, evaluating new building materials, maintaining familiarity with new methods of construction, and approving temporary or progressive occupancies. Incumbents exercise considerable independent judgment in the application of professional engineering knowledges to the examination of complex construction plans, determination of structural integrity, and in the performance of related engineering duties. General supervision is received from a professional and administrative superior who reviews work for professional and technical quality and adherence to departmental policies and procedures.

#### ILLUSTRATIVE TASKS

Reviews walk-thru projects for residential additions and commercial plans; determines the structural adequacy of various types of ratings and structures or buildings by verifying mathematical engineering computations and engineering procedures for stress, load, strength, fire resistivity and other factors; examines plans for architectural integrity as required by the Florida Building Code; evaluates alternate methods, procedures, materials and products for compliance with code requirements.

Examines drop-off residential and commercial construction plans submitted for permit approval; determines the structural adequacy of various types of ratings and structures or buildings by verifying mathematical engineering computations and engineering procedures for stress, load, strength, fire resistivity, and other factors; examines plans for architectural integrity as required by the Florida Building Code.

Approves or disapproves proposed plans in accordance with the code and other regulatory requirements; discusses disapproved items with architects, engineers, contractors, and property owners to obtain plan changes necessary for approval.

Makes interpretations of the Florida Building Code and makes decisions concerning the feasibility of deviations from the code under various conditions.

Evaluates engineering criteria to enforce control procedures for the fabrication of various building materials and types of construction; makes recommendations for the establishment of departmental policy concerning the use of new building materials.

Keeps abreast of methods of new construction; evaluates proposed construction plans in light of the adequacy of built-in life safety features and systems.

Approves temporary or progressive occupancies; sanctions temporary electrical hookups for equipment testing purposes and recommends waiving of fees.

Orders necessary shop drawings, field tests, soil reports, and special supervision of construction as required to complete plans processing work.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

### Structural Plans Processor (002173)

Extensive knowledge of the engineering principles and practices of architectural, structural, electrical, plumbing, and mechanical construction work.

Extensive knowledge of general building construction methods, techniques, processes, and procedures.

Thorough knowledge of the Florida Building Code and other applicable codes, standards, and regulations.

Thorough knowledge of the design and construction of modern residential and commercial buildings.

Thorough knowledge of the theories and principles of civil engineering.

Thorough knowledge of departmental policies, practices and procedures related to the examination of residential and commercial construction plans.

Ability to read, interpret and evaluate architectural, structural, electrical, plumbing, and mechanical details of construction plans against code requirements and sound construction practices.

Ability to read, interpret and evaluate complex technical information, engineering calculations, test reports, and engineering specifications.

Ability to perform complex engineering computations and calculations in the evaluation of proposed building construction projects.

Ability to establish and maintain effective working relationships with the public, contractors, architects, engineers, and others in the structural plans examination process.

Ability to evaluate new building materials and products and make effective recommendations for their approval or disapproval.

Ability to communicate clearly and concisely, verbally and in writing.

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#### **Nature Of Work**

This is advanced professional engineering work in the examination of complex construction plans for building construction projects.

### Structural Section Supervisor (002185)

#### **Minimum Qualifications**

Must possess a State of Florida Professional Engineer license obtained by examination under the structural discipline. Applicants who were licensed as a Professional Engineer under the civil engineering discipline prior to March 1, 1993 are also eligible. Five years of experience as a structural engineer practicing within the area of jurisdiction of the Florida Building Code to include two years of progressively responsible administrative and supervisory experience and one year of plans review experience are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. The professional license must be in good standing with the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional engineering work with supervisory responsibility in the examination of commercial, industrial, and residential construction permit plans to determine compliance with the South Florida Building Code.

## Human Resources Department

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### Building Trade Section Supervisor (002186)

#### Minimum Qualifications

Must possess a certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board and ten years of experience in the roofing industry to include two years in a progressively responsible administrative and supervisory experience and one year of plans review and inspection experience; a personal certificate from the Miami-Dade Construction Trades Qualifying Board as a Roofing Inspector or Contractor and ten years of experience in the roofing industry and certification as a Building Inspector in Miami-Dade County to include two years of progressively responsible administrative and supervisory experience and one year of plans review and inspection experience; a personal certificate as a General Contractor issued by either: the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license is less than #7837) and ten years experience in the roofing industry and certification as a Building Inspector in Miami-Dade County to include two years of administrative and supervisory experience and one year of plans review and inspection experience; or a State of Florida Registered Architect or State of Florida Professional Engineer license and ten years of experience in the roofing industry and certification as a Building Inspector in Miami-Dade County to include two years of progressively responsible administrative and supervisory experience and one year of plans review and inspection experience are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administration and Inspection Board as specified in Chapter 468, Florida Statutes. Certificate of Competency must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening and will be required to inactivate their certification at their own expense upon employment.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible supervisory and administrative work directing the activities of a building trade section in the Miami-Dade County Building Department.

### Elevator Section Supervisor (002189)

#### **Minimum Qualifications**

Must possess a Certificate of Competency as a Elevator Inspector issued by the State of Florida Department of Business and Professional Regulation and a Certified Inspectors license as specified in Chapter 399, Florida Statutes. Four years of experience in the inspection of elevators to include two years of progressively responsible administrative and supervisory experience and one year of experience in the plans review and inspection of elevator and escalator installations are required. Certificate and license must be in good standing with the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to an extensive background screening.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible technical and administrative work with supervisory responsibility in directing field inspections and enforcement of all mechanical permit categories relating to elevators or transport assemblies for new and existing installations and review of plans for compliance with the South Florida Building Code.

## Human Resources Department

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### Director, RER Board and Code Administration Division (002191)

#### **Minimum Qualifications**

Bachelor's Degree in Engineering or a related field. Must possess a license as a Registered Professional Engineer, Florida Registered Architect or Miami-Dade County Certified General Contractor for a minimum of two years. Five (5) years of professional administrative experience in a governmental agency or private sector entity to include supervisory experience. Must possess a thorough understanding of the Florida Building Code, contractor licensing regulations local building regulations, legal processes and code enforcement procedures.

All applicants qualifying for employment will be subject to extensive background screening and will be required to inactivate their certification at their own expense upon employment.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Director, Building Trade Division (002192)

#### **Minimum Qualifications**

Five years of field experience under a Certificate of Competency as a Master Plumber issued by the Miami-Dade County Construction Trades Qualifying Board to include four years of progressively responsible administrative and supervisory experience and one year of plans review and inspection experience are required. Persons with a Certificate of Competency issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Plumbing Contractor issued by the Florida Construction Industry Licensing Board to include four years of progressively responsible administrative and supervisory experience and one year of plans review and inspection experience are required; or Five years of field experience under a license as a Florida Professional Engineer having obtained the license pursuant to examination in the mechanical discipline to include four years of progressively responsible administrative and supervisory experience and one year of plans review and inspection experience are required. Applicants must provide proof of certification or licensure for five years; however, a current certificate or license is not required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Master Plumbers and State Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced responsible technical and administrative work directing plan processing, field inspections and enforcement functions.

## Human Resources Department

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### Director, RER Compliance Division (002195)

#### Minimum Qualifications

Must possess a State of Florida Professional Engineer license, a State of Florida Registered Architect license, or a General Contractor license and five years of experience under jurisdiction of the Building Code to include four years of progressively responsible administrative and supervisory experience; or must be a certified Building Official, Plans Examiner or Inspector with five years of experience, three years of which shall have been within the jurisdiction of the Building Code to include four years of progressively responsible administrative and supervisory capacity; or must be a certified Building Inspector having an Associate of Science degree in a course of education approved by the Board of Rules and Appeals and five years experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of the Building Code; or three years experience as a Building Official, Plans Examiner or Inspector within the jurisdiction of the Building Code are required. Experience must include four years in a progressively responsible administrative and supervisory capacity. This modified criteria shall apply only to individuals holding one of the following: 1) A General Contractor's license issued by the Florida Construction Industry Licensing Board, provided the license number is less than #7837; or 2) a General Contractor's license issued by Miami-Dade County Construction Trades Qualifying Board; or 3) a General Contractor's license issued by the Florida Construction Industry Licensing Board with license #7837 or greater holding a Certification as a roofing contractor or inspector issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying; or 4) any general contractor's license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Certificate of Competency must be in good standing with Miami-Dade County's Planning, Development and Regulation, Contractor Licensing and Enforcement Section, and the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening and will be required to inactivate their certification at their own expense upon employment.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced professional engineering work with administrative and supervisory responsibility for building and structural plan processing, field inspections and enforcement functions.



## Human Resources Department

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### Deputy Director, RER Department (002198)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Building Construction, or a related field. Must possess a State of Florida Professional Engineer license, a State of Florida Registered Architect license, or a General Contractor's license holding a Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board. Nine years of professional engineering or architectural experience in the construction industry to include five years of experience under the license are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administration and Inspection Board as specified in Chapter 467, Florida Statutes. Certificate of Competency and State licenses must be in good standing with Miami-Dade County's Planning, Development, and Regulation, Contracting Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be required to inactivate their certification at their own expense upon employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible executive work assisting the department director in directing the operation of construction inspection, plans processing and enforcement activities to assure compliance with the South Florida Building Code.

### RER Enforcement Collections/Contracts Representative (002200)

#### Minimum Qualifications

High school diploma or GED. Two years of credit collections, processing liens, accounts receivables, or related clerical experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work in the billing and collection of enforcement costs for the Building Department.

Employees in this class are responsible for the processing of liens, civil violation notices, intent to lien and demand for payment invoices, satisfaction of liens or final orders, in the billing and collection of enforcement costs for violations of the Florida Building Code. Duties include conducting research to determine property ownership and payment of civil violation notices, and dealing with property owners in resolving billing disputes. Supervision is received from an administrative superior who reviews work for conformance with established departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Reviews lien checklist and prepares lien settlement cost and final lien cap; prepares and maintains lien invoices for satisfaction of lien and notice of violation letter.

Charges cost items to cost journals; proves and assembles cost records; compiles figures for use in preparation of statistics; schedules payments due on extensions granted for payment of enforcement costs; reconciles ledgers of incremental settlement payments made by violators prior to recording a lien.

Tracks settlements concerning criminal cases; reconciles ledgers of payments received from violators.

Receives correspondence on appeals of enforcement costs from violators.

Prepares liens for supervisor's review and recording with the Clerk of the Courts; prepares Hearing Officer's Affidavit in the lien process when civil violation notices are outstanding and not appealed prior to the recordation of lien.

Researches property records to determine any changes in property ownership; researches historical data in processing of liens or demands for payment, requests for violation letters, payment of civil violation notices, and appeals.

Prepares special response letters for the negotiation of settlements and in response to appeal correspondence.

Maintains financial records in accordance with office procedures.

Assists violators in the resolution of billing disputes; refers complex billing issues to supervisor.

Operates computer terminal equipment and other standard office equipment.

Collects payments for settlements and liens and satisfies liens when payments are received.

Prepares bid and contract documents for securing and demolition of structures, securing of swimming pools and asbestos removal for supervisors review.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of modern office practices, procedures and equipment.

Considerable knowledge of the Florida Building Code as it pertains to the collection of enforcement costs.

Considerable knowledge of the processing of liens, civil violation notices and other documents in the collection of enforcement costs from violators of the Florida Building Code.

Considerable knowledge of the records, forms, documents and affidavits used in the processing of enforcement cost cases.

Knowledge of research techniques and sources and availability of current information.

Knowledge of public relations principles and techniques.

Knowledge of bookkeeping practices and procedures.

Ability to prepare liens, civil violation notices and other documents in the billing and collection of enforcement costs from violators of the Florida Building Code.

Ability to prepare, maintain and reconcile complex financial records.

Ability to research various records to obtain necessary information for departmental enforcement cases.

Ability to deal firmly, tactfully and diplomatically with members of the public who are in violation of the Florida Building Code.

## Human Resources Department

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### **RER Enforcement Collections/Contracts Representative (002200)**

Ability to compile statistics and prepare related reports.

Ability to operate a variety of modern office equipment.

#### **Nature Of Work**

This is advanced clerical work in the billing and collection of enforcement costs for the Building Department.

## Human Resources Department

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### RER Contractor Licensing Investigator (002203)

#### **Minimum Qualifications**

Bachelor's degree in Criminal Justice or related field. Two years of experience in the enforcement or investigation of State, County or municipal laws and ordinances are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### RER Contractor Licensing Section Supervisor (002204)

#### **Minimum Qualifications**

Bachelor's degree in Criminal Justice or related field. Four years of experience in the enforcement or investigation of State, County or municipal laws and ordinances are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

Bachelor's degree. Two years of experience in the enforcement or investigation of State, County or municipal laws and ordinances are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Nature Of Work**

## Human Resources Department

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### RER Enforcement Collections Supervisor (002205)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Two years of experience in credit collection, billing processing, or accounts receivable is required.

Additional related experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional work with supervisory responsibility administering, monitoring and preparing contracts for demolition work and supervising demolition enforcement case proceedings.

## Human Resources Department

### RER Service Representative (002206)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as an intake worker, customer service representative or other public contact experience are required.

#### Job Specifications

##### NATURE OF WORK

This is public service work providing assistance to the public in accessing County services.

Employees in this class are responsible for the prompt, accurate and effective evaluation of and response to requests for information and assistance from citizens and representatives of other public and private agencies. Duties include the intake of code enforcement requests, opening work orders for requests for assistance, updating code enforcement case files, and producing letters and other documents pertaining to code enforcement. Work is performed in accordance with prescribed procedures and departmental regulations. Supervision is received from a technical supervisor who assists with difficult or unusual problems and reviews work for conformance with established policies and procedures.

##### ILLUSTRATIVE TASKS

Receives and answers telephone inquiries and service requests from the public, other governmental entities and private social service agencies; opens requests in case management system; provides information, makes appropriate referrals and processes requests for assistance for County services or code enforcement.

Maintains and updates resource information including the accuracy of telephone numbers, rules and regulations, and the incorporation of information on new programs and services.

Maintains daily activity records including telephone calls received and actions taken; prepares correspondence and reports; maintains enforcement case files and generates automated reports.

Assists the public by providing permitting, civil violation, lien, criminal or civil case information; provides information to other agencies and officials to assist in completing enforcement cases.

Processes daily inspection results and documents case files.

Prepares Notices of Violations; requests warranty deed and corporate information; completes legal servicing of notices.

Processes citations issued for code violations and maintains logs; determines jurisdiction applicable to violations in accordance with departmental procedures.

Maintains open and closed case logs, lien logs and receipt logs for the preparation of accounting and statistical reports.

Processes and collects funds due for administrative costs, non-violation letters, recovery fees, liens and other fees.

Opens and processes complaint files; logs complaints and forwards for investigation.

Prepares lists of work locations for contractors to clear lots, remove abandoned vehicles and trim trees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of office practices and procedures.

Knowledge of County codes, administrative orders and departmental policies and procedures applicable to the area of assignment.

Knowledge of the structure and functions of County government sufficient to answer questions or transfer inquiries to the appropriate authority.

Knowledge of the geography of the local metropolitan area and major road networks.

Knowledge of code enforcement practices and procedures.

Ability to distinguish clearly between municipal and County boundary lines.

Ability to exercise tact and diplomacy in dealing with members of the public and with other public and private officials.

Ability to prepare and maintain records and reports.

Ability to compose simple correspondence using correct grammar, spelling and punctuation.

Ability to understand verbal and written instructions.

Ability to perform arithmetic calculations.

#### Nature Of Work

## Human Resources Department

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### **RER Service Representative (002206)**

This is public service work providing assistance to the public in accessing County services.



## RER Compliance Officer (002208)

### Minimum Qualifications

Bachelor's degree. Two years of experience in the processing, investigation or enforcement of zoning regulations, building codes, health sanitation codes, environmental codes, nuisance codes, solid waste disposal codes or other municipal code enforcement regulations are required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a Driver license. Applicants will be subject to a thorough background investigation.

### Job Specifications

#### NATURE OF WORK

This is office and field work in the investigation and enforcement of a variety of Metro-Dade County Code regulations.

Employees in this class receive complaints, conduct inspections, determine the existence of violations, and prepare citations or other notices involving County codes and ordinances. Duties include performing field inspections, interpreting technical legal provisions and administrative directives pertaining to code enforcement, and preparing criminal case documents and case summaries for civil actions. Incumbents exercise tact and diplomacy in explaining regulations to property owners, business persons and attorneys. Supervision is received from an administrative superior who reviews work through personal conferences and written reports, and assists with difficult or unusual cases.

#### ILLUSTRATIVE TASKS

Receives complaints of violations of County Code regulations; conducts field inspections to determine and verify the nature of violations; prepares and serves notices to remove existing violations.

Performs evening or weekend inspections and surveillance to secure compliance relative to violations occurring in unincorporated areas.

Confers with other County departments on matters relating to complex zoning regulations, building codes and environmental codes; prepares investigative field reports of violations for presentation to applicable boards or to the State Attorney's Office.

Investigates code violations by identifying, locating, observing and collecting evidence in accordance with cumulative criteria defined by various County Codes and departmental policies and procedures.

Determines responsible parties by legal abstracting of personal and private property; interprets legal descriptions of parcels of land to accurately determine the precise location of platted and unplatted property.

Meets with individuals, groups and violators; conveys verbal and written information concerning County Code regulations.

Prepares code violation and investigation reports; issues civil citations; testifies at administrative and judicial hearings; prepares correspondence and official notices; prepares criminal case exhibits and civil case summaries from work files.

Prepares work orders; reviews work completed by violators, County crews, or contractors to ensure compliance with corrective action instructions.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of County Codes, regulations, rules and administrative practices relating to enforcement actions.

Considerable knowledge of the geography of metropolitan Dade County including major road networks and municipal boundaries.

Knowledge of legal procedures related to the enforcement of County ordinances and regulations.

Knowledge of modern office equipment, practices and procedures.

Knowledge of public relations principles and techniques.

Knowledge of business English, spelling and arithmetic.

Ability to explain and enforce regulations with firmness, tact and impartiality.

Ability to make inspections and determine facts through investigations.

Ability to explain enforcement processes clearly and concisely, verbally and in writing, to groups and individuals.

Ability to maintain records and prepare reports.

Ability to review and analyze reports from other government agencies and departmental employees.

## Human Resources Department

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### RER Compliance Officer (002208)

NEW 10-96

#### **Nature Of Work**

This is office and field work in the investigation and enforcement of a variety of Miami-Dade County Code regulations.

## RER Compliance Supervisor (002209)

### Minimum Qualifications

Bachelor's degree. Three years of experience in the investigation or enforcement of zoning regulations, building codes, health sanitation codes, environmental codes, nuisance codes, solid waste disposal codes or other municipal code enforcement regulations are required. Additional experience may substitute for the required education on a year-for-year basis up to a maximum of two years.

### Job Specifications

#### NATURE OF WORK

This is advanced administrative and supervisory work in the investigation and enforcement of a variety of Metro-Dade County Code regulations.

Employees in this class are responsible for planning, assigning and reviewing the work of neighborhood compliance officers engaged in field and office activities related to the enforcement of County ordinances. Responsibilities include providing advice on field and office work problems, developing non-judicial solutions to code violations, coordinating enforcement activities with a variety of officials and organizations, overseeing completion of service requests and various statistical reports, and developing recommendations for improved enforcement activities. Incumbents exercise considerable independent judgment in the coordination and resolution of various County Code enforcement issues. Supervision is exercised over a staff of neighborhood compliance officers engaged in various phases of compliance activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory achievement of enforcement objectives.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of neighborhood compliance officers engaged in the enforcement of a variety of Metro-Dade County Code regulations.

Provides advice and assistance to neighborhood compliance officers and service representatives concerning office and field work; assists in the review of County records necessary to complete investigations of requests for assistance.

Makes recommendations and implements solutions to resolve code violations without the necessity of court action.

Maintains working relations with complainants, violators, property owners, homeowner groups, trustees, hearing offices and attorney's; coordinates multi-agency enforcement actions as required.

Implements enforcement procedures and methodologies; makes recommendations for changes in existing department rules, policies and regulations pertaining to enforcement.

Attends community meetings and explains County Code regulations; reviews complex complaints with citizens or local groups and develops action plans.

Prepares, maintains and submits a variety of narrative and statistical reports; completes forms, schedules and correspondence.

Coordinates the processing of criminal cases and the preparation of enforcement case histories.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of County Codes, regulations, rules and administrative practices relating to enforcement actions.

Considerable knowledge of the geography of metropolitan Dade County including major road networks and municipal boundaries.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of investigative methods, legal procedures and enforcement techniques pertaining to the enforcement of County ordinances and regulations.

Knowledge of the principles and practices of modern office administration.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to meet and deal effectively with the public and their representatives, subordinates and superiors.

Ability to express ideas and information, clearly and concisely, verbally and in writing.

Ability to enforce local ordinances with firmness, tact and impartiality.

## Human Resources Department

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### **RER Compliance Supervisor (002209)**

Ability to devise recommendations for the resolution of code violations without the necessity of court action.

NEW 10-96

#### **Nature Of Work**

This is advanced administrative and supervisory work in the investigation and enforcement of a variety of Miami-Dade County Code regulations.

## RER Lien Collection Supervisor (002210)

### Minimum Qualifications

Bachelor's degree in Business or Public Administration or a related field. One year of experience in credit collections, lien processing, accounts receivables or a related field is required. Additional experience may substitute for education on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is advanced administrative work in enforcement collections and contract monitoring for the Team Metro Department.

An employee in this class is responsible for the billing and collection of enforcement costs for violations as provided within the provisions of 8CC, Chapters, 22-103.14, 2-103.15, 2-105.16, 19-19-8(c), 19-12(B), 19-14(A), 21-21-30.01(d), 21-30.01(f) and chapter 33 of the Code of Miami-Dade County. Responsibilities include supervising subordinates engaged in processing billing and collection enforcement costs, developing payment plans and monitoring payment schedules, dealing with public inquiries concerning enforcement costs, developing and implementing lien policies and procedures, and monitoring contracts for the securing or demolition of structures. The incumbent exercises considerable independent judgment in assuring compliance with enforcement cost collection policies and procedures. Supervision is exercised over clerical subordinates engaged in processing liens, payments, civil violation notices and other documents in enforcement collection activities. Supervision is received from an administrative superior who reviews work for effective management of enforcement collection and contract monitoring responsibilities and achievement of established goals and objectives.

#### ILLUSTRATIVE TASKS

Supervises subordinates engaged in processing liens, civil violation notices, intent of lien and demand for payment invoices, satisfaction of liens or final orders in the billing and collection of enforcement costs for violations of the South Florida Building Code.

Develops payment plans with citizens and monitors payment of settlement costs; monitors payment schedules established by settlements in criminal or civil court.

Receives and responds to public inquiries concerning cost recovery fees, tickets, and notices of violation for enforcement of zoning, minimum housing and building code violations.

Coordinates the development of lien policies and procedures.

Recommends settlement costs based on facts involved in enforcement cases; reviews requests to modify fines; drafts procedures to implement cost recovery fees.

Supervises preparation of bid and contract documents for the securing of swimming pools, asbestos removal, securing of structures and demolition of structures; assures that Notices to Proceed are in proper order; advises vendors of required permits prior to job commencement; assures that standard operating procedures are utilized in the bid process.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the processing of liens, civil violation notices and other documents in the collection of enforcement costs from violators of the South Florida Building Code.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of provisions of the South Florida Building Code pertaining to the collection of enforcement costs.

Considerable knowledge of the records, forms, documents and affidavits used in the processing of enforcement cost cases.

Considerable knowledge of bid processes and procedures involved in contracting for the securing or demolition of structures and other enforcement services.

Knowledge of the principles of accounting.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate the processing of liens, civil violation notices and other documents in the collection of enforcement costs from building code violators.

## Human Resources Department

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### **RER Lien Collection Supervisor (002210)**

- Ability to supervise subordinates in a manner conducive to full performance and high morale.
- Ability to deal firmly, tactfully and diplomatically with members of the public who are in violation of the South Florida Building Code.
- Ability to devise and implement enforcement collection policies and procedures.
- Ability to monitor the performance of contractors engaged in securing or demolition of structures and other enforcement services.

NEW 10-94

#### **Nature Of Work**

This is advanced administrative work in enforcement collections and contract monitoring for the Building & Neighborhood Compliance Department.

## Human Resources Department

### RER Lien Collection Manager (002211)

#### Minimum Qualifications

Bachelor's degree in Business or Public Administration or a related field. One year of experience in credit collections, lien processing, accounts receivables or a related field is required. Additional experience may substitute for education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in enforcement collections and contract monitoring for the Team Metro Department.

An employee in this class is responsible for the billing and collection of enforcement costs for violations of the South Florida Building Code, and for monitoring contracts for required enforcement services. Responsibilities include supervising subordinates engaged in processing billing and collection enforcement costs, developing payment plans and monitoring payment schedules, dealing with public inquiries concerning enforcement costs, developing and implementing lien policies and procedures, and monitoring contracts for the securing or demolition of structures. The incumbent exercises considerable independent judgment in assuring compliance with enforcement cost collection policies and procedures. Supervision is exercised over clerical subordinates engaged in processing liens, payments, civil violation notices and other documents in enforcement collection activities. Supervision is received from an administrative superior who reviews work for effective management of enforcement collection and contract monitoring responsibilities and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises subordinates engaged in processing liens, civil violation notices, intent of lien and demand for payment invoices, satisfaction of liens or final orders in the billing and collection of enforcement costs for violations of the South Florida Building Code.

Develops payment plans with citizens and monitors payment of settlement costs; monitors payment schedules established by settlements in criminal or civil court.

Receives and responds to public inquiries concerning cost recovery fees, tickets, and notices of violation for enforcement of zoning, minimum housing and building code violations.

Coordinates the development of lien policies and procedures.

Recommends settlement costs based on facts involved in enforcement cases; reviews requests to modify fines; drafts procedures to implement cost recovery fees.

Supervises preparation of bid and contract documents for the securing of swimming pools, asbestos removal, securing of structures and demolition of structures; assures that Notices to Proceed are in proper order; advises vendors of required permits prior to job commencement; assures that standard operating procedures are utilized in the bid process.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the processing of liens, civil violation notices and other documents in the collection of enforcement costs from violators of the South Florida Building Code.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of provisions of the South Florida Building Code pertaining to the collection of enforcement costs.

Considerable knowledge of the records, forms, documents and affidavits used in the processing of enforcement cost cases.

Considerable knowledge of bid processes and procedures involved in contracting for the securing or demolition of structures and other enforcement services.

Knowledge of the principles of accounting.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate the processing of liens, civil violation notices and other documents in the collection of enforcement costs from building code violators.

## Human Resources Department

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### **RER Lien Collection Manager (002211)**

- Ability to supervise subordinates in a manner conducive to full performance and high morale.
- Ability to deal firmly, tactfully and diplomatically with members of the public who are in violation of the South Florida Building Code.
- Ability to devise and implement enforcement collection policies and procedures.
- Ability to monitor the performance of contractors engaged in securing or demolition of structures and other enforcement services.

NEW 10-94

#### **Nature Of Work**

This is advanced administrative work in enforcement collections and contract monitoring for the Building & Neighborhood Compliance Department.



## Human Resources Department

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### RER Permit Records Supervisor (002215)

#### Minimum Qualifications

Bachelor's degree. One year of experience in construction office management or processing construction permit applications is required. Additional experience may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work in the management of a Building Department branch office.

Employees in this class are responsible for supervising the work of subordinate specialized and clerical employees engaged in the receipt, microfilm, input, retrieval and issuance of construction permit information. Responsibilities include developing and maintaining a computerized permit records control system, supervising and participating in the provision of assistance to developers and contractors, and preparing and evaluating work standards and operational procedures. Incumbents exercise independent judgment and discretion in the interpretation and application of departmental policies and procedures. Supervision is exercised over a staff of specialized and clerical employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate specialized and clerical employees engaged in the receipt of construction permit applications, microfilming of construction plans, computerized entry and retrieval of permit records and issuance of certificates of completion.

Develops and implements methods and procedures for the receipt, microfilm, input, retrieval and issuance of construction permit information.

Supervises and participates in the provision of assistance to developers and contractors in filing applications for building permits; supervises the maintenance of a computerized permit records control system; monitors the computation and collection of permit fees.

Writes program code in specified language, using the appropriate job control language; creates files and generates management information system reports; confers with supervisory and technical employees concerning data processing problems.

Develops and distributes public information packets pertaining to construction permit applications, accepts construction inspection calls and coordinates the scheduling of inspections with inspection units; supervises billing activities for annual elevator and boiler inspections.

Prepares and evaluates work standards to ascertain efficiency levels and compliance with priority schedules; recommends changes in procedures, staffing and management systems; prepares written reports, training materials and procedural manuals.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of codes, laws, regulations and ordinances pertaining to construction permit applications.

Thorough knowledge of departmental operating policies, rules and procedures.

Considerable knowledge of computerized construction permit records and control systems.

Knowledge of data processing and transmission principles utilized in computerized information systems.

## Human Resources Department

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### RER Permit Records Supervisor (002215)

Knowledge of construction plan, blueprints and specifications.

Knowledge of supervisory principles and practices.

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures.

Ability to read and interpret construction plans, blueprints and specifications.

Ability to advise contractors and developers on various requirements for meeting compliance with established rules and regulations.

Ability to establish and maintain effective working relationships with subordinates, superiors, departmental employees, contractors, developers and the public.

Ability to develop and implement computerized information systems for maintenance of construction permit records.

Ability to communicate effectively, verbally and in writing.

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#### **Nature Of Work**

This is administrative and supervisory work in the management of a Building Department branch office.

## Human Resources Department

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### RER Collection Specialist (002219)

**Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Experience in credit collection, billing processing, or accounts receivable may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional accounting and collections work for the Building Department.

### RER Collection Clerk (002220)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience in debt collection, billing, accounting or related work is required. Completion of 30 semester credits to include 6 semester credits in Accounting or Business Administration may substitute for the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical work in the billing and collection of enforcement cost for the Team Metro Department.

Employees in this class are responsible for performing advanced clerical duties requiring a working knowledge of established procedures, regulations and provisions of various Miami-Dade County ordinances. Work involves responsibility for answering inquiries and furnishing information to the public, with the principal emphasis of the work on the appropriate selection and completion of numerous transaction forms utilized in daily activities. Duties require the application of some independent judgment in solving more complicated work problems. Work is reviewed by an administrative superior in process and upon completion for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Reviews liens checklist and prepares lien settlement cost, final lien cap and reconcile ledgers of payments.

Prepares and maintain lien invoices for satisfaction of lien and notice of violation letter.

Tracks violation settlements that involves criminal cases.

Prepares liens for supervisor review and recording with the Clerk of Courts.

Prepares Hearing Officer's Affidavit in the lien process when civil violation notices are outstanding and not appealed prior to the recordation of liens

Researches property records to determine any changes in property ownership; research data in processing of liens of demand for payment.

Types numerous standardized forms, letters and routine correspondence based on the informational requirements associated with the particular code violation.

Maintains negotiable instruments collected against comparable computer print outs of transactions.

Deals with the general public; explains provisions of applicable Miami-Dade County Codes and County procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of office practices, procedures and equipment.

Considerable knowledge of Miami-Dade County ordinances as it pertains to Chapter 2, 8CC, 15, 19 and 33.

Considerable knowledge of the processing of liens, civil violation notices and other documents in the billing and collection of enforcement cost.

Considerable knowledge of the records forms documents and affidavits used in the processing of enforcement cost cases.

Knowledge of research techniques and sources and availability of current information.

### **RER Collection Clerk (002220)**

Knowledge of public relations principles and techniques

Knowledge of bookkeeping practices and procedures.

Ability to prepare liens, civil violation notices of the South Florida Building Code.

Ability to communicate effectively, verbally and in writing.

Ability to deal effectively with the public by telephone and in personal contacts.

Ability to compile statistic and prepare related reports.

Ability to understand and work effectively within pertinent county ordinances and codes.

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### **Nature Of Work**

This is advanced specialized clerical work in the billing and collection of enforcement cost for the Building & Neighborhood Compliance Department.

## Human Resources Department

### RER Code Enforcement Clerk (002221)

#### Minimum Qualifications

High school diploma or GED. One year of experience in processing complaints, maintaining files and/or public contact work is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work processing complaints of violations of the Florida Building Code.

Employees in this class are responsible for receiving, processing, researching and maintaining complaints from the public, field inspectors and other officials of violations of provisions of the Florida Building Code. Responsibilities include screening and assisting the public in the filing of enforcement violations, providing enforcement information to the public, processing daily inspection results from enforcement officers, researching and documenting enforcement files, maintaining case log books, collecting fees and liens, and performing a variety of related clerical duties. Incumbents exercise some judgment in the application of knowledges of building and zoning regulations to assisting the public, determining the validity of violations, and processing enforcement cases. Supervision is received from an administrative superior who reviews work through personal observations and conferences for adherence to departmental policies and operating procedures.

##### ILLUSTRATIVE TASKS

Receives complaints concerning building and zoning code violations from the public, in person and over the telephone; assists the public in the filing of enforcement violations by providing complaint forms and answering questions regarding active/pending cases.

Assists the public by providing permitting, civil violation, lien, or criminal case information; provides information to other agencies and officials to assist in the completion of enforcement cases.

Processes daily inspection results and ensures results are documented into case files.

Prepares Notice of Violations for proper codes, obtains property ownership information, requests warranty deed and corporate information; Ensures all legal servicing of notices is complete and logged via certified mail to all interested parties.

Processes citations issued for code violations; maintains log books for criminal cases; assigns cases to territorial inspectors, determines if complaints are violations of building and zoning regulations, or within another jurisdiction, and assigns resolutions to appropriate officials to be inspected.

Maintains complaint/open and closed case log books, lien log books, and receipt books for the preparation of accounting and statistical reports.

Processes and collects funds due for administrative costs, non-violation letters, recovery fees, liens and other project fees, as required.

Opens, sorts and distributes incoming mail; retrieves files and attaches correspondence, as necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental policies, rules and operating procedures pertaining to code enforcement activities.

Knowledge of the Florida Building Code concerning building and zoning code violations.

Knowledge of modern office methods, procedures and equipment.

Knowledge of public relations principles and techniques.

Some knowledge of research methods and techniques applicable to determining real property ownership.

Ability to provide effective assistance to the public in building and zoning code violations and complaints.

Ability to operate modern office equipment.

Ability to read and understand provisions of the Florida Building Code pertaining to code enforcement activities.

Ability to prepare a variety of forms and maintain accurate records.

Ability to research real property ownership records.

Skill in the operation of various types of modern office equipment.

NEW 10-93

#### Nature Of Work

## Human Resources Department

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### **RER Code Enforcement Clerk (002221)**

This is specialized clerical work processing complaints of violations of the Florida Building Code.

### RER Enforcement Clerk Supervisor (002222)

#### Minimum Qualifications

High school diploma or GED. Three years of clerical experience processing complaints and maintaining enforcement code violation files are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical and supervisory work in the processing of complaints of violations of the Florida Building Code.

Employees in this class are responsible for planning, assigning and reviewing the work of a staff of clerical employees engaged in receiving and processing complaints of violations of zoning provisions of the Florida Building Code. Responsibilities include monitoring case processing, handling difficult or unusual complaints, overseeing recording legal documents in circuit court, ensuring adherence to established policies and procedures in zoning enforcement cases, monitoring case file maintenance, and preparing periodic reports of enforcement activities. Independent judgment is exercised in the application of knowledges of zoning regulations to the processing of complaints of violations of the Florida Building Code. Supervision is exercised over a staff of zoning code enforcement clerks with assigned responsibilities in various phases of operations. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory zoning code complaint and case management activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of subordinate zoning code enforcement clerks engaged in receiving and processing complaints, and maintaining files on active and pending code enforcement cases; assists in difficult and unusual cases.

Oversees the recording of legal documents in circuit court; collects fines and fees, and prepares enforcement documents.

Monitors case file maintenance and control for zoning enforcement; maintains custody of files; ensures files are properly documented; reviews and signs final notification to owners on placement of zoning enforcement liens.

Coordinates inspections for compliance of violators in settlements cases.

Supervises and assists subordinates in review of title searches, researching tax deed sales, and review of auto tag and occupational license information.

Supervises processing of criminal cases and coordinates the preparation of enforcement case histories.

Implements departmental policies and procedures in the processing of zoning enforcement cases.

Coordinates work schedules and distributes workload to meet established deadlines; assists in training subordinates.

Assists in evaluating section revenues and in revenue projections for budget purposes; assists in research to determine annual levels for enforcement costs, recovery fees and liens.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the Florida Building Code concerning zoning code violations.

Considerable knowledge of departmental policies, rules and operating procedures pertaining to zoning code enforcement activities.

Considerable knowledge of modern office management principles and practices.

Knowledge of public relations principles and techniques.

Knowledge of research methods and techniques applicable to determining real property ownership.

Knowledge of supervisory principles and practices.

Ability to coordinate and manage varied building and zoning code enforcement office operations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to read, understand and interpret provisions of the Florida Building Code pertaining to complex code enforcement activities.

Ability to prepare a variety of reports, forms and legal documents.

Ability to research real property ownership records.

Ability to establish and maintain effective working relationships with the public, subordinates, superiors, and a variety of public and private officials.

Skill in the operation of modern office equipment.



## Human Resources Department

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### RER Enforcement Clerk Supervisor (002222)

NEW 10-93

#### **Nature Of Work**

This is advanced clerical and supervisory work in the processing of complaints of violations of the Florida Building Code.

## Human Resources Department

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### RER Permitting and Plans Processing Specialist (002226)

**Minimum Qualifications**

High school diploma or GED. Three years of public contact experience to include construction plans coordination or intake and processing of applications or complaints are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work assisting customers with plans processing, inspection and permitting issues.

## Human Resources Department

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### RER Plans Processor Supervisor (002227)

#### **Minimum Qualifications**

Bachelor's degree. Four years of experience in processing plans and issuing developmental permits are required. Additional experience may substitute for the degree on an on year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional administrative work with supervisory responsibility in the review of processing plans and issuing developmental permits.

## Human Resources Department

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### RER Records and Plans Processing Coordinator (002229)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or related field. Two years of supervisory experience in the processing of permit applications, plans processing coordination or office management are required. Additional experience in the processing of permit applications, plans processing coordination or office management may substitute for the required education on a year-for-year basis.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible administrative work with supervisory responsibility in the management of the Permit Records and Plans Processing Coordination sections of the Miami-Dade County Building Department.

## Human Resources Department

### RER Permit Clerk Supervisor (002231)

#### Minimum Qualifications

High school. Two years of experience in public contact work in the processing of construction permit applications and operation of various office equipment to include cash registers and microprocessors are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work in construction permit processing for the Building Department.

Employees in this class are responsible for planning, assigning and reviewing the work of specialized clerical subordinates assigned to a specific permit processing work unit. Responsibilities may include supervising subordinates providing the public with information in person and by telephone, receiving permit applications, operating a computer terminal to enter and retrieve permit records, researching and reproducing microfilmed permit, plans and inspection records, and processing inspection requests. Duties include training new employees, investigating and resolving complaints from the public, and preparing periodic reports of unit activities. Incumbents exercise some independent judgment in the application of departmental rules, regulations and procedures to the resolution of construction permit application permit problems. Supervision is exercised over a staff of clerical subordinates with assigned responsibilities in various permit processing functions. Supervision is received from an administrative superior who reviews work through personal conferences, observations and written reports for compliance with departmental procedures, quality of service to the public and achievement of unit goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of specialized clerical employees engaged in answering inquiries from the public concerning construction permit processing, providing the public with construction permit applications and pertinent information, and accepting and entering inspection requests and inspection results into computer terminals.

Plans, assigns and reviews the work of specialized clerical employees responsible for researching and reproducing microfilmed permit, plans, and inspection records for property owners, developers and contractors.

Investigates and resolves complaints by the public, developers, contractors, architects and attorneys concerning locating of microfilm records.

Investigates and resolves complaints from developers, contractors and property owners regarding permit acceptance and issuance, unit telephone operations, and data entry of permit information and inspection results.

Prepares monthly reports detailing and documenting specific work unit activities.

Establishes goals and objectives for the work unit; prepares and revises work schedules;

Assists subordinate clerical employees with difficult or unusual permit processing problems.

Orients and trains new employees in permit processing procedures and techniques.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the provisions of the Florida Building Code pertaining to construction permit, application, and inspection processing.

Considerable knowledge of departmental operating policies, rules and procedures.

Knowledge of supervisory principles and practices.

Knowledge of construction plans, blueprints and specifications.

Knowledge of the principles and practices of modern office administration.

Knowledge of public relations principles and techniques.

Ability to plan and direct construction permit processing office operations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to read and comprehend construction permit provisions of the Florida Building Code.

Ability to operate computer terminals and other modern office equipment.

Ability to exercise tact and diplomacy in explaining regulations and departmental procedures to members of the public.

## Human Resources Department

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### RER Permit Clerk Supervisor (002231)

Skill in the operation of various types of modern office equipment.

NEW 10-93

#### **Nature Of Work**

This is supervisory clerical work in construction permit processing for the Building Department.

## Human Resources Department

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### RER Micrographic Records Clerk (002234)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience to include using a typewriter and computer terminal keyboard is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work processing construction permit applications for the Building Department.

Employees in this class are responsible for reviewing construction permit applications, issuing construction permits, securing inspection approval and recording completed projects. Duties include assisting contractors and developers in filing applications for building permits, determining the validity of permit applications and obtaining the services of professional inspection personnel to ensure compliance with established rules and regulations. Some judgment is exercised in the application of departmental rules, regulations and procedures to construction permit application processing. Supervision is received from a professional or administrative superior who periodically reviews work through personal observation and conferences for compliance with departmental operating procedures.

#### ILLUSTRATIVE TASKS

Receives various construction permit applications from a variety of contractors and developers; issues construction permits following review and approval of documentation and procedural appropriateness.

Operates microfilming equipment to reduce the size of construction plans, computer terminals to input and retrieve pertinent data, calculators and cash registers for the computation and collection of permit fees and other office equipment as required.

Assist the public by telephone or in person in obtaining necessary documents and forms and by supplying answers to a variety of procedural questions concerning the construction permit application process.

Operates a two-way radio to dispatch inspectors to construction sites.

Issues certificates of completion following final inspection approval.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental operating policies, rules and procedures.

Considerable knowledge of alpha/numeric filing systems.

Knowledge of construction plans, blueprints and specifications.

Knowledge of codes, laws, regulations and ordinances pertaining to construction permit applications.

Knowledge of general office methods and procedures.

Ability to operate microfilming, typewriting, computer terminal, cash recording and calculating equipment.

Ability to read and interpret construction plans, blueprints and specifications.

Ability to explain regulations to the public in a courteous and tactful manner.

## Human Resources Department

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### **RER Micrographic Records Clerk (002234)**

Ability to read and follow pertinent codes, laws, ordinances and regulations.

Ability to understand and follow verbal and written instructions.

Skill in the operation of various types of office equipment.

NEW 10-80

#### **Nature Of Work**

This is specialized clerical work processing construction permit applications for the Building Department.



## Human Resources Department

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### RER Permit and Occupancy Representative (002235)

**Minimum Qualifications**

High school diploma or GED. Two years of clerical experience in public contact or customer service to include the use of a personal computer or terminal keyboard are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is independent clerical work reviewing permit applications and plans for completeness.

## Human Resources Department

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### RER Support Specialist (002236)

**Minimum Qualifications**

High school diploma or GED. One year of code enforcement experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is entry level code enforcement work in the removal of illegal signs from the county right-of-way.

## Human Resources Department

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### RER Support Compliance Specialist (002244)

**Minimum Qualifications**

Bachelor's degree. One year of experience in code enforcement, investigations, or administration of municipal codes is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is administrative work in the enforcement of building regulations, construction development laws and contractor licensing laws in the Building Department.

## Human Resources Department

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### RER Product Control Technician (002245)

#### Minimum Qualifications

High school diploma or GED. Two years experience in basic accounting principles, office administration and data processing are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work or independent clerical work of comparable responsibility.

Employees in this class usually plan, assign and review the work of a moderate sized clerical staff engaged in complex clerical activities. In the absence of supervisory responsibilities they do more advanced clerical work requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerk 2 class. Situations concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives, and work is usually reviewed only for achievement of desired results.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of a moderate sized clerical staff engaged in such activities as making simple interpretations of planning, building, and zoning laws, rules and regulations; in preparing maps for zoning purposes; compiling and auditing payrolls, and in recording minutes of court procedures.

Supervises a small clerical staff engaged in diverse filing, typing and stenographic activities relating to such functions as: park operations, billing and receiving waste collection fees, or scheduling minor hospital purchasing, maintenance and transportation activities.

Supervises the mail room of a large county institution; maintains current roster for purposes of mail distribution; sorts mail and packages; sells stamps and money orders, insures and affixes postage to parcel post; maintains official governmental postal manual containing regulations and directives pertaining to the use of the mails, and answers difficult inquiries.

Answers calls pertaining to right-of-way dedicated to the county; assists abstractor in title search, checks right-of-way and property deeds as to description; prepares deeds for acceptance by the Board of County Commissioners, and after recording enters them in the right-of-way records. Keeps county property books and section tracings up-to-date as to right-of-way and county properties.

Assists superior in planning for and administration of Division activities including budget, personnel, purchasing and work methods and procedures; supervises a group of clerical, duplicating equipment operators, driver-messengers, and custodial services, and a central storeroom of office and stationary supplies for county departments.

Supervises and participates in preparing tax statements, in posting tax payments to rolls, in checking rolls for delinquent taxes, and in balancing the rolls at close of the year; maintains property card files of parcels of land in the county, with particular emphasis on property having delinquent taxes due; prepares interest charts for delinquent sale certificates; conducts tax deed sales; prepares and supervises the preparation of municipal and county delinquent real estate tax bills.

Supervises the complaint section of a department; receives calls and answers questions pertaining to drainage, road construction and repair, sidewalks, canals, debris removal, rock pits and related engineering matters; maintains cross reference file on all projects under construction for purposes of public information.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of business English, spelling and arithmetic.

## Human Resources Department

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### RER Product Control Technician (002245)

Considerable knowledge of office practices, procedures and appliances.

Some knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems.

Ability to acquire rapidly considerable knowledge of the legal, administrative and procedural regulations applicable to the organization of assignment.

Ability to keep complex records and prepare periodic reports from such records.

Ability to plan, assign and coordinate the work of a moderate sized clerical staff, and to instruct and train clerical subordinates in a manner conducive to full performance and high morale.

Ability to develop and maintain effective departmental and public relations.

Ability to develop, layout, and install clerical procedures and operations from general instructions.

REV 10/98

#### **Nature Of Work**

This is supervisory clerical work or independent clerical work of comparable responsibility.

## Human Resources Department

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### Director, RER Building Code Support Division (002246)

#### **Minimum Qualifications**

Bachelor's degree in Engineering or a related field. Must possess a license as a Florida Registered Professional Engineer, Florida Registered Architect or Miami-Dade County Certified General Contractor for a minimum of two years. Five years of professional administrative experience in a governmental agency or private sector entity to include supervisory experience is required.

Must possess a thorough understanding of the Florida Building Code, contractor licensing regulations, local building regulations, legal processes and code enforcement procedures.

#### **Job Specifications**

#### **Nature Of Work**

### **RER Training and Certification Officer (Plumbing) (002248)**

#### **Minimum Qualifications**

Two years experience inspecting plumbing construction or examining plans and a Florida or Miami-Dade County Plumbing Contractor's License or a Florida Professional Engineer's License obtained pursuant to examination in the mechanical discipline for a minimum of two years are required. All applicants qualifying for employment will be subject to extensive background screening and will be required to inactivate their certification at their own expense upon employment.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### RER Unsafe Structures Section Supervisor (002250)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work



## Human Resources Department

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### RER Contractor Licensing Enforcement Supervisor (002251)

**Minimum Qualifications**

Bachelor's degree. Three years of experience in the enforcement or investigation of State, County or municipal laws and ordinances are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

Bachelor's degree. Three years of experience in the enforcement or investigation of State, County or municipal laws and ordinances are required. Additional experience may substitute for the required education on a year-for-year basis.

**Nature Of Work**

## Human Resources Department

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### RER Support Section Supervisor (002252)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### RER Board Administrator (002255)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to five years of experience in code enforcement to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### RER Product Control Unit Supervisor (002258)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### RER Product Control Section Supervisor (002259)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### RER Quality Assurance Unit Supervisor (002260)

#### **Minimum Qualifications**

Bachelor's Degree in Engineering or a related field. A minimum of three to five years experience in the construction and/or construction products manufacturing industry is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Manager, Building Finance Services Section (002265)

**Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration, or related field. A minimum of two to four years of professional accounting or fiscal experience to include experience in the preparation of financial reports, budget preparation and monitoring, auditing financial statements and experience in a supervisory capacity are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional accounting work with supervisory responsibility in the preparation of financial reports, budget preparation and monitoring, and auditing of financial statements.

## Human Resources Department

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### Director, RER Finance and Administration Division (002266)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of professional administrative experience in fiscal management, budget administration, procurement and acting in a supervisory capacity is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced responsible professional administrative work managing the activities of the Building Department's Finance Services and Purchasing and General Administration sections.



## Human Resources Department

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### Director, RER Information and Permit Support Division (002267)

**Minimum Qualifications**

Bachelor's degree in Public or Business Administration or related field. A minimum of four to eight years professional administrative experience to include construction office management experience or experience processing construction permit applications.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible professional administrative work managing the activities of the Building Department's Building Information and Permit Support Division.

## Human Resources Department

### Director, Neighborhood Regulations Division (002269)

#### Minimum Qualifications

Bachelor's degree and a minimum of five years of progressively responsible experience in code enforcement operations in a government agency or private sector entity to include supervisory experience is required. Knowledge of Miami-Dade County Code regulations is highly desirable.

#### Job Specifications

##### Nature of Work:

This is responsible professional managerial work in directing the activities for the Neighborhood Regulations Division in the Department of Regulatory and Economics Resources. An employee in this class is responsible for managing, supervising and coordinating departmental activities in the enforcement of regulatory ordinances pertaining to minimum housing standards, vacant housing standards, residential and business property maintenance and zoning codes. Responsibilities include providing enforcement of county code regulations concerning Unincorporated Municipal Service Areas. The incumbent exercises considerable independent judgment in the analysis of enforcement activities, identification of risks, and initiation of effective preventive measures. Supervision is exercised, through subordinate supervisors, over an extensive staff of inspection and enforcement employees with assigned responsibilities in various phases of operations. General supervision is received from an administrative superior who holds the incumbent responsible for effective code enforcement and security activities.

##### Illustrative Tasks:

Plans, supervises and coordinates the work of subordinate supervisors in the enforcement of neighborhood regulations. Directs and coordinates the work of subordinate supervisors in the enforcement of neighborhood regulations and code enforcement pertaining to county code regulations regarding minimum housing standards, vacant housing standards, residential and business property maintenance and zoning codes. Analyzes overall enforcement activities and problems, identifies areas of risk and initiates preventive measures; implements short and long-range enforcement projects; assists in the preparation of ordinances to enforce departmental enforcement policies. Coordinates and integrates enforcement activities involving remediation and abandon vehicle removal services. Coordinates division procurement activities consistent with departmental and County policies and procedures. Prepares and reviews budget estimates and documents; administers budget for the division. Manages and reviews federal grants and projects for compliance with contract obligations and requirements. Provides overall direction and coordination on policy and management of citations and Special Master Hearings. Establishes and revises divisional goals and objectives; redirects enforcement priorities as required. Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

##### Knowledge's, Abilities and Skills:

Thorough knowledge of Miami-Dade County Code, enforcement programs related to County Code Regulations including (Chapter 2, 17, 17A, 19, and 33).

Thorough knowledge of laws, regulations, and ordinances pertaining to Neighborhood Regulation such as minimum housing standards, vacant housing standards, residential and business property maintenance standards and zoning code.

Thorough knowledge of legal procedures related to the enforcement of neighborhood regulations and ordinances.

Thorough knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Ability to supervise, through subordinate supervisors, the work of a large staff of geographically dispersed enforcement and security employees in a manner conducive to full performance and high morale.

Ability to enforce county codes, ordinances and regulations in accordance with departmental goals and objectives.

Ability to coordinate enforcement activities with other departmental operating units.

Ability to establish and maintain effective working relationships with subordinates, superiors, and officials of other County departments and outside agencies.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare a variety of forms, reports, and schedules.

REV. 10/2012

#### Nature Of Work

This is advanced executive level position of the administration of the Neighborhood Regulations Division in the Department of Regulatory and Economic Resources.

### Information Representative (002305)

#### Minimum Qualifications

Bachelor's degree in Journalism, English, Communications, Marketing or related field. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is professional journalist and public relations work in preparing news releases, bulletins, and reports for use in a program of public information.

Employees in this classification are responsible for assisting in assembling facts concerning agency operations and arranging them for presentation as public information. Duties include gathering information, verifying data with operating officials; editing material to be released to the news media. Assignments are received in general from through conferences with agency officials and administrative personnel. Work is reviewed through conferences, personal inspections and written reports for the attainment of desired objectives and for conformity with established policies and procedures.

##### ILLUSTRATIVE TASKS

Writes and edits news releases, feature stories, articles and speeches; arranges for the dissemination of finished materials.

Conducts field and office pamphlets and booklets on departmental objectives and activities.

Assembles information to be used in speeches and special reports.

Meets with departmental, civic, and business groups and the general public to discuss and secure information for use in writing articles, brochures, and other such publications.

Condenses lengthy reports into brief and newsworthy copy.

May give speeches and present information to civic and governmental groups.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of journalistic principles and practices, and techniques in the composition of publicity materials.

Considerable knowledge of English usage and the requirements of press, radio and television media.

Knowledge of industrial news writing and publicity techniques.

Ability to write and assemble interesting and informative news releases, pamphlets, brochures, scripts and related publicity materials.

Ability to edit and analyze informational material prepared by others.

Ability to plan and organize informational programs.

Ability to create and maintain effective working relationships with the public, administrative officials and the news media.

## Human Resources Department

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### Information Representative (002305)

#### **Nature Of Work**

This is professional journalist and public relations work in preparing news releases, bulletins, and reports for use in a program of public information.

## Human Resources Department

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### Information Officer (002307)

#### Minimum Qualifications

Bachelor's degree in Journalism, Communications, Public Relations, Marketing, English or related field. One year of professional experience in journalism, advertising, marketing or public relations is required.

#### Job Specifications

##### NATURE OF WORK

This is responsible journalistic and public relations work in developing and maintaining an extensive program of public information, publicity and industrial news writing.

The employee in this classification is responsible for developing and coordinating public information activities directed toward developing local and national public acceptance of the County's recreational, cultural, industrial and economic facilities. Work includes gathering, writing and editing material to be released to newspapers, radio broadcasters, periodicals, and to be used in speeches. Supervision may be exercised over clerical assistants by assignment and review of completed work. Assignments are received in general form through conferences with the department head or other administrative officials. Work is conducted with considerable independence and reviewed continuously for effectiveness through appraisal of public response.

##### ILLUSTRATIVE TASKS

Confers with administrative officials in planning public information and educational projects.

Originates and writes news articles for release to newspapers, radio and television broadcasters, periodicals and other publications.

Assembles information to be used in speeches and special reports.

Edits and supervises publication of a departmental newspaper or other publication of specialized or technical appeal.

Takes photographs for departmental publication, news releases and special purposes.

Confers with and advises administrative officials regarding the adoption of publicity projects and preparation of data for use in special reports and publication; assembles and condenses industrial news data; publishes newsletter depicting the advantages of the local industrial area.

Visits industrial plant sites and manufacturers' expositions, attends conferences and conventions to obtain prime source data relative to the industrial development of the local metropolitan area.

Directs the preparation of slides and motion pictures; prepares posters, charts and other illustrative devices.

Plans and writes special pamphlets and booklets on departmental objectives and activities.

Obtains and disseminates news material through interview and correspondence; participates in preparation for conventions and publicity events.

Condenses lengthy reports into brief and newsworthy copy.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of journalistic principles and practices, the techniques of planning, composing, and editing publicity material.

Thorough knowledge of English usage and the requirements of press, radio and television broadcasters.

## Human Resources Department

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### Information Officer (002307)

Thorough knowledge of industrial news writing and publicity techniques.

Ability to write and assemble interesting and informative news releases, pamphlets, brochures, scripts and related publicity materials.

Ability to plan and organize informational programs.

Ability to edit and analyze informational material prepared by others.

Ability to create and maintain effective working relationships with the public, department directors, industrial representatives and the public media.

Skill in the use of photographic equipment.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Journalism, Communications, Public Relations, Marketing, English or related field. One year of professional experience in journalism, advertising, marketing or public relations is required.

REV 8/00

#### **Nature Of Work**

This is responsible journalistic and public relations work in developing and maintaining an extensive program of public information, publicity and industrial news writing.

## Human Resources Department

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### Employee Recognition Coordinator (002310)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

### CIAO Graphics Services Manager (002326)

#### Minimum Qualifications

Bachelor's degree in Fine Arts with coursework concentrated in graphic design or graphic arts, Business Administration, Public Administration, or a related field. Three years of professional experience as a graphics production manager, lithographic plant manager, or a similar position requiring experience in the commercial printing field are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and technical work coordinating art design projects in a centralized County-wide graphics design operation.

An employee in this class is responsible for the administration of a county graphics design system and the development of graphics designs and systems for use in county departments and agencies. Emphasis of the work is on coordinating the development of art design projects with various county officials, departments and agencies, supervising a staff of artists and designers, developing and administering procedures for production of final art designs and administration of a county graphics design system providing a consistent county image to the public. The incumbent exercises considerable independent professional judgment in the development and completion of art design concepts and in coordinating work with other county departments and agencies. Supervision is exercised over a staff of artists, designers, technical and clerical subordinates through assignment of art design projects and review of work in progress and upon completion. Supervision is received from a professional and administrative superior who reviews work for effective provision of art design services and for professional quality of completed projects.

##### ILLUSTRATIVE TASKS

Coordinates art design projects for Miami-Dade County through contact with various county officials, and county departments and agencies; develops formats to be used for posters, flyers, folders, booklets, brochures, dedications, advertisements, charts, presentations, stationary, clip sheets, television public service announcements, various reports and promotional campaigns.

Plans, assigns and reviews the work of a staff of artists and designers engaged in the successful development of design projects; directs the artistic development of projects from concept layout to production.

Develops and administers procedures necessary for completion of final art design products including requisitions, purchase orders and work orders; schedules production for designing and printing to meet deadlines; consults with printers to choose stock, ink, check proofs and monitor printing progress.

Administers a county graphics design system; develops design concepts for size, placement and positioning of official county Logo.

Establishes priorities for art design projects, distributes to staff and participates in more difficult assignments, procedures, concepts, layouts and final artwork for production.

Presents art design concepts to various departments and provides advice on deciding on the best designs and on technical processes; assists in the decision making process for selection of the best designs and methods of presentation of information.

Makes recommendations regarding the hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of contemporary art and artistic design.

Thorough knowledge of graphic arts design principles and practices.



## Human Resources Department

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### CIAO Graphics Services Manager (002326)

Considerable knowledge of the fine arts and aesthetics.

Considerable knowledge of the structure and function of County government.

Considerable knowledge of administrative procedures pertaining to the production of graphic arts projects.

Knowledge of the principles and practices of modern typesetting.

Knowledge of supervisory principles and practices.

Ability to exercise independent professional aesthetic judgment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relations with a variety of County officials, administrative, superiors and subordinates.

Ability to develop art design concepts from inception to final acceptance.

Ability to advise county officials on selection of art design concepts and technical production processes.

Skill in the graphic arts.

#### DESIRABLE EXPERIENCE AND TRAINING

Considerable responsible experience in advertising or graphics design including supervisory experience; graduation from an accredited college or university with a Bachelor's Degree in Fine Arts.

NEW 10-81

#### **Nature Of Work**

This is advanced professional and technical work coordinating art design projects in a centralized County-wide graphics design operation.

### CIAO Advertising Specialist (002327)

#### Minimum Qualifications

Bachelor's degree. One year of professional experience in media relations, news writing, editing, advertising, public relations or events coordination is required. Additional experience may substitute for the required education on a year for year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional marketing and advertising work for the Miami-Dade Communications Department.

An employee in this class is responsible for handling the day-to-day placement of time-sensitive radio and print advertisement associated with the AM Radio Advertising Program mandated by the Board of County Commissioners (BCC). Responsibilities include preparing advertising placements for AM radio stations and newspaper/magazines; advertising placements for radio and print; coordinating preparation of ads with the graphics section and translators; assisting with writing copy and some layout design; tracking all advertisements placed; preparing and maintaining all files and reports/records including ads and advertising campaigns placed in community periodicals; preparing correspondence to community periodicals; preparing monthly and quarterly reports; reviewing all bills and invoices for community periodicals and advertising. Supervision is received from an administrative superior who reviews work for attainment of desired grades and objectives.

##### ILLUSTRATIVE TASK

Assists with planning and implementing promotional activities designed to increase positive exposure of county services, programs and projects.

Handles the day-to-day placements of the time-sensitive radio and print advertisement associated with AM Radio Advertising Program.

Creates advertising placements for AM radio stations and newspapers/magazines.

Coordinates preparation of ads with the graphics section and translators, and assists with copy and some layout/design.

Tracks all advertisements.

Prepares and maintains all files and reports/records including ads, advertising campaigns placed on AM stations.

Prepares monthly and quarterly reports.

Reviews all bills and invoices for AM Radio advertising to be sure the amounts charged are correct and identifies the correct ad campaign and department responsible for payment.

Assists vendor with inquiries regarding invoices pending, etc.

Assists with planning and implementing promotional activities designed to increase positive exposure of county services, programs and projects.

Assists with developing collateral materials and other multi-media products, and internal and external news letters.

Assists with coordinating marketing and promotional activities with other departments and county agencies in planning and implementing countywide promotional initiatives.

Assists with coordinating the design and evaluation of market research studies and surveys.

### CIAO Advertising Specialist (002327)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and techniques of advertising, marketing and advanced commercial art.

Thorough knowledge of computer-generated graphics, computer-generated real-time animation production, typography, typesetting specifications and layout.

Thorough knowledge of offset printing and photographic techniques.

Thorough knowledge of audio-visual techniques.

Thorough knowledge of principles and practices of marketing and public relations techniques.

Knowledge of the design and production of a variety of marketing and promotional materials.

Ability to create original designs, review with administrative supervisor and oversee the production of final products.

Ability to effectively monitor contractual vendors providing advertising support services.

Ability to plan, design, schedule, conduct and budget commercial art projects.

Ability to communicate clearly and concisely, verbally and in writing.

Skill in commercial, graphic and video arts.

Skill in the operation of computerized video production equipment, graphics equipment and typesetting machines.

REV 04/07

#### **Nature Of Work**

This is professional journalistic and public relations work in developing and maintaining an extensive program of public information, publicity and news writing in the Miami-Dade County Communications Department.

### Video Production Assistant (002330)

#### Minimum Qualifications

Associate degree in Communications, Radio/Television, or a related field. One year of experience in video production work is required. Additional work related experience may substitute for the education on a year-to-year basis.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work assisting in the development of television programs for a government access cable television station.

Employees in this class are responsible for operating robotic and studio cameras, assisting with studio set up and field productions, and assisting in broadcast engineering tasks. Duties include operating robotic cameras for public hearings, operating studio cameras, assisting with lighting and shot composition, operating editing equipment, and assisting in minor video engineering tasks. Incumbents apply advanced knowledges of video technology to obtain good camera shot composition and lighting. Supervision is received from a technical supervisor who reviews work for technical quality and successful completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

- Operates robotic camera controller for public hearing video coverage from the County Commission chambers.
- Operates studio cameras under the direction of a video director to video tape studio programs.
- Assists in setting up lighting and constructing sets for studio programming.
- Assists Videographer/Editor on field productions with lighting and audio recordings.
- Operates off-line cuts only editing equipment in 3/4" U-matic format.
- Assists in maintenance and other minor video engineering tasks.
- Duplicates video tape.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of the operating characteristics of audio-visual production and editing systems.
- Considerable knowledge of lighting and picture composition aesthetics.
- Knowledge of the principles and techniques of video tape editing.
- Knowledge of the principles, practices and techniques of cable television production and broadcast journalism.
- Ability to operate field and studio cameras to secure images and interviews for finished programming.
- Ability to operate advanced video editing equipment.
- Ability to set up lighting and construct sets for studio programming.
  
- Skill in the operation of video cameras and video tape editing equipment.
- Skill in videography
- Skill in the techniques of video tape editing.
- Skill in studio and field lighting required for good video images.

NEW 7-92

#### Nature Of Work

This is skilled technical work assisting in the development of television programs for a government access cable television station.

### Video Production Specialist (002332)

#### Minimum Qualifications

Bachelor's degree in Communications or a related field. One year of professional experience in video production is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the production of video programs for Miami-Dade County.

Employees in this class are responsible for applying advanced video production knowledges and techniques to produce broadcast quality video programming. Duties include operating cameras, setting up studios and locations, training and directing production crews, operating editing systems, and serving as writer and producer for some programs. Incumbents exercise independent judgment and technical expertise in producing and editing format videos and in producing quality video and audio-edited mater tapes. Supervision is received from an administrative superior who reviews work for technical quality of videotape productions.

##### ILLUSTRATIVE TASKS

Evaluates and interprets user needs; analyzes and determines program objectives, and reviews budgetary requirements.

Operates camera and composes shots.

Sets up lighting, and audio-collection and distribution system.

Operates broadcast grade multi-source edit system, special effects, digital effects generations, video graphics and titling systems, and audio sweetening systems to produce broadcast quality programming.

Trains and directs crew on equipment and production aesthetics; selects shots and transitions either independently or in cooperation with producers or directors.

Serves as director for studio and location production as required; works with and directs talent; ensures quality of audio and video edited masters.

Serves as writer/producer for some programs; develops and writes scripts for public service announcements, training and other informational programs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of video production methods, techniques and principles.

Considerable knowledge of the operating characteristics of video production cameras, editing systems and related equipment.

Considerable knowledge of studio lighting and set construction.

Knowledge of directing field and chamber events.

Knowledge of video program editing, special effects, audio-mixing and video graphics.

Ability to assemble complete video packages, public service announcements and programs.

Ability to produce quality video through studio camera movements, creative lighting and effective set construction.

### Video Production Specialist (002332)

Ability to perform offline video editing.

REVISED 09/05

#### **Nature Of Work**

This is technical work in the production of video programs for Miami-Dade County.

### Videographer/Editor (002334)

#### Minimum Qualifications

Associate degree in Radio/Television, Communications, or related field. Two years of experience in television or video production to include experience in field camera operations and non-linear editing are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in videography and video editing for a government access cable television station.

Employees in this class are responsible for operating video cameras in the field, studio cameras in a television studio, and video editing equipment to video tape and finish programs for Miami-Dade Television. Duties include gathering on-location video footage, operating studio cameras and video tape studio programs, lighting and picture composition, and generating computerized video editing equipment. Incumbents apply advanced knowledge of video technology to assemble and complete television programs or program segments. Supervision is received from a professional superior who reviews work for technical quality of completed assignments.

##### ILLUSTRATIVE TASKS

Operates video camera and VCR to gather images and interviews in the field for later editing into finished programming for Miami-Dade Television.

Operates studio cameras to video tape studio programs.

Utilizes studio and field lighting to achieve technical and artistic levels of lighting necessary for obtaining good video images.

Operates computerized video editing equipment to finish programs and program segments for cablecast; assembles field video footage into finished programs per script; uses editing techniques including scene pacing and timing, shot transitions, graphics, and digital effects.

Performs duties involving studio set-up, video duplication, direction of studio and field production, video graphics and character generation.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics of audio-visual production and editing systems.

Considerable knowledge of lighting and picture composition aesthetics.

Considerable knowledge of the principles and techniques of video tape editing.

Knowledge of the principles, practices and techniques of cable television production and broadcast journalism.

Ability to operate field and studio cameras to secure images and interviews for finished programming.

Ability to operate advanced video editing equipment to assemble and complete television programs and program segments.

Skill in the operation of video cameras and video tape editing equipment.

Skill in videography.

Skill in the techniques of video tape editing.

### Videographer/Editor (002334)

Skill in studio and field lighting required for good video images.

REV 11/99

#### **Nature Of Work**

This is skilled technical work in videography and video editing for a government access cable television station.



## Human Resources Department

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### Executive Producer (002337)

#### Minimum Qualifications

Bachelor's degree in Communications, Journalism, Television Production or related field. Two years of experience in script writing and production are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative and supervisory work in journalistic and creative television production within Miami-Dade TV, a division for Miami-Dade County's Communications Department.

An employee in this class is responsible for creating, writing, producing, supervising, assigning and reviewing the work of subordinate staff within Miami-Dade TV. Responsibilities include supervising TV Producers, managing production, creating and writing TV programs like Downtown Miami Dade, Miami-Dade Now and Down To Earth; promotional spots, mini-commercials; public service announcements and other news and informational programming; coordinating all aspects of creating television programs and on air look and managing the TV Station in the absence of the Station Manager. Incumbent exercises considerable independent judgment and technical expertise in supervising field and studio crews, editors and graphic artists. General supervision is received from an administrative superior who reviews work through personal conferences with the department head or other administrative officials, appraisal of public response and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of professional and technical employees engaged in the production of TV programs, promotional spots, mini-commercials; public service announcements and other news and informational programming.

Performs quality review of TV programs; conducts resources needs analysis; and manages on-air schedule.

Supervises scheduling of programs aired on Miami-Dade TV and evaluates programs submitted by outside producers to determine suitability for inclusion in the schedule.

Meets with department heads/liaisons to determine topics for programs; conducts research for topics using the web, site surveys and library; conducts interviews with subject matter experts.

Organizes research materials, writes scripts and assembles all elements necessary to produce the script.

Supervises and directs studio and field production crews and editors to assure quality and creativity in videography, audio, graphics production and editing.

#### EXECUTIVE PRODUCER (Cont'd)

##### ILLUSTRATIVE TASKS (Cont'd)

Writes scripts for video programs and meets established deadlines; and writes publicity materials to promote video programs. May be required to adapt English program into Spanish.

Develops set design and graphics concepts.

Serves as member of the technical crew for studio and field productions and live meeting broadcasts as needed; operates TV production equipment like studio cameras, video switcher, videotape machines, character generators, audio teleprompter, etc.

#### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Executive Producer (002337)

Extensive knowledge of journalistic principles and practices, techniques of planning, developing, producing and evaluating video programs.

Extensive knowledge of video production equipment and production techniques.

Considerable knowledge of research and script-writing techniques.

Thorough knowledge of correct English usage.

Ability to effectively schedule and manage producer staff and video production crews.

Ability to convert complex issues and concepts into simple, effective messages.

Ability to work independently and meet deadlines.

Ability to create and maintain effective working relationships with department directors and representatives, industry contacts, the media and members of the public.

Ability to communicate effectively, orally and in writing.

REVISED 09/05

#### **Nature Of Work**

This is advanced and responsible administrative and supervisory work in journalistic and creative television production within Miami-Dade TV, a division for Miami-Dade County's Communications Department.

## Human Resources Department

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### TV Producer (002345)

#### Minimum Qualifications

Bachelor's degree in Communications, Journalism, Television Production or related field. One year of experience in script writing and production is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in journalistic and creative television production for Miami-Dade TV, a division of Miami-Dade County's Communications Department.

Employees in this class are responsible for developing, creating and writing TV programs like Downtown Dade, Miami-Dade Now and Down To Earth; promotional spots, (mini-commercials); public service announcements and other news and informational programming. Responsibilities include receiving assignments through conferences with department head or other administrative officials; collaborating with the Station Manager and Sr. Producer the supervision of content and production design of designated programs, including script, set design, graphics, music and editing. Incumbent exercises considerable independent judgment and technical expertise in supervising field and studio crews, editors and graphic artists. Supervision is received from an administrative superior who reviews work for effectiveness through appraisal of public response.

##### ILLUSTRATIVE TASKS

Meets with department heads/liaisons to determine topics for programs and conducts research for topics using the web, site survey, library and interviews with subject matter experts.

Organizes research materials, writes script and assembles all elements necessary to produce the script.

Supervises and directs studio field production crews and editors to assure quality and creativity in videography, audio graphics production and editing.

Write scripts for video programs and meets established deadlines. Also writes publicity materials to promote video programs. May be required to adapt English programs into Spanish.

Develops set design and graphics concepts.

Serve as member of the technical crew for studio and field productions and live meeting broadcasts as needed, operating TV production equipment like studio cameras, video switcher, videotape machines, character generators, audio boards, teleprompter, etc.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of journalistic principles and practices, the techniques of planning, developing, producing and evaluating video programs.

Extensive knowledge of video production equipment and production techniques.

Thorough knowledge of correct English usage.

Thorough knowledge of research and script-writing techniques.

Ability to effectively schedule and manage video production crews.

## Human Resources Department

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### TV Producer (002345)

Ability to convert complex issues and concepts into simple, effective messages.

Ability to work independently and meet deadlines.

Ability to create and maintain effective working relationships with department directors and representatives, industry contacts, the media and members of the public.

Ability to communicate effectively, verbally and in writing.

Revised 09/05

#### **Nature Of Work**

This is advanced professional work in journalistic and creative television production for Miami-Dade TV, a division of Miami-Dade County's Communications Department.

## Human Resources Department

### Broadcast Technician (002350)

#### Minimum Qualifications

Associate degree in Communications or related field. Five years of experience in commercial and/or corporate audio visual/video communications are required. Additional college coursework may substitute for the required experience to a maximum of two years.

#### Job Specifications

##### NATURE OF WORK

This is broadcast engineering work in the programming, operation and maintenance of closed-circuit television and related systems.

An employee in this class is responsible for the programming, operation and maintenance of closed-circuit television and audio-visual equipment in the Metro-Dade County Commission Chambers and Metro-Dade Center. Responsibilities include preparation of presentations on a regular basis requiring split screen formats of technical and data base information, testing of both base and remote equipment, preparation of specifications for contract maintenance and equipment purchases, and supervision of the production of documentary and training tapes. Considerable independent judgment is exercised in the application of television and broadcast engineering knowledges to the programming and operation of closed-circuit television systems and related equipment. Supervision is exercised over subordinate technicians who operate equipment and assist with general broadcasting operations. General supervision is received from an administrative superior who reviews work for satisfactory programming, operation and maintenance of equipment and for quality of presentations and broadcast engineering operations.

##### ILLUSTRATIVE TASKS

Prepares presentations for the Board of County Commissioners and other organizations using the Commission Chambers on a regular basis; coordinates work with Commissioners and other officials to determine the desired outcome and plan necessary activities to complete presentations.

Prepares split screen formats of technical and data base information established by county officials who have use of the equipment for special presentations.

Tests equipment including statistical and remote equipment and dry-runs programs to assure effectiveness; adjusts both equipment and presentations as necessary.

Operates audio-visual equipment during presentations in the Metro-Dade County Commission Chambers including the use of auxiliary equipment in other locations in the Metro-Dade Center.

Supervises assistants who operate and/or monitor less sophisticated equipment while meetings are in progress.

Assures proper maintenance and repair of all audio-visual equipment belonging to the department.

Coordinates maintenance and repair of highly technical and complex equipment with manufacturer or service agency involved; evaluates contractor's performance and documents deficiencies.

Writes specifications for contracts or purchasing related to equipment used in the common areas of the Metro-Dade Center

Coordinates use of Commission Chambers with the Metro-Dade Center building officials and staff and advises of maintenance or preparatory needs other than audio-visual.

Performs administrative functions including budget preparation; prepares reports, correspondence and requisitions.

Supervises production of documentary and training video tapes for use by department and for records purposes.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of television cinematography and broadcast engineering.

Thorough knowledge of the operating characteristics and maintenance requirements of closed-circuit television and related systems.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of technical specifications and service contracts for closed-circuit television systems, projectors, microphones, transformers, amplifiers and related broadcasting equipment.

Considerable knowledge of the methods of preparation and presentation of split screen formats of technical and data base information.

Knowledge of supervisory principles and practices.

### **Broadcast Technician (002350)**

Ability to apply the principles and practices of television cinematography and broadcast engineering to the operation of sophisticated closed-circuit television and related systems.

Ability to operate and direct the operations of closed-circuit television.

Ability to deal tactfully with elected officials, county administrators, superiors and subordinates.

Ability to express ideas and information, clearly and concisely, verbally and in writing.

Ability to analyze equipment needs and prepare detailed technical specifications.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Skill in Cinematography.

NEW 1-86

#### **Nature Of Work**

This is broadcast engineering work in the programming, operation and maintenance of closed-circuit television and related systems.

## TV Broadcast Engineer (002351)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is advanced technical broadcast engineering work in the design and installation of TV broadcast systems in a county department or agency.

Employees in this class are responsible for the operation and maintenance of cable television equipment and related broadcasting systems; researching, designing, documenting and installing TV broadcast systems; operating and maintaining audio-visual production and editing equipment for live tape cable television productions; maintaining the operational capabilities and readiness of the broadcast television equipment and operating systems continuously; and training employees on the use of the equipment. Duties include planning of systems modifications and upgrades; assisting in the preparation of RFP's; purchasing of equipment; designing, configuring and installing of edit and production systems; preparing equipment for transmission of signals over the airwaves; ensuring the integrity of the microwave signal; providing technical support to cable production staff; troubleshooting and preventative and corrective maintenance. Incumbent exercises considerable independent judgment in the application of broadcast engineering knowledge to design, operation and maintenance of production and edit systems. General supervision is received from an administrative superior who reviews work for satisfactory operation and maintenance of equipment and for quality cable television productions.

#### ILLUSTRATIVE TASKS

Researches, designs, documents and installs analog and digital audio-visual signal distribution systems, linear and non-linear editing systems, broadcast quality production control rooms, transmission systems, on-air file server systems, graphics sub-systems, engineering computer work station, audio-visual duplication systems, satellite downlinks, robotic camera control systems, and other related equipment used in the production and broadcast of live and pre-recorded programmed material. Identifies production equipment needs and insures that system components are compatible and interchangeable.

Installs, calibrates, synchronizes and maintains audio-visual production equipment for live, taped and on-location telecast; wires, modifies and repairs electronic transmission equipment, ensures the integrity of the microwave signal from the studio to the main distribution facility.

Builds, maintains and troubleshoots video production equipment for studio, edit suites, dubbing system and audiovisual processing.

Assures proper maintenance and repair of video production equipment.

Provides technical training and support to cable production staff and other departments concerning production equipment and techniques; coordinates special projects such as broadcast of elections results, teleconferences and live call-in programs.

Keeps abreast of developments in the cable television industry by attending seminars and conferences, and reading technical publications and journals.

Represents the Communications Department in meetings with other county departments, manufacturers and regulatory agencies as needed.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and techniques of cable television production and broadcast engineering.

Thorough knowledge of the operating characteristics and maintenance requirements of audio-visual production and edit systems.

## Human Resources Department

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### TV Broadcast Engineer (002351)

Considerable knowledge of technical specifications and service contracts for cable television systems and related broadcasting equipment.

Knowledge of the codes and regulations governing the cable television industry.

Knowledge of current developments, literature and information concerning cable television and broadcast engineering.

Ability to operate and direct the basic operations of audio-visual production and edit systems.

Ability to analyze equipment needs and prepare detailed technical specifications.

Ability to build, maintain and install audio-visual production and edit systems.

Ability to create and maintain effective working relationships with department directors and representatives, industry contacts, the media and members of the public.

NEW 09/05

#### **Nature Of Work**

This is advanced technical broadcast engineering work in the design and installation of TV broadcast systems in a county department or agency.



## TV Director/Editor (002354)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is advanced professional work in directing and editing of television programs for Miami-Dade TV, a division of Miami-Dade County's Communications Department.

Employees in this class are responsible for directing and on-line editing of various documentaries, news, talk, commercial, promotional and informational television programs. Responsibilities include working very closely with producers, videographers, engineers and other technical staff to ensure that completed programs reflect broadcast quality television production values. Incumbent exercises considerable independent judgment and technical expertise in supervising producers, videographers, engineers and studio crews. Supervision is received from an administrative superior who reviews work for technical quality of video productions.

#### ILLUSTRATIVE TASKS

Directs multi-camera studio and field television productions.

Participates in pre-production planning of programs in regard to technical capabilities of production equipment and facilities.

Operates all control room and studio equipment including switcher, audio board, Betacam editor, character generator, digital effects, routing system, tape machines and teleprompter.

Functions as post-production on-line editor for television productions.

Assists Station Manager in scheduling Miami-Dade TV staff and facilities.

Assists in the design and construction of studio sets and lighting.

Serves as member of the technical crew for studio and field productions and live meeting broadcasts; operates TV production equipment including studio cameras, video switcher, videotape machines, character generators, audio boards, teleprompters, etc.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of principles, practices and techniques of television production and broadcast journalism.

Thorough knowledge of linear and non-linear editing procedures and techniques.

Considerable knowledge of personnel, technical support and material requirements for television program production and related functions.

Ability to effectively coordinate and schedule staff and facilities for production of television programs.

Ability to provide technical direction of multi-camera studio and field productions.

Ability to effectively demonstrate television lighting and picture composition techniques.

Ability to operate high-end linear and non-linear editing systems, including use of digital video effects, 2-and 3-dimensional graphics and animation programs, and multi-layer image compositing techniques.

## Human Resources Department

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### TV Director/Editor (002354)

Ability to create and maintain effective working relationships with department directors and representatives, industry contacts, the media and members of the public.

Ability to communicate effectively, verbally and in writing.

Revised 09/05

#### **Nature Of Work**

This is advanced professional work in directing and editing of television programs for Miami-Dade TV, a division of Miami-Dade County's Communications Department.

## Human Resources Department

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### Station Manager (002355)

#### Minimum Qualifications

Bachelor's degree in Communications, Journalism, Television Production, Television Management or related field. A minimum of three years of experience in television production to include supervisory experience is required.

Additional experience may substitute for the required education on a year per year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory work with administrative responsibilities in directing the operations of the Miami-Dade County TV station for the Miami-Dade County's Communication Department.

An employee in this class are responsible for directing all employees engaged in all aspects of the operation and maintenance of the Miami-Dade TV station; initiating, overseeing and approving all programming and audiovisual services produced by Miami-Dade TV; developing and managing annual operating and capital budgets as well as multi-year capital improvement plans for the Miami-Dade TV facility and the BCC Commission chambers. Emphasis of the work is in understanding the county's communications needs, balancing the financial requirements and translating these needs into operational and strategic plans. Employee is the county's lead audio/visual expert for Miami-Dade County during activations of the Emergency Operations Center. Incumbent exercise considerable independent judgment in organizing the work and directing the operations of Miami-Dade TV. Supervision is exercised over a diverse professional staff engaged in all aspects of TV broadcasting. Work is performed under the administrative direction of the department director who holds the incumbent responsible for the attainment of desired administrative and professional objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the day to day operations of Miami-Dade TV, the government's cable access channel.

Makes decisions regarding programming and video support requests for Miami-Dade County government.

Approves all programming, procedural facility and staffing issues that impact Miami-Dade TV.

Prepares operating budget and prioritizes capital equipment needs for Miami-Dade TV; monitors and manages operational and capital budgets.

Manages the Promotional Spots Program (PSP) that generates revenue for the Communications Department.

Attends trade show to evaluate broadcast television equipment to determine multi-year capital improvement plan for television facility. Utilizes ADPICS to requisition and issue Purchase Orders for capital equipment.

Provides audio/visual support for the Emergency Operations Center during emergency activations and acts as lead audio/visual contact for both internal and external media entities.

Coordinates audio/visual support for county departments and/or provides consultant services for many departments for video production, and acquisition of audio/visual equipment.

Serves as member of the technical crew of studio and field productions and live meeting broadcasts as needed; operates TV production equipment, i.e. studio cameras, video switcher, video machines, character generators, audio boards, teleprompter, etc.

Represents the Department in Community meetings.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

## Human Resources Department

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### Station Manager (002355)

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of all positions within Miami-Dade TV, including director, technical director, editor, producer, writer, videographer, audio technician, lighting director, set construction and remote production supervisor.

Extensive knowledge of personnel, technical support and material requirements for television program production and audio-visual support services.

Considerable knowledge of video production equipment and production techniques, and audio/visual equipment.

Thorough knowledge of correct English usage.

Thorough knowledge of budgeting techniques and the accounting process.

Considerable knowledge of the supervisory principles and practices.

Knowledge of rules, regulations, policies and procedures pertaining to a governmental access cable television station.

Ability to operate TV production equipment to include Betacam cameras, video switchers, editing systems, videotape machines, audio boards, robotic camera systems, routing systems, etc.

Ability to find creative solutions to difficult productions challenges.

Ability to provide effective audio/visual and television productions assistance to other county departments and entities.

Ability to effectively schedule and manage staff and facility issues.

Ability to provide technical advice and assistance in the issuance of permits for multi-family residential, industrial and mixed-use projects.

Ability to supervise a group of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relations with department directors and representatives, industry contacts, the media and members of the public.

Ability to communicate ideas clearly and concisely, verbally and in writing.

REVISED 09/05

#### **Nature Of Work**

This is advanced professional and supervisory work with administrative responsibilities in directing the operations of the Miami-Dade County TV station for the Miami-Dade County's Communication Department.

## Translator 1, Miami-Dade County (002357)

### Minimum Qualifications

Bachelor's degree in Languages, Linguistics, Education or related field. Two years of experience in translating and interpreting legal business and technical documents and deliberations, negotiations and meetings from English to Spanish and Spanish to English.

### Job Specifications

#### NATURE OF WORK

This is advanced professional administrative and interpretation work in providing translation and interpretation services for all of Miami-Dade County.

An employee in this classification is responsible for assisting with providing interpretation services for all Miami-Dade County Board of County Commission (BCC) meetings and other government public meetings. Responsibilities include assisting in translating government documents from English to Creole or French or vice versa; providing interpretation services for any special or emergency meetings and workshops called by the BCC, Mayor and County Manager; proofreading documents generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices; and providing translation services to all county election ballot and related documents. Emphasis of the work is on providing accurate translation services under tight deadlines. General supervision is received from a professional or administrative superior who reviews work for completeness and effectiveness.

#### ILLUSTRATIVE TASKS

Provides interpretation services for all Miami-Dade County (BCC) meetings and other government public meetings as required.

Translates government document from English to Creole or French or vice versa, as required.

Provides interpretation services for any special or emergency meetings and workshops called by the BCC, Mayor, and County Manager during and after working hours.

Proofreads documents for accuracy generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices.

Provides translation services to all county election ballots and related documents.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles and practices of diplomatic protocol.

Considerable knowledge of English, Creole and French languages.

Knowledge of the Communications Department's policies, procedures and regulations.

Ability to communicate clearly and concisely, verbally and in writing, in English and Spanish languages with officials, groups and individuals.

Ability to translate government documents from English to Creole or French, or Creole or French to English as required.

Ability to provide interpretation services for any special or emergency meetings, workshops called by the BCC, Mayor and County Manager scheduled during and/or after working hours.

## Human Resources Department

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### Translator 1, Miami-Dade County (002357)

Ability to proofread documents for accuracy generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices.

Ability to provide translation services to all county election ballots and related documents.

Ability to establish and maintain effective working relationships with the Mayor's Office, the Chair's Office, the BCC, the County Manager, senior management, county departments, elected officials and the general public.

Ability to mediate, troubleshoot, handle multiple tasks and pay close attention to details.

Ability to prioritize multiple and simultaneous protocol and translating tasks, and bring all to a successful completion.

Ability to work with minimal supervision.

REV 5-07

#### **Nature Of Work**

This is advanced professional administrative and interpretation work in providing translation and interpretation services for all of Miami-Dade County.

## Human Resources Department

### Translator 2, Miami-Dade County (002358)

#### Minimum Qualifications

Bachelor's degree in Translations, Languages, Linguistics, Education or related field. Two years of experience in translating legal, business and technical documents and interpreting deliberations, negotiations and meetings from English to Haitian Creole and Haitian Creole to English, and French to English and English to French are required. Must possess a U.S. Federal Courts and/or National Centers for State Courts Qualification/Certification.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional administrative and interpretation work in providing translation and interpretation services for all of Miami-Dade County.

An employee in this classification is responsible for assisting with providing interpretation services for all Miami-Dade County Board of County Commission (BCC) meetings and other government public meetings. Responsibilities include assisting in translating government documents from English to Creole or French or vice versa; providing interpretation services for any special or emergency meetings and workshops called by the BCC, Mayor and County Manager; proofreading documents generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices; and providing translation services to all county election ballot and related documents. Emphasis of the work is on providing accurate translation services under tight deadlines. General supervision is received from a professional or administrative superior who reviews work for completeness and effectiveness.

##### ILLUSTRATIVE TASKS

Provides interpretation services for all Miami-Dade County (BCC) meetings and other government public meetings as required.

Translates government documents from English to Creole or French or vice versa, as required.

Provides interpretation services for any special or emergency meetings and workshops called by the BCC, Mayor, and County Manager during and after working hours.

Proofreads documents for accuracy generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices.

Provides translation services to all county election ballots and related documents.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles and practices of diplomatic protocol.

Considerable knowledge of English, Creole and French languages.

Knowledge of the Communications Department's policies, procedures and regulations.

Ability to communicate clearly and concisely, verbally and in writing, in English and Spanish languages with officials, groups and individuals.

Ability to translate government documents from English to Creole or French, or Creole or French to English as required.

Ability to provide interpretation services for any special or emergency meetings, workshops called by the BCC, Mayor and County Manager during and after working hours.

## Human Resources Department

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### Translator 2, Miami-Dade County (002358)

Ability to proofread documents for accuracy generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices.

Ability to provide translation services to all county election ballots and related documents.

Ability to establish and maintain effective working relationships with the Mayor's Office, the Chair's Office, the BCC, the County Manager, senior management, county departments, elected officials and the general public.

Ability to mediate, troubleshoot, handle multiple tasks and pay close attention to details.

Ability to prioritize multiple and simultaneous protocol and translating tasks, and bring all to a successful completion.

Ability to work with minimal supervision.

REV 5-07

#### **Nature Of Work**

This is advanced professional administrative and interpretation work in providing translation and interpretation services for all of Miami-Dade County.



## Human Resources Department

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### Manager, TV Production & Operations (002361)

**Minimum Qualifications**

Bachelor's degree in Broadcasting, Communications or related field. A minimum of three years of experience in television broadcasting, studio and television remote production, to include camera operation, lighting, or audio. Additional experience may substitute for the required education on a year-for-year basis up to two years.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is advanced responsible professional work supervising video production for the Communications Department of Miami-Dade County.

## Human Resources Department

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### Elections GIS Specialist (002400)

#### **Minimum Qualifications**

High school diploma or equivalent. Three years elections related experience. Four years of GIS programming and systems analysis experience.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Elections Campaign Qualifying Coordinator (002401)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced clerical experience to include elections records management, campaign finance reporting or auditing, or electoral legal research are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized work assisting in administration of energy conservation programs at the Parks and Recreation Department.

An employee in this class is responsible for analysis of various utility billings, coordinating telephone repair requests for the department, and performing various data processing duties in support of an energy management system. Duties include maintaining utility bill payable files, resolving discrepancies on utility bills, preparing computer programs, and designing computer programs on the energy management system. Supervision is received from a professional superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Designs and creates programs on energy management system units; works with operations on scheduling EMS operation and with electrical staff on design parameters and layout.

Manages downloaded EMS information to monitor use to assure cost reduction and efficient utilization of utility operations.

Coordinates telephone repair requests for department, for transmittal to OCSIS; prepares reports on telephone problems and recommendations for appropriate action; Analyzes bills for action by department or outside agencies.

Maintains computerized accounts payable files; resolves billing discrepancies concerning telephone or electrical power.

Writes small programs; maintains and updates data bases for changes in Index Codes, Account Numbers and DDL numbers, using JCL or Query.

Creates budget files on PC for transfer to parks computer center; answers proper distribution through Journal Entries on FAMIS transmittal form of joint tenant utility accounts.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of utility usage patterns, practices and procedures.

Considerable knowledge of Personal Computer and Mini-Computer operations particularly related to an energy management system.

Considerable knowledge of the Park and Recreation Department's Energy Management System.

Knowledge of telephone, gas, electrical and water billing procedures and practices.

Ability to design programs on energy management system units.

Ability to operate complex personal and mini-computer equipment.

Ability to coordinate work with department staff and officials of outside agencies.

Ability to resolve utility billing discrepancies.

NEW 10-89

#### Nature Of Work

This is specialized work assisting in administration of energy conservation programs at the Parks and Recreation Department.

### Elections Field Specialist (002402)

#### Minimum Qualifications

High school diploma or GED. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is office and field work in the collection of data required in the surveying of precincts and identification of adequate polling facilities. Employees in this class conduct field surveys to assist in the selection of polling sites. Duties include surveying precincts, completing evaluation forms, preparing non-technical drawings and maps, and responding to inquiries from the general public. Work is performed according to established procedures and methods and some judgement is required in the surveying soliciting of polling places. Supervision is received from an administrative superior who reviews work for accuracy and thoroughness in completing assignments.

##### ILLUSTRATIVE TASKS

Surveys precincts to identify adequate polling facilities; completes evaluation forms for site selection; assists in updating polling site records.

Solicits and secures polling places; checks polling facilities to insure that telephone and electrical outlets are operational; prepares non-technical drawings and maps of polling areas.

Delivers polling place change signs and picks-up keys from facilities.

Responds to general public and precinct clerks concerning precinct boundaries, site selection and polling places.

Discusses completed data and complaints with supervisor upon completion of assignments.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of general rules and regulations of the department.

Knowledge of the geography of Dade County including arterial and secondary road systems.

Knowledge of data collection methods and techniques.

Knowledge of arithmetic.

Knowledge of office practices and procedures.

Some knowledge of public relations practices and procedures.

Ability to collect data from field observations.

Ability to complete data collection forms and other documents.

Ability to follow verbal and written instructions.

Ability to make arithmetic calculations quickly and accurately.

Ability to deal with the general public in a tactful and courteous manner.

Ability to operate an automobile safely and efficiently in traffic and under adverse weather conditions.

NEW 10-87

#### Nature Of Work

This is office and field work in the collection of data required in the surveying of precincts and identification of adequate polling facilities.

## Election Procedures Specialist (002403)

### Minimum Qualifications

High school diploma or GED. Three years of advanced clerical experience to include elections experience are required.

### Job Specifications

#### NATURE OF WORK

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.

Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary, depending on the department to which assigned. Some incumbents in the class perform specialized duties of a staff nature relating to a specific program. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and personnel administration. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision may be exercised over clerical and technical employees who assist in various phases of administrative operations. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports.

#### ILLUSTRATIVE TASKS

Assists in planning and preparing divisional or project budgets; insures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports.

Supervises clerical subordinates engaged in preparation of invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports and related clerical activities; provides training to employees in new procedures required with automated accounting and reporting systems.

Coordinates the maintenance of various accounting records such as cash and surety bonds; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected.

Analyzes financial, procurement and administrative procedures for simplification and improvement in efficiency; analyzes purchase orders to determine requirements; checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies.

Interviews applicants for employment to determine qualifications; provides information to applicants regarding career county employment; requests eligible lists and coordinates panel interviews for departmental positions; processes affirmative action complaints from employees through appropriate channels.

Assists in the supervision of clerical subordinates engaged in processing departmental personnel actions; discusses work related problems with employees; coordinates departmental personnel activities with federal funded employment programs as necessary.

Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with departmental instructions and accuracy of computations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

### Election Procedures Specialist (002403)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of general management and their application to governmental administration.

Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Knowledge of budget preparation procedures and reporting requirements.

Knowledge of departmental, legal, administrative and procedural regulations.

Knowledge of the principles and procedures of modern office administration.

Knowledge of basic accounting principles, practices and procedures.

Knowledge of the use of data processing and cost accounting systems.

Knowledge of the principles, practices and procedures of public personnel administration.

Knowledge of supervisory principles and practices.

Ability to analyze administrative problems and make sound recommendations as to their solution.

Ability to supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to supervise preparation of records and reports on a timely and complete basis.

Ability to prepare complete narrative and statistical reports.

Ability to conduct appropriate interviews with prospective employees and obtain pertinent information.

Ability to prepare accurate accounting and budgetary reports.

REV 05/98

#### **Nature Of Work**

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.

## Human Resources Department

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### Elections Support Specialist (002404)

**Minimum Qualifications**

High school diploma or GED. Two years of clerical experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is clerical work in support of the Miami-Dade Elections Department

## Human Resources Department

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### Elections Community Information Specialist (002405)

**Minimum Qualifications**

High school diploma or GED. Two years of clerical experience in public contact, public speaking, or providing citizens information or teaching are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is clerical and public outreach work in support of the Miami-Dade County Elections Department.



## Human Resources Department

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### Elections Logistics Supervisor (002409)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in diversified warehouse activities, logistics or inventory work are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative and technical work preparing and maintaining master spreadsheets and databases used for inventory control of iVotronic election equipment and in training seasonal employees on all technical election procedures.

## Human Resources Department

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### Elections Logistics Technician (002414)

**Minimum Qualifications**

High school diploma or GED. Two years of experience in diversified warehouse activities, logistics or inventory work are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is technical and inventory work in calculating and programming iVotronic terminals for election day, providing technical troubleshooting support, and receiving, storing and issuing election materials and equipment.

## Human Resources Department

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### Elections Section Supervisor (002417)

**Minimum Qualifications**

Bachelor's degree. Two years of professional and/or administrative experience to include one year of elections related experience are required. Additional experience may substitute for the education requirement on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional work with supervisory responsibility over a section of the Miami-Dade Elections Department.

## Human Resources Department

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### Ballot Tabulation Supervisor (002418)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to three years of professional and/or administrative experience to include one year of elections related experience is required. Additional experience may substitute for the education requirement on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional work assisting in the supervision and planning of technical services and activities pertaining to the coding, tabulation, absentee ballot processing, logic & accuracy tests and auditing of election day results.

## Human Resources Department

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### Assistant Deputy Supervisor of Elections (Operations) (002419)

**Minimum Qualifications**

Bachelor's degree. A minimum of three to five years of professional experience to include election operations is required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional administrative work in the management of Elections operations.

## Human Resources Department

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### Assistant Deputy Supervisor of Elections, Electronic Voting (002420)

**Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of professional experience in the administration or management of complex computer information systems is required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional work in the management of technical services and activities pertaining to the collection and tabulation of election day results.

## Human Resources Department

### Deputy Supervisor of Elections, Electronic Voting (002422)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to nine years of progressively responsible experience in the management of a large and complex data processing organization is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and technical managerial work in planning and directing activities of the Elections department's electronic voting and information systems.

An employee in this class is responsible for directing and supervising centralized electronic voting computer center with an extensive network of interconnected distributed processors at the Elections department. Emphasis of the work is on assuring the provision of economical and efficient automated data processing services to the Elections Department, developing plans for the acquisition, installation and operation of electronic voting and data processing equipment and negotiating contractual terms and conditions with vendors. The incumbent exercises an extensive degree of independent judgment and professional managerial knowledge in directing the electronic voting processing activities. Supervision is exercised through subordinate supervisors over a variety of professional, technical and clerical subordinates with assigned responsibilities in various phases of systems operations. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of data processing activities and quality of service to the Elections Department and the public.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews, through subordinate supervisors, the work of technical subordinates engaged in computer programming, systems analysis, computer operations, teleprocessing, electronic voting and other data processing activities.

Directs and supervises the operation of a centralized computer center providing automated data processing services and electronic voting system for the Elections Department.

Establishes policies for the use of automated data processing for the department; attends meetings and conferences with departmental officials to examine data processing needs.

Develops, presents and supports budget estimates and financial plans concerning acquisition of data processing equipment and software acquisition or development costs.

Plans for and assures the acquisition, installation and operation of automated data processing equipment for the Elections Department.

Negotiates with vendors contractual terms and conditions regarding acquisition, installation and maintenance of electronic voting and data processing equipment.

Ensures the efficient and economical disposal of data processing equipment no longer required for departmental needs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of computer programming, computer systems and electronic voting and data processing equipment.

Extensive knowledge of the organization, operation and management of a Computer processing center.

Thorough knowledge of the principles of public and business administration.

Thorough knowledge of current developments in the field of automated data processing and electronic voting technology.

Thorough knowledge of the data processing needs of the Election Department.

Considerable knowledge of supervisory principles and practices.

Ability to plan and supervise the development of complex informational systems based on Elections Department requirements.

Ability to plan, organize and direct the operation and management of a centralized computer center.

Ability to develop plans for the acquisition, installation and operation of electronic and data processing equipment.

Ability to balance demand with limited resources in providing effective and economical data processing services for the Elections Department.

## Human Resources Department

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### **Deputy Supervisor of Elections, Electronic Voting (002422)**

Ability to plan, organize and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with senior departmental management, subordinates and officials of private organizations.

Ability to communicate clearly and concisely, verbally and in writing.

#### **Nature Of Work**

This is highly responsible professional and technical managerial work in planning and directing activities of the Elections department's electronic voting and information systems.



## Human Resources Department

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### Deputy Supervisor, Elections (002423)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of progressively responsible managerial and/or administrative experience in budget or financial management, community outreach, training, special events or large scale logistics activities to include four years of supervisory experience are required.

#### **Job Specifications**

No Job Description Available

#### **Nature Of Work**

This is highly responsible professional and administrative work in the planning, coordination and oversight of Elections Logistics and Warehouse operations.

## Human Resources Department

### Chief Deputy Supervisor of Elections (002424)

#### Minimum Qualifications

Bachelor's degree. A minimum of six to ten years of professional experience to include managerial experience in elections logistics, voter registration, election administration, or elections planning is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work assisting in planning and directing activities of the Miami-Dade County Elections Department.

An employee in this class is responsible for assisting the Supervisor of Elections in planning, directing and supervising departmental operations and functions required for local, state and federal elections. Responsibilities include assisting in the establishment of departmental objectives and monitoring progress toward their achievement; directing diversified divisional functions; maintaining contacts with public officials and the media; interpreting state and federal election laws; managing departmental financial and budgetary operations; and organizing work to ensure maximum productivity at minimum cost. The incumbent exercises extensive independent judgement and professional managerial knowledge in formulating departmental policies and directing departmental operations. Supervision is exercised through various levels of subordinate executives and supervisors over a staff of employees which may vary greatly in size depending upon election activities. General direction is received from the Supervisor of Elections who holds the incumbent responsible for attainment of desired goals and objectives and for the professional management of the department.

##### ILLUSTRATIVE TASKS

Provides assistance to the Supervisor of Elections in the establishment of departmental programs, functions and direction; sets goals and objectives and monitors their achievement; evaluates departmental programs and assesses their effectiveness in meeting the needs of the citizens of Miami-Dade County, elected officials and candidates.

Directs the operation of diversified divisional activities through subordinate executives and supervisors; reviews and evaluates operation of all divisions and sections; reviews and approves written procedures for all functions.

Reviews existing organizational patterns, work relationships, space utilization, data reporting systems and staff responsibilities, and structures the organization of the department to effectively achieve organizational goals.

Meets with the public, candidates, public officials and the news media.

Acts in the absence of the Supervisor of Elections.

Prepares reports, ordinances, resolutions and correspondence.

Interprets election statutes; recommends and lobbies for changes in federal and state election laws.

Assist in the preparation of information for lawsuits regarding elections; testifies at court hearings.

Prepares and delivers speeches to governmental and private organizations; makes media appearances.

Convenes meetings with department management to discuss findings, policies procedures and other subjects.

Reviews and approves divisional budgets, disbursements, capital expenditures and departmental charges; prepares departmental budget; analyzes expenditures to ensure maximum productivity at minimal cost.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules and all other applicable rules and regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Chief Deputy Supervisor of Elections (002424)

Extensive knowledge of local, state and federal election laws, rules, regulations and procedures.

Extensive knowledge of the principles of business and public administration.

Extensive knowledge of departmental policies, procedures and operations in the preparation and conduct of elections.

Thorough knowledge of the demographics of Dade County.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

Ability to use advanced professional knowledge of the principles of management and public administration to formulate departmental policy and control departmental activities.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to effectively evaluate the impact of alternative possible courses of action on departmental operations, future developments and circumstances of a new or unprecedented nature.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to establish and maintain effective working relationships with senior County management, officials of other public and private organizations, officials of County departments, news media, candidates and the public.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to determine if departmental standards are being met and to redirect priorities as necessary.

### **Nature Of Work**

This is highly responsible executive level work assisting in planning and directing activities of the Miami-Dade County Elections Department.

## Human Resources Department

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### Elections Operations Administrator (002425)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to three years of experience in conducting elections in accordance with the provisions of State law to include supervisory experience is required. Additional related experience may substitute for required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible administrative and supervisory work in the coordination of polling place procurement and support, the early voting and absentee ballot process, ADA compliance, campaign reporting and auditing and other election related duties.

## Human Resources Department

### Supervisor of Elections (002430)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven to ten years of administrative experience to include election strategic planning, execution and evaluation, voter registration, logistics and technology assessment and planning are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing activities of the Miami-Dade County Elections Department.

An employee in this class is responsible for planning, directing and supervising departmental operations and functions required for local, state and federal elections. Responsibilities include establishing departmental objectives and monitoring progress toward their achievement; directing diversified divisional functions; maintaining contacts with public officials and the media; interpreting state and federal election laws; managing departmental financial and budgetary operations; and organizing work to ensure maximum productivity at minimum cost. The incumbent exercises extensive independent judgement and professional managerial knowledge in formulating departmental policies and directing departmental operations. Supervision is exercised through various levels of subordinate executives and supervisors over a staff of employees which may vary greatly in size depending upon election activities. General direction is received from the County Manager who holds the incumbent responsible for attainment of desired goals and objectives and for the professional management of the department.

##### ILLUSTRATIVE TASKS

Establishes departmental programs, functions and direction; sets goals and objectives and monitors their achievement; evaluates departmental programs and assesses their effectiveness in meeting the needs of the citizens of Dade County, elected officials and candidates. Directs the operation of diversified divisional activities through subordinate executives and supervisors; reviews and evaluates operation of all divisions and sections; reviews and approves written procedures for all functions.

Reviews existing organizational patterns, work relationships, space utilization, data reporting systems and staff responsibilities, and structures the organization of the department to effectively achieve organizational goals.

Meets with the public, candidates, public officials and the news media.

Prepares reports, ordinances, resolutions and correspondence.

Interprets election statutes; recommends and lobbies for changes in federal and state election laws.

Prepares information for lawsuits regarding elections; testifies at court hearings.

Prepares and delivers speeches to governmental and private organizations; makes media appearances.

Reviews and approves divisional budgets, disbursements, capital expenditures and departmental charges; prepares departmental budget; analyzes expenditures to ensure maximum productivity at minimal cost.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules and all other applicable rules and regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of local, state and federal election laws, rules, regulations and procedures.

Extensive knowledge of the principles of business and public administration.

Extensive knowledge of departmental policies, procedures and operations in the preparation and conduct of elections.

Thorough knowledge of the demographics of Dade County.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

Ability to use advanced professional knowledge of the principles of management and public administration to formulate departmental policy and control departmental activities.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner

### Supervisor of Elections (002430)

conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to effectively evaluate the impact of alternative possible courses of action on departmental operations, future developments and circumstances of a new or unprecedented nature.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to establish and maintain effective working relationships with senior County management, officials of other public and private organizations, officials of County departments, news media, candidates and the public.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to determine if departmental standards are being met and to redirect priorities as necessary.

NEW 07/92

REVISED 01/98

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing activities of the Miami-Dade County Elections Department.

## Human Resources Department

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### Urban Horticultural Program Assistant (002501)

**Minimum Qualifications**

High school diploma or GED. Two years of horticultural experience is required. Must possess a Driver License.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is horticultural work implementing landscape management educational programs.

## Human Resources Department

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### Consumer Services Customer Clerk (002502)

**Minimum Qualifications**

High school diploma or GED. One year of clerical or public contact experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is routine customer service and clerical work for the Consumer Services Department.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.



### Passenger Transportation Vehicle Inspector (002510)

#### Minimum Qualifications

High school diploma or GED. Two years of experience inspecting and/or maintaining motor vehicles are required.

#### Job Specifications

##### NATURE OF WORK

This is technical and clerical work in the inspection and permitting of For-Hire passenger motor vehicles.

Employees in this class perform detailed inspections of For-Hire passenger motor vehicles and related equipment to assure compliance with legal and safety requirements. Duties include the use of specialized testing equipment, conducting comprehensive visual inspections and re-inspections, completing inspection forms, issuing inspection certificates or rejecting vehicles for deficiencies, and performing a variety of related clerical tasks. Work is performed according to standard inspection procedures but some judgment is required in interpreting inspection regulations and in their application to specific problems encountered in the inspection of vehicular equipment or damage. Supervision is received from an administrative superior who reviews work for conformance with established inspection practices and procedures.

##### ILLUSTRATIVE TASKS

Conducts inspection of taxicabs, non-emergency transportation vehicles, limousines, passenger motor carriers and private school buses following clearly prescribed procedures.

Inspects vehicles and vehicular equipment, visually or using specialized testing equipment such as Front-End machines, Brake machine and Headlight machine.

Inspects operation and/or condition of tires, brake system, steering mechanism, front-end suspension, drive train, exhaust system, and specialized equipment such as used in wheelchair or stretcher vehicles.

Completes inspection forms for all types of vehicles, determines if deficiencies exist, rejects vehicles or issues inspection certificates; verifies insurance coverage and maintains inspection form filing system; performs vehicle re-inspections.

Maintains equipment, materials, supplies and work areas.

Prepares daily reports of inspections; collects fees and issues receipts; prepares cash deposit forms, removes cash and cash register tapes from cash register.

Keeps informed of changes in inspection regulations.

Provides information to private owners, operators and others concerning repairs needed to comply with regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of automotive mechanics particularly in automotive safety systems including brakes, steering, front-end suspension, drive train, exhaust system and tires.

Considerable knowledge of the operating characteristics of automotive equipment.

Knowledge of the regulations, policies and procedures applicable to the inspection of For-Hire passenger motor vehicles.

Knowledge of specialized motor vehicle inspection and testing equipment.

### Passenger Transportation Vehicle Inspector (002510)

Knowledge of reports and forms used in the area of assignment.

Knowledge of office practices and procedures.

Some knowledge of public relations techniques.

Ability to detect deficiencies in a variety of automotive vehicles and equipment.

Ability to complete a variety of forms and prepare routine reports.

Ability to follow verbal and written instructions.

Ability to apply the provisions of established regulations to the inspection of passenger motor vehicles and related equipment.

Ability to operate specialized automotive testing and inspection equipment.

Physical strength and agility sufficient to perform assigned duties.

NEW 1-85

#### **Nature Of Work**

This is technical and clerical work in the inspection and permitting of For-Hire passenger motor vehicles.

## Human Resources Department

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### Manager, For-hire Vehicle Facility Inspection (002511)

#### Minimum Qualifications

Bachelor's degree. One year of experience in code enforcement or inspection is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory work in the inspection and permitting of for-hire passenger motor vehicles for the Consumer Services Department.

Employees in this class are responsible for supervising all phases of inspection and permitting activities pertaining to for-hire passenger motor vehicles at a vehicle inspection station. Responsibilities include supervising vehicle inspections, collection of fees, issuance of operating permits, vehicle reinspections, resolution of citations for ordinance violations, developing and administering budgets, working with innovative computer systems and inspection equipment, maintaining an inspection facility and training of vehicle inspection station employees. Employees in this class interact with industry representatives, for-hire chauffeurs and license holders, internal staff, and all other parties related to the vehicle inspection process. The incumbent exercises some independent judgment in the interpretation of passenger motor vehicle inspection and permitting regulations and in their application to the vehicle permitting and inspection process. Supervision is exercised over technicians engaged in the inspection of vehicles and clerical employees involved in vehicle permitting. Employees in this class interact with industry representatives, for-hire chauffeurs and license holders, internal staff, and all other parties related to the vehicle inspection process. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective supervision of vehicle inspection station activities and conformance with applicable regulations and procedures.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technicians engaged in conducting inspections of taxicabs, non-emergency transportation vehicles, limousines, passenger motor carriers and private school buses.

Supervises the collection of fees and issuance of operating permits.

Reviews all applicable inspection applications and reviews vehicle inspection reports for compliance with performance standards and departmental policies.

Ensures that customers are treated courteously and receive timely service; receives and resolves complaints from customers in a satisfactory manner.

Oversees proper issuance of vehicle inspection certificates.

Ensures that required reports are prepared accurately and on a timely basis; maintains inspection records; practices efficient budgetary techniques; prepares and submits reports to supervisors.

Provides training to subordinates in vehicle inspection techniques and other areas applicable to passenger motor vehicle inspection station operations.

Makes recommendations regarding hiring, discipline and promotions; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of laws, regulations, policies and procedures pertaining to the inspection and permitting of for-hire passenger motor vehicles.

## Human Resources Department

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### Manager, For-hire Vehicle Facility Inspection (002511)

Considerable knowledge of public relations principles and techniques.

Knowledge of records, forms and reports required in the area of assignment.

Knowledge of budgeting and fiscal responsibility principles.

Ability to manage motor vehicle inspection and permitting processes in accordance with established regulations, policies and procedures.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to complete a variety of records, forms and reports.

Ability to establish and maintain effective working relationships with subordinates, superiors and the public.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to review motor vehicle inspection reports for compliance with performance standards and departmental policies.

DRAFT 7/25/2005

#### **Nature Of Work**

This is skilled and supervisory work in the inspection and permitting of for-hire passenger motor vehicles for the Consumer Services Department.

### RER Licensing Clerk (002514)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience, customer service involving public contact and payment handling, or conducting background investigations are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work in the licensing of For-Hire passenger motor vehicles in a passenger transportation regulation activity.

Employees in this class are responsible for processing applications for renewal of For-Hire vehicle licenses, issuing replacements for vehicle licenses and processing license transfers. Duties include obtaining information to develop recommendations for approval or disapproval of license transfers, screening, correcting and processing renewal applications including assuring adequate insurance information, maintaining a variety of logs, records and reports, and maintaining contacts with state and local officials. Work is performed according to established policies and procedures and requires the use of some independent judgement in interpreting the provisions of applicable regulations and in dealing with state and local officials. Some supervision may be exercised over clerical employees assisting with various phases of work. Supervision is received from an administrative superior who reviews work for conformance with established departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Process renewals of For-Hire vehicle licenses including taxicabs, limousines, passenger motor carriers and non-emergency vehicles; mails forms and receives renewal fees; screens applications for accuracy of vehicle information, adequate insurance coverage and correct signature. Issues replacement decals when vehicle changes are made; verifies information and collects old decals.

Monitors field enforcement reports to identify vehicles suspended from service for major safety for operational violations.

Answers inquiries from the public concerning the provisions of ordinances related to passenger transportation regulations, inspection requirements for vehicles, insurance coverage for vehicles involved in accidents.

Maintains daily logs of activities and files concerning inspection dates, self-insurance funds, vehicle transfers, and other related subjects.

Processes For-Hire license including verifying character references, financial circumstances and operator experience; contacts various state and local agencies and private businesses.

Conducts background investigations of applicants for Chauffeurs License; reviews and approves or disapproves applications; counsels applicants on procedures necessary to obtain approval.

Administers examinations for licenses; grades examinations, takes photograph of applicant and signs license; instructs applicants that do not pass tests when to return for retesting.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the ordinances and regulations pertaining to For-Hire passenger motor vehicle licensing.

Considerable knowledge of departmental policies and procedures concerning the issuance of, renewal and transfer of passenger motor vehicle licenses.

Knowledge of modern office practices and procedures.

Knowledge of state, local and private sources of information used in conducting background investigations required by regulations.

Ability to interpret and apply the provisions of passenger motor vehicle regulations.

Ability to keep accurate records, logs and files.

Ability to screen applications and related documents for accuracy and thoroughness.

Ability to establish and maintain effective working relations with supervisors, state and local officials, and the public.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 1-85

#### Nature Of Work

This is advanced clerical work in the licensing of For-Hire passenger motor vehicles in a passenger transportation regulation activity.

## **Human Resources Department**

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**RER Licensing Clerk (002514)**

### RER Collections Clerk (002515)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience in collections, billing, accounts payable, accounts receivable, or related customer service experience is required.

#### Job Specifications

##### NATURE OF WORK

This is paralegal work in the collection and processing of payments for the Consumer Services Department (CSD).

An employee in this class is responsible for the collection and processing of payments for citations, liens, licensing fees, and worthless checks received from violators and CSD customers. Emphasis of the work is on the collection and processing of payments; maintenance of the Collections Program database; delivery, research and retrieval of required documents necessary for lien files and other collection related activity; and support of the Licensing, Enforcement and Legal sections of CSD. Responsibilities include collecting outstanding citations, liens, worthless checks, unpaid licensing balances and legal fees assessed on Joint Stipulations and Assurance of Voluntary Compliance agreements owed to CSD; working with the Licensing and Enforcement units to ensure that compliance is obtained; maintaining all CSD collections' logs to include inventory control, bad checks, recorded and satisfied liens and certified mail tracking and maintaining various collections file sections throughout the department and the collections database. Incumbents exercise independent judgment in the processing of cases. Supervision is received from an administrative superior who will review work for conformance with established departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Collects and processes payments for citations, liens, licensing fees and non-sufficient funds checks received from violators and Consumer Services Division (CSD) customers.

Delivers payments, lien documents and affidavit of compliance and settlement forms to Code Enforcement and the County Recorder's Office.

Negotiates payment plans with violators in accordance with CSD collections guidelines and monitors payment agreements established for legal/lien cases; ensure violators comply with payment commitments and correcting violations.

Processes all collection letters sent via certified mail; ensures delivery of all certified mail by tracking either return receipt cards or USPS .com; coordinates Sheriff Service when necessary for letters not delivered.

Handles walk-ins to CSD and serves as the initial point of collections contact.

Supervises and maintains collections file inventory and tracking logs.

Researches and locates required documents from other CSD Divisions and other County departments.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the provisions of the County Code pertaining to the collection of enforcement costs.

Knowledge of the records, forms, documents and affidavits used in the processing of enforcement court cases.

Knowledge of the processing of liens, civil violation notices and other documents in the collection of enforcement costs.

Knowledge of public relations principles and techniques.

Knowledge of basic accounting principles.

## Human Resources Department

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### **RER Collections Clerk (002515)**

Knowledge of word processing and spreadsheet applications.

Ability to communicate effectively, verbally and in writing.

Ability to coordinate the processing of liens, civil violation notices and other documents in the collection of enforcement costs.

Ability to deal firmly, tactfully and diplomatically with members of the public who are in violation of CSD ordinances.

Ability to handle difficult violators to resolve billing disputes; ability to identify violators for referral to immediate supervisor on complex issues.

7/13/2005

#### **Nature Of Work**

This is paralegal work in the collection and processing of payments for the Consumer Services Department (CSD).



## Human Resources Department

### Passenger Transportation Enforcement Officer (002520)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in code enforcement, safety inspections or for-hire transportation or passenger motor vehicle transportation in a regulatory environment are required. OR Completion of 60 semester credits to include 15 semester credits in Criminal Justice, Public Administration, Business Administration or related field may substitute on a year-for-year basis up two years. Must possess a driver's license.

#### Job Specifications

##### NATURE OF WORK

This is field and office work in the investigation and enforcement of regulatory ordinances pertaining to For-Hire passenger motor vehicles. Employees in this class monitor For-Hire passenger service in the field, conduct vehicular inspections and investigate complaints to assure transportation provided to the public is safe and reliable. Responsibilities include interpreting the provisions of For-Hire passenger motor vehicle ordinances to owners, operators and officials of businesses, issuing citations, suspensions or deficiencies where appropriate, attending administrative hearings and court proceedings, testifying as a witness, and completing various reports and correspondence. Duties require the use of tact and independent judgment in enforcing ordinances, explaining regulations, and assuring compliance with requirements. Supervision is received from an administrative superior who reviews work for effectiveness of enforcement and related duties and assists with difficult problems.

##### ILLUSTRATIVE TASKS

Conducts field inspections of For-Hire vehicles for safety and appearance conditions; issues citations, suspensions or deficiencies to assure correction of items found below standard.

Monitors taxicab service, limousine service, and other For-Hire transportation service in the field to assure that passengers are not overcharged and that vehicles are properly licensed and operated; audits For-Hire vehicle trip sheets to verify time, charges and destinations. Investigates complaints from the public and from business establishments concerning alleged violations of ordinances; gathers pertinent information by interviewing parties involved and reviewing records; determines if violations have occurred and makes recommendations for required actions.

Conducts background investigations on chauffeurs and operators prior to licensing.

Attends administrative hearings for drivers who fail to comply with established procedures; prepares court documents, attends court proceedings, and testifies as a witness in cases where citations result in legal action.

Prepares reports, maintains records, completes a variety of forms, and prepares correspondence as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the ordinances, rules and regulations pertaining to the For-Hire passenger motor vehicle industry.

Knowledge of the legal procedures related to the enforcement of For-Hire passenger motor vehicles.

Knowledge of investigative techniques and surveillance procedures used in the enforcement of local ordinances.

Knowledge of public relations principles and techniques.

Knowledge of vehicle safety standards and radio procedures applicable to private passenger motor vehicles.

Knowledge of office practices and procedures.

Ability to enforce the provisions of local ordinances with firmness, tact and impartiality.

Ability to ascertain facts through the application of investigative techniques.

Ability to establish effective working relations with vehicle owners, operators, and officials of public and private organizations.

Ability to prepare forms, reports and other documents.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to understand and interpret the provisions of For-Hire passenger motor vehicle ordinances and regulations.

## Human Resources Department

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### Passenger Transportation Enforcement Officer (002520)

#### **Nature Of Work**

This is field and office work in the investigation and enforcement of regulatory ordinances pertaining to For-Hire passenger motor vehicles.

#### **Minimum Qualifications**

Bachelor's degree in Communications, Marketing or related field. Six years of experience in the Film and Entertainment Industry are required

#### **Job Specifications**

#### **Nature Of Work**

This is responsible executive level work in planning and directing the activities of the Film and Entertainment office.

## Human Resources Department

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### **RER Division Chief (Business Affairs) (002522)**

#### **Minimum Qualifications**

Bachelor's degree. Five years of professional or administrative experience in the enforcement of consumer laws and regulations to include two years of supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional managerial work planning and directing the activities of a division of the Miami-Dade County Public Works Department.

## Human Resources Department

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### RER Senior Division Chief (002523)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### RER Section Manager (002524)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Marketing, Public Relations, or related field. Four years of professional experience in business development, business assistance, finance, marketing, bonding, or related fields are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### RER Division Manager (002525)

#### **Minimum Qualifications**

Bachelor's degree. Four years of professional or administrative experience in the enforcement of consumer laws and regulations to include supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Consumer Protection Enforcement Officer (002534)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Law Enforcement, Business Administration, or Public Administration. One year of code enforcement or consumer complaint investigation and resolution experience relating to the sale of goods and/or services for personal, family, or household purposes is required. Additional related experience may substitute for required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the investigation, inspection and enforcement of uniform trade standards ordinances and other statutes pertaining to consumer protection.

Employees in this class are responsible for inspecting, testing and enforcing regulatory provisions for weights and measures, instrument validation, deceptive advertising, accurate labeling of packaged merchandise and other consumer protections. Work involves the investigation of citizen complaints, gathering of evidence and witnesses for use in possible prosecution and periodic inspection and testing of varied types of weighing and measuring equipment used in local commercial activities. Duties require the operation of mechanical calibration equipment in determining the accuracy of a wide variety of scales, meters and measuring devices used for solid, liquid and gaseous substances. Work is performed independently in the field and incumbents must exercise tact and judgment in communicating and explaining ordinance provisions to merchants and consumers. Supervision is received from a technical and administrative superior who reviews work through inspection reports and personal conferences for conformity with departmental practices and assists in difficult and complex cases.

##### ILLUSTRATIVE TASKS

Inspects and tests the accuracy of commercial scales, taximeters, LPG meters and related measuring devices; approves those in compliance with prescribed tolerances or rejects devices from continued use.

Inspects packaged, canned, bottled and other goods for accuracy in quantity, labeling and adherence to prescribed quality and specifications.

Investigates and screens advertisements for false or misleading advertising and deceptive trade practices.

Reviews and investigates a wide variety of consumer complaints of unfair and deceptive trade practices.

Disseminates to the general public information on local, State and Federal laws related to consumer protection such as credit, mail order merchandise, auto repairs and home improvements.

Serves complaints on violators; prepares detailed investigative reports for possible prosecution as required; testified in criminal court against violators and on behalf of litigants when subpoenaed in civil cases, as required.

Assists business owners and managers with explanations and information on the trade standards ordinances, and assures their compliance.

Prepares records and reports of daily activities and maintains appropriate monthly records of activities.

Assists citizens with complaints and requests for information by answering special telephone lines.

Performs related work as required.

## Human Resources Department

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### Consumer Protection Enforcement Officer (002534)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of local, State and Federal laws, rules and regulations pertaining to consumer protection.

Knowledge of various types of scales, meters and gauges used in commercial activities.

Knowledge of testing standards and equipment used in weights and measures inspection.

Knowledge of the area of operation and authority of other agencies active in the field of consumer protection.

Ability to comprehend and enforce uniform trade standards, ordinances and other statutes pertaining to consumer protection.

Ability to communicate effectively, tactfully, impartially and firmly with merchants and angry citizens in enforcement of the law.

Ability to perform field assignments independently with a minimum of supervision.

Ability to write detailed reports and submit accurate reports of field inspections.

Ability to investigate complaints and ascertain if a violation of law has occurred.

Ability to read and understand advertisements and apply ordinances regarding false and misleading advertising.

Ability to read and understand advertisements and apply ordinances regarding false and misleading advertising.

Ability to read and understand business contracts.

Skill in the use of calibrated testing equipment and measuring devices.

REV 10-79

#### **Nature Of Work**

This is specialized work in the investigation, inspection and enforcement of uniform trade standards ordinances and other statutes pertaining to consumer protection.



## Human Resources Department

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### Chief, RER Financial Services (002536)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. A minimum of six years of professional accounting, budgeting, financial analysis or auditing experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible professional and supervisory work in operating and capital budget preparation and oversight of Fund Accounting.

## Human Resources Department

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### Enterprise Zone Administrator (002537)

#### Minimum Qualifications

Bachelor's degree. A minimum of four years of professional experience in economic development, grant/contract administration, budgeting or community outreach, to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial and administrative work of the Enterprise Zone Program for the Regulatory and Economic Resources Department.

An employee in this class is responsible for managing and administering the Enterprise Zone (EZ) Program. Responsibilities include marketing the EZ program to the business community, processing applications for EZ economic development incentives, preparing quarterly and annual reports as required by the State of Florida, conducting the annual compliance monitoring of companies receiving Enterprise Zone incentives. Responsible for coordinating and preparing documents necessary for the periodic modification of the County's EZ boundaries and reauthorization of the program, and functioning as the administration's Liaison and Secretary to the Enterprise Zone Advisory Council. The incumbent exercises considerable independent judgment. General direction is received from an Executive who holds the incumbent responsible for the professional management of the Enterprise Zone program and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Manages the daily operations of the Enterprise Zone program participating in the identification, formulation and submission of grant applications for economic development projects within the program.

Coordinates, plans, and develops activities with local officials and private developers; and communicates with diverse groups of community shareholders and representative from the private sector.

Administers and promotes the EZ state incentives, prepares quarterly and annual reports, manages property tax abatement programs, performs site visits of program participant, and coordinates economic development workshops for the community.

Assists the Enterprise Zone Advisory Council (EZAC) board with the development of comprehensive plans for economic development in the Enterprise Zone. Generates technical and administrative planning reports, and assists with administrative activities that support the Council's mission.

Serves as the contract officer for economic development research and planning studies that may be commissioned from external consultant and coordinates the presentation of final results to the Enterprise Zone Advisory Council, Social and Economic Development Council, senior administration, and elected officials.

Identifies issues, goals and objectives, and discusses alternative plans for the economic development needs.

Serves as the Liaison to the EZAC, prepares memos and resolutions to be presented to the Board of County Commission (BCC) related to the EZ programs and projects, coordinates the process of the EZ boundary modifications and the preparation of documents needed for the reauthorization of the State EZ program.

Attends agenda briefing and Board of County Commission meetings as needed. Provides staff support, writes reports, and assists in relevant projects of the Economic Analysis and Policy Unit. Reviews cases where contracted agencies are not achieving contract performance goals or not following required procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

## Human Resources Department

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### Enterprise Zone Administrator (002537)

Thorough knowledge of state, federal and county laws, rules and regulations.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Through knowledge of state legislative process.

Thorough knowledge of public relations principles and techniques.

Ability to deal effectively with representatives of local, state, and federal agencies and community-based organizations.

Ability to establish and maintain effective working relationships with subordinates, superiors, public officials and members of the media.

Ability to develop effective promotional plans and strategies.

Ability to analyze marketing information and make effective recommendations for improvement in marketing plans and strategies.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 12/12

### **Nature Of Work**

### Motor Vehicle Repair Enforcement Officer (002545)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in automotive repair or automotive body repair and painting are required. One year of automotive vocational training may substitute for one year of the required experience. Must possess a Driver license. As a condition of continued employment, must obtain two Automotive Services Excellence certificates prior to the completion of the probationary period. Automotive Services Excellence certificates must be obtained at the employee's own time and expense.

#### Job Specifications

##### NATURE OF WORK

This is technical field work in the investigation, inspection and enforcement of the Miami-Dade County Motor Vehicle Repair Ordinance.

Employees in this class are responsible for conducting field inspections to determine potential violations of the Miami-Dade County Motor Vehicle Repair Ordinance. Work involves answering inquiries from representatives of the automotive repair industry and the public concerning provisions of the ordinance, inspecting automotive repair shops for required licensing and equipment, confirming that technicians have been certified, investigating consumer complaints, gathering evidence and witnesses for use in possible prosecution, and testifying at appeal hearings. Work is performed independently in the field and incumbents exercise tact and judgment in communicating and explaining ordinance provisions to facility owners, their employees, and consumers. Supervision is received from a technical and administrative superior who assists in difficult and complex cases, and reviews work through inspection reports and personal conferences for conformity with departmental policies, procedures and practices.

##### ILLUSTRATIVE TASKS

Inspects motor vehicle repair and paint and body shops to ensure that they have the proper equipment for their specialties and that the equipment is operable.

Inspects motor vehicle repair and paint and body shops to confirm signage as required by the ordinance.

Inspects motor vehicle repair and paint and body shops for correct mechanic/technician and apprentice certification/permitting.

Screens and investigates advertisements for false and misleading, and deceptive trade practices, and ensures that repair shops advertise with their license numbers; requests voluntary compliance or orders those in violation to comply.

Reviews and investigates consumer auto repair complaints, mediates resolutions, detects violations of unfair and deceptive practices, and recommends appropriate action.

Disseminates information to auto repair/paint and body shops and the public on the Motor Vehicle Repair Ordinance.

Serves complaints on violators; prepares detailed investigative reports for possible prosecution as required; testifies in criminal court against violators and on behalf of litigants when subpoenaed in civil cases, as required.

Prepares records and reports of daily activities and maintains appropriate monthly records of activities.

Assists citizens with complaints and requests for information by telephone.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the Dade County Motor Vehicle Repair Ordinance.

## Human Resources Department

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### Motor Vehicle Repair Enforcement Officer (002545)

Considerable knowledge of local, state and federal laws, rules and regulations pertaining to motor vehicle repairs.

Knowledge of various types of equipment used in motor vehicle repairs.

Knowledge of testing standards and manuals related to motor vehicle equipment and motor vehicle repairs.

Knowledge of sales techniques and advertising practices typically used by motor vehicle repair facilities.

Knowledge of the area of operation and authority of other agencies active in the motor vehicle repair field.

Knowledge of public relations principles and techniques.

Ability to comprehend and enforce the Motor Vehicle Repair Ordinance and other motor vehicle repair statutes.

Ability to communicate firmly, tactfully and impartially with auto repair facility owners and employees, and citizens in enforcement of the law.

Ability to perform field assignments independently with a minimum of supervision.

Ability to write detailed reports and submit accurate reports of field inspections.

Ability to investigate complaints and determine if violations of the law have occurred.

Ability to read and understand auto repair advertisements and apply ordinances regarding false and misleading advertising.

Ability to read and understand motor vehicle repair estimates and invoices.

Skill in the use of motor vehicle repair equipment for selected certified categories.

NEW 10/99

#### **Nature Of Work**

This is technical field work in the investigation, inspection and enforcement of the Miami-Dade County Motor Vehicle Repair Ordinance.

## Human Resources Department

### Consumer Protection Investigative Analyst (002546)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Criminal Justice or related field. One year of complaint investigation and resolution experience is required. Additional investigative experience may substitute for required education on a year-for-year basis. Must possess a State of Florida Mediator certification or be able to obtain certification within one year of employment. Must possess a Driver license.

#### Job Specifications

##### Nature of Work

This is specialized work in the analysis, investigation, and resolution of consumer complaints through mediation and the enforcement of consumer protection related laws.

Employees in this class are responsible for conducting programs involving consumer outreach, dispute mediation and settlement between customers and businesses, and the investigation of uniform trade standards and other statutes pertaining to consumer protection. Responsibilities include handling and closure of consumer complaints, participating in investigations of industries regulated by the Miami-Dade County Consumer Services Department. Incumbents exercise initiative and independent judgment in the performance of these responsibilities. General supervision is received from the Mediation Center Supervisor who reviews work for conformity with established administrative and departmental policies, attainment of desired objectives through conferences and reviews of operational reports.

##### Illustrative Tasks

Analyzes and investigates a wide variety of consumer complaints.

Participates in investigations of industries regulated by the Miami-Dade County Consumer Services Department, Consumer Protection Division.

Screens and investigates advertisements for false or misleading advertising and deceptive trade practices.

Develops and presents consumer education and information speeches and programs.

Coordinates and facilitates mediation sessions between consumers and businesses.

Negotiates with businesses on behalf of consumers to achieve equitable resolutions of consumer/business problems

Disseminates, to the general public, information on local, State, and Federal laws related to consumer protection such as credit, mail order merchandise, and auto repairs.

Drafts written correspondence to consumers from the Division, Department Director, and County Manager.

Issues civil citations to violators, prepares detailed investigative reports for code enforcement hearings and civil court cases, and testifies as required.

Provides business owners and managers with explanations and information on applicable ordinances and assures their compliance.

Prepares records and reports of daily activities and maintains appropriate monthly records of activities.

Assists citizens with complaints and requests for information.

Assists with the preparation of cases for potential legal action by the Miami-Dade County Consumer Advocate.

Performs related work as required.

##### Knowledge, Abilities, and Skills

Considerable knowledge of local, State and Federal laws, rules and regulations pertaining to consumer protection.

Considerable knowledge of investigative techniques and processes.

Considerable knowledge of research and analysis techniques and information sources in the consumer protection field.

Considerable knowledge of mediation policies and procedures.

### Consumer Protection Investigative Analyst (002546)

Considerable knowledge of sales promotion techniques and advertising practices used within the County.  
Knowledge of the area of operation and authority of other agencies active in the field of consumer protection.  
Ability to comprehend and enforce uniform trade standards, ordinances and other statutes pertaining to consumer protection.  
Ability to communicate effectively, tactfully, impartially and firmly with merchants and citizens in enforcement of the law.  
Ability to perform assignments independently with a minimum of supervision.  
Ability to write detailed and accurate investigative reports.  
Ability to investigate complaints and ascertain if a violation of law has occurred.  
Ability to read and understand advertisements and apply ordinances regarding false and misleading advertising.  
Ability to effectively resolve disputes through mediation.  
Ability to communicate effectively while conducting outreach sessions regarding consumer protection related topics to students, community based organizations, and the general public.  
Ability to read and understand business contracts.  
Ability to effectively communicate in writing.  
Skill in the use of personal computers with and research databases.

### Nature Of Work

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

### RER Enforcement Supervisor (002547)

#### Minimum Qualifications

Bachelor's degree to include 15 semester credits in Law Enforcement, Business Administration, or Public Administration or related field. Three years of code enforcement or consumer complaint investigation and resolution experience relating to the sale of goods and/or services for personal, family, or household purposes is required. Additional experience may substitute for required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the investigation and enforcement of a variety of Miami-Dade County Code Business Regulations.

Employees in this class are responsible for training, planning, assigning, and reviewing the work of Consumer Services Department (CSD) enforcement officers engaged in field and office activities related to the enforcement of County ordinances of various regulated and non-regulated businesses and industries. Responsibilities include training enforcement officers, providing advice on field and office work problems, developing non-judicial solutions to code violations, coordinating enforcement activities with a variety of officials and organizations, overseeing completion of service requests, complaint investigations and various reports, and developing recommendations for improved enforcement activities. Incumbents exercise considerable independent judgment in the coordination and resolution of various County Code enforcement issues. Supervision is exercised over a staff of highly professional CSD enforcement officers engaged in various phases of compliance activities, some of whom are required to hold certifications in their areas of expertise. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory achievement of enforcement objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, reviews, and provides feedback on the work of CSD enforcement officers engaged in the enforcement of a variety of Miami-Dade County Code regulations related to the Regulated and Non-Regulated Business Community.

Prepares Administrative Hearing calendars; coordinates with police, municipal personnel, complainants and other personnel required to present testimony at Administrative Hearings; assists enforcement officers in preparation of documents and testimony; represents the Department at Administrative Hearings.

Provides advice and assistance to Enforcement Officers as well as other CSD employees concerning office and field work.

Assists in the review of County records necessary to complete investigations and requests for assistance.

Makes recommendations and implements solutions in an effort of finding resolution to code violations without the necessity of exercising more severe courses of actions including cease and desist or stop orders, suspension and revocation of business licenses, citations, injunctive relief in the civil courts and prosecution through the State Attorney in the criminal courts.

Maintains a good working relationship with business owners, managers and representatives, local police agencies, complainants, alleged violators, property owners, Administrative Hearing Officers and attorneys.

Coordinates multi-agency and multi-jurisdictional enforcement operations.

Participates in Department approved media related events including radio and television interviews to educate the public and business community on Consumer Services related issues; attends meetings with the business community and explains County Code regulations; attends meetings with special event coordinators and convention bureau staff regarding enforcement coverage.

Maintains inventory and ensures proper care and readiness of equipment issued to the Enforcement Unit such as vehicles, radios, beepers, cellular phones, scales and other weights and measures related items, computers, and other Miami-Dade County property; requisitions equipment, materials and supplies

Makes recommendations and coordinates the use of private investigators ("shoppers") in undercover and special operations activities; reviews plans submitted by enforcement staff for undercover operations; maintains budget records and approves cash disbursements of "bait money" utilized.

Implements enforcement procedures and methodologies; makes recommendations for changes in existing department rules, policies, and regulations pertaining to enforcement.

Supervises the intake, handling and closure of complaint investigations; reviews complex complaints with consumers and business representatives and develops plans to resolve those complaints; reviews complaint investigations conducted by enforcement officers to determine if the investigations were thoroughly and properly conducted.

Prepares, maintains, and submits a variety of narrative and statistical monthly reports; prepares oral and written program evaluation reports and other sources of supplemental information in order to ensure that departmental and professional program standards have been adhered to in enforcement activities; designs and completes enforcement related forms, schedules, and correspondence.

Assists the Miami-Dade County Consumer Advocate and Assistant County Attorneys in the preparation of administrative hearing and court



## Human Resources Department

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### RER Enforcement Supervisor (002547)

cases involving regulated and non-regulated business code violations and consumer protection issues through investigations, document searches and testimony.

Participates in the interview process of prospective enforcement officers, makes recommendations regarding the hiring, scheduling, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Develops programs and materials for training enforcement officers on existing and new duties as well as current and revised code provisions, policies and procedures.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of State, County, and municipal Business Codes, regulations, rules and administrative practices relating to enforcement actions.

Considerable knowledge of the geography of Miami-Dade County including major road networks and municipal boundaries.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of investigative methods, legal procedures, and enforcement techniques pertaining to the enforcement of County ordinances and regulations and applicable state laws.

Knowledge of the principles and practices of modern office administration.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to meet and deal effectively with the consumers, the Business Community, and other Code and Law Enforcement agencies.

Ability to express ideas and information, clearly and concisely, verbally, and in writing.

Ability to enforce County Ordinances with firmness, tact, and impartiality.

Ability to interpret and apply new local and state legislation to enforcement activities.

Ability to conduct and supervise investigations and evaluate and review reports of investigations and enforcement activities for use in hearings and or litigation.

Ability to exercise good judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to establish and maintain effective working relations with other employees, supervisors, departmental officials, officials of other agencies, the business community and the general public.

#### Nature Of Work

This is advanced administrative and supervisory work in the investigation and enforcement of a variety of Miami-Dade County Code Business Regulations.

## Human Resources Department

### RER Collection Supervisor (002548)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or a related field. Two (2) years of experience in credit collections, lien processing, accounts payable or a related field are required. Additional experience in credit collections, lien processing, accounts receivable or a related field may substitute for the required experience on a year for year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the enforcement of collection for the Consumer Services Department.

An employee in this class is responsible for the placement of liens and collection of fines, penalties and enforcement costs for violations of Chapters 4, 8A, 8AA, 30 and 31 of the County Code and other regulations and laws enforced by the Consumer Services Department. Responsibilities include supervising subordinates engaged in processing payments, billing and collection enforcement costs, developing payment plans and monitoring payment schedules, dealing with public inquiries regarding enforcement costs, developing lien policies and procedures and cross training of legal issues to be submitted to the County Attorney's Office for the Consumer Advocate for filing, such as bankruptcy, foreclosure and knowledge of Florida Statutes as they relate to liens. The incumbent exercises considerable independent judgment in assuring compliance with enforcement costs and procedures. Supervision is exercised over subordinates engaged in processing liens, payments, civil violation notices and other documents related to collection activities. Supervision is received from an administrative superior who reviews work for effective management of enforcement collection and contract monitoring responsibilities and achievement of established goals and procedures.

##### ILLUSTRATIVE TASKS

Supervises subordinates engaged in processing payments, liens, satisfaction of liens, walk-ins, certified mail, filing; maintains logs and databases designed for the CSD Collections Program.

Develops payment plans with violators and monitors payment agreements established for legal/lien cases; ensures violators comply by paying citations and correcting violations.

Approves payment arrangements, account reductions, compromise offers and long-term financial payment schedules.

Coordinates the development of lien policies and procedures; established procedures for collections' functions including collection letters.

Evaluates settlement offers and recommends where appropriate.

Reviews the unpaid citation code enforcement reports to identify customers that are eligible for automatic suspension of their respective licenses; reviews on-demand code enforcement reports for lien opportunities.

Reviews and prepares responses for all correspondence from attorneys, title companies, banks and other individuals; prepares monthly statistical reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the processing of liens, civil violations notices and other documents in the collection of enforcement costs from violators enforced by the Consumer Services Department.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of provisions of Chapters 4, 8A, 8AA, 30 and 31 of the Code of Miami-Dade County pertaining to the collection of enforcement costs.

## Human Resources Department

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### RER Collection Supervisor (002548)

Considerable knowledge of the records, forms, documents and affidavits used in the processing of enforcement costs.

Knowledge of the principles of accounting.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to devise and implement enforcement collection policies and procedures.

Ability to deal firmly, tactfully and diplomatically with members of the public who are violation of CSD ordinances.

Ability to handle difficult violators to resolve billing disputes and identify violators for referral to an immediate supervisor on complex issues.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 7/26/2005

#### **Nature Of Work**

This is advanced administrative and supervisory work in the enforcement of collection for the Consumer Services Department.

# Human Resources Department

## Director, Cooperative Extension Division (002571)

### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is highly responsible managerial work in planning and directing the activities of the Cooperative Extension Division of the Consumer Services Department.

An employee in this class is responsible for planning, coordinating and supervising activities in extension education programs including commercial agriculture, urban horticulture/home gardening, family and consumer science, 4-H youth and marine science programs. Responsibilities include implementing programs that are based on the needs of the local citizenry, maximizing the potential for agricultural development through education/assistance and contributing to the solution of social, economic, environmental and cultural problems. The incumbent exercises considerable independent judgment in the development and implementation of extension education programs. Supervision is exercised over subordinate professional and clerical employees engaged in various phases of operations. General direction is received from the Department Director who holds the incumbent responsible for the professional management of assigned responsibilities and achievement of divisional goals and objectives.

##### ILLUSTRATIVE TASKS

Develops and supports effective extension educational programs that provide education in commercial agriculture, home gardening, marine sciences, food and nutrition, consumer and family science, food safety, entrepreneurship and 4-H youth programs; administers, supervises and coordinates programs and staff.

Develops and maintains positive and productive working relationships with Dade County Officials; community leaders; television, radio and newspaper personnel; related agencies; clientele and the general public to expand educational programming.

Maintains an effective extension advisory committee; insures that all Dade County Extension faculty members maintain effective extension advisory committees in their subject/commodity areas.

Works closely with local, state and federal officials and representatives from the private business sector through various advisory/educational boards to insure that sufficient resources are available for agricultural and community planning.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of the development of effective extension educational programs including commercial agriculture, urban horticulture/home gardening, family and consumer science, 4-H and marine science programs.

Thorough knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

## Human Resources Department

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### Director, Cooperative Extension Division (002571)

Ability to implement and direct educational programs that meets the needs of the local community.

Ability to maximize the potential for agricultural development through education and assistance.

Ability to evaluate and analyze educational programs and make effective recommendations for their adoption.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to direct educational programs to ensure that they contribute to the solution of social, economic, environmental and cultural problems in the community.

Ability to communicate clearly and concisely, verbally and in writing.

Revised 8/02/2005

#### **Nature Of Work**

This is highly responsible managerial work in planning and directing the activities of the Cooperative Extension Division of the Consumer Services Department.

## Human Resources Department

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### Assistant Director, Regulatory & Economic Resources 1 (002572)

#### **Minimum Qualifications**

Master's degree in Urban and Regional Planning or related field. A minimum of three to six years of professional planning experience to include supervisory experience; or Bachelor's degree in Urban and Regional Planning or related field and a minimum of five to nine years of professional planning experience to include supervisory experience is required. Must possess American Institute of Certified Planners (AICP) certification.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Assistant Director, Regulatory & Economic Resources 2 (002573)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Deputy Director Economic Development (RER) (002575)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven years of experience in Real Estate and/or Economic Development initiatives experience are required.

#### Job Specifications

#### Nature Of Work



## Human Resources Department

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### RER Contractor Licensing Clerk (002601)

#### **Minimum Qualifications**

High school diploma or GED. One year of clerical or public contact experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is clerical and customer service work providing general information to the public on Chapter 10, Contractors, of the Code of Miami-Dade County and the Construction Trades Qualifying Board regarding scope of work, licensing requirements, examinations, renewals, tax documents and continuing education.

## Human Resources Department

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### RER Enforcement Clerk (002603)

**Minimum Qualifications**

High school diploma or GED. One year of experience in processing complaints, maintaining files and/or public contact work is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is clerical and customer service work receiving and processing citizen and contractor complaints with regard to the Code of Miami-Dade County, Chapter 10, Florida Statute 489 and the South Florida Building Code.

### RER Product Control Inspector (002616)

#### Minimum Qualifications

Bachelor's degree in Engineering or Architecture. Two years of experience in the construction industry are required. A State of Florida or Miami-Dade County General Contractor's license may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible engineering work in the enforcement of provisions of the South Florida Building Code and regulations governing construction product approvals.

Employees in this class are responsible for visiting manufacturing plants to assure that construction products are fabricated in accordance with approved standards, inspecting construction sites to assure the use of approved construction products and their proper installation, and witnessing laboratory tests of construction products. Related duties include providing information on product approvals, preparing field reports of activities, investigating complaints concerning the performance of construction products, and assisting in the development of criteria for testing construction products and alternative methods of construction. Incumbents exercise considerable independent judgment and technical expertise in evaluating construction products and their use in accordance with established regulations. General direction is received from an administrative superior who reviews work for thoroughness in product inspection and investigation.

##### ILLUSTRATIVE TASKS

Visits manufacturing plants to assure that construction products are fabricated in accordance with the South Florida Building Code and Approved Product Letter of Acceptance; prepares reports on findings.

Inspects construction sites to assure proper installation of construction products and alternative methods of construction; prepares investigative field reports.

Provides product control information to architects, engineers and the public.

Witnesses laboratory tests of construction products to assure test validity and satisfactory performance of products in the field.

Assists in the development of criteria for the testing of construction products and alternative methods of construction.

Develops written information for the public pertaining to construction product approvals.

Investigates complaints concerning the performance of construction products.

Attends seminars, lectures and workshops provided by manufacturers and other parties.

Prepares and produces seminars, lectures and workshops on product control and related issues.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of building construction trade practices, materials, methods and workmanship.

Thorough knowledge of the provisions of the South Florida Building Code and other applicable codes and standards pertaining to construction product control.

Thorough knowledge of general building construction methods, techniques, processes and procedures.

Thorough knowledge of South Florida Building Code enforcement procedures and practices.

Thorough knowledge of testing and evaluation procedures for new and existing construction products.

Considerable knowledge of public relations principles and techniques.

Ability to enforce provisions of the South Florida Building Code with firmness, tact and impartiality.

Ability to investigate and evaluate construction products to determine their compliance with applicable codes and regulations.

Ability to explain technical construction product information to architects, engineers and the public.

Ability to prepare reports of field investigations pertaining to product manufacturing, testing and installations.

Ability to provide effective assistance in the development of criteria for the testing of construction products and alternative methods of construction.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### RER Product Control Inspector (002616)

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#### **Nature Of Work**

This is advanced responsible engineering work in the enforcement of provisions of the Florida Building Code and regulations governing construction product approvals.

## Human Resources Department

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### RER Product Control Examiner (002618)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Architecture, or a construction related field. Must possess a State of Florida Professional Engineer license or a State of Florida Registered Architect license. Three years of experience in the review, design, or development of products and materials of construction under the jurisdiction of the South Florida Building Code and/or Florida Building Code under standards adopted by the South Florida Building Code/Florida Building Code are required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional engineering work reviewing and examining engineering plans, specifications, application manuals, rational and comparative analysis computations and test reports of construction products and assemblies.

## Human Resources Department

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### RER Roofing Product Control Examiner (002622)

#### **Minimum Qualifications**

Must possess a State of Florida Professional Engineer license, State of Florida Registered Architect license, State of Florida General Contractor's license, Miami-Dade County or State of Florida Registered Roofing Contractor license, or registration as a Roof Consultant from the Roof Consultants Institute or Institute of Roofing and Waterproofing Consultants. A minimum of three to five years of experience in the roofing field while working under the jurisdiction of the South Florida Building Code or under the standard adopted by the Florida Building Code are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is technical work reviewing engineering plans, calculations, tests, specifications, application manuals and rational analysis reports submitted by manufacturers to determine roofing products and assemblies compliance.

### Laboratory Technician (002814)

#### Minimum Qualifications

High school diploma or GED. One year of experience assisting in a chemical laboratory is required. Completion of 30 semester credits to include 8 semester credits in Chemistry may substitute for the required experience.

#### Job Specifications

##### NATURE OF WORK

This is technical work in performance of a variety of standardized tests and laboratory procedures in a county clinical or other laboratory. Laboratory Technicians perform a variety of tests and exacting laboratory procedures requiring considerable technical training in a clinical, environmental resource or other laboratory. Employees in a clinical laboratory may be assigned to one or more sections of a large laboratory or an emergency room, performing work not requiring the professional knowledges and skills of a Medical Technologist. Emphasis of the work is on completion of a large volume of laboratory tests with accuracy and speed utilizing a variety of specialized equipment and apparatus. Supervision is received from a technical or professional superior who spot checks completed work for technical quality and adherence to established procedures.

##### ILLUSTRATIVE TASKS

Assists in performing chemical tests on air samples; completes laboratory analyses for atmospheric concentrations of pollutants; performs gravimetric determinations of soluble and insoluble particulate matter in dustfall samples; takes photometer readings for coefficient of haze sampling results; computes, records and tabulates data from results of atmospheric analyses.

Performs various hematological procedures such as hematocrits, platelet counts, electrophoresis tests, and reticulocyte counts; uses specialized equipment such as electronic counters, densitometer and automatic coagulation instruments; refers specimens with pathological indications to supervisor for further analysis.

Processes and logs specimens for analysis; completes various chemistry tests such as sodium, chloride and amylase using flame photometer, chloridometer and osmometer under supervision of a technologist; prepares specimens for referral procedures using established format.

Prepares smears and cultures for subsequent microbiological identification; initiates germ tube tests, serological febrile agglutination tests and procedures for identification of enteric pathogens.

Draws blood and supervises blood collection by a group of laboratory personnel as assigned; supervises the duties of other subordinate laboratory personnel and assists them as required.

Maintains files on supplies; prepares special glassware; maintains cleanliness and decontamination of work area; prepares nonstandard reagents under supervision of a technologist.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the basic principles of chemistry, microbiology and hematology as related to standardized laboratory tests and procedures in area of assignment.

Considerable knowledge of principles, methods and materials used in various standardized clinical laboratory tests.

Ability to perform tests and processes according to prescribed procedures in area of assignment.

Ability to make accurate observations and reports of results.

Ability to perform required processes with necessary speed.

Skill in laboratory manipulative techniques including use of microscopes and specialized automatic equipment.

REV 10-77

#### Nature Of Work

This is technical work in performance of a variety of standardized tests and laboratory procedures in a county clinical or other laboratory.

### Recreation Therapist 2 (002817)

#### Minimum Qualifications

Bachelor's degree in Recreation or related field. Two years of experience in developing, planning and conducting recreational programs for persons with disabilities are required. Must possess a Driver license. Must possess a certificate as a Therapeutic Recreation Specialist at the professional level or be eligible to acquire the Therapeutic Recreation Specialist certificate during the probationary period. Must obtain Water Safety Instructions, Community CPR and First Aid certifications during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is advanced and supervisory work in the development and implementation of therapeutic recreational programs for people with disabilities.

Employees in this class are responsible for developing and supervising therapeutic recreational programs for people with disabilities including the emotionally handicapped, mentally retarded, physically disabled, deaf, blind and senior citizens. Responsibilities include the development, organization and implementation of sports programs, social activities, specialized camps, exercise programs and other activities. Duties include preparing program schedules, requisitioning supplies and equipment, preparing and maintaining program budgets, recommending program fee levels, and evaluating program effectiveness. Considerable independent judgment is exercised in the application of the principles of recreational therapy to development of programs for the disabled. Supervision is exercised over recreational and clerical employees assisting with various phases of programs. Supervision is received from an administrative superior who reviews work for effective program development and implementation.

##### ILLUSTRATIVE TASKS

Supervises subordinates assisting in various phases of therapeutic programs for individuals with disabilities including the emotionally handicapped, mentally retarded, physically disabled, deaf, blind and senior citizens.

Organizes and implements therapeutic recreational programs in sports, fishing, social activities, specialized camps, exercise programs, music, nature, arts & crafts, and other areas.

Prepares all necessary program schedules, statistical and narrative reports and correspondence; requisitions equipment and supplies; schedules transportation as needed; prepares and maintains program budgets; recommends program fee levels and conducts program evaluations.

Develops recommendations for policies and procedures for operation of recreational programs; provides training to subordinates concerning disability activities, safety, program preparation and other relevant matters; provides assistance with program planning activities.

Promotes therapeutic recreational programs through schools, government agencies, community organizations, special events, mailings and parent meetings; conducts interviews with prospective participants or parents.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theories, principles, practices and techniques of recreational therapy.

Considerable knowledge of therapeutic recreational programming and administration.

Considerable knowledge of various anatomical and physiological conditions and limitations of the differently-abled.

Considerable knowledge of modern assistive equipment used in providing assistance to the physically and emotionally handicapped.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to plan, assign and review the work of subordinates in a manner conducive to full performance and high morale.

Ability to apply the theories and principles of recreational therapy in the effective development of therapeutic recreational programs for the disabled.

Ability to review and evaluate the effectiveness of therapeutic recreational programs.



## Human Resources Department

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### Recreation Therapist 2 (002817)

Ability to establish and maintain effective working relationships with subordinates, superiors and program clients.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to maintain records and prepare narrative and statistical reports.

NEW 10-95

#### **Nature Of Work**

This is advanced and supervisory work in the development and implementation of therapeutic recreational programs for people with disabilities.

### Driver Attendant (002832)

#### Minimum Qualifications

Eighth grade. Must possess a CDL/Class B with a passenger endorsement and a good driving record.

#### Job Specifications

##### NATURE OF WORK

This is light manual work in the operation of motor vehicles used to transport the ill.

Work involves responsibility for the safe operation of passenger vehicles such as vans, station wagons or automobiles in transporting ill persons. Incumbents typically transport patients to clinics, hospitals or other treatment facilities from nursing homes or private residences. Some employees in the class transport clients undergoing rehabilitation treatment to medical facilities. Incumbents must possess an appropriate state driving license and must complete training enabling them to provide first aid to patients being transported in emergencies. Work is performed under a technical or administrative superior who makes trip assignments and spot checks quality of transportation service being provided.

##### ILLUSTRATIVE TASKS

Operates passenger vehicles to transport patients between nursing or private homes and clinics or other medical facilities; transports clients being treated under rehabilitation programs to clinics or other treatment or diagnostic facilities.

Administers first aid in emergencies to patients in transit; transports patients to appropriate facility for further care.

Completes dispatch records showing patient's name, destination, mileage and other related information.

Assures that assigned vehicles are clean and adequately supplied with fuel; reports need for maintenance to supervisor.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of emergency first aid.

Knowledge of the operation of assigned passenger vehicles.

Knowledge of safe driving practices.

Knowledge of roadways and traffic regulations of the area.

Ability to exercise good judgment and skill in the application of emergency first aid.

Ability to react quickly and calmly in emergencies.

Ability to carry out oral and written instructions from nursing and other personnel.

Ability to maintain a sympathetic attitude towards patients and clients of all ages and varying disabilities.

Ability to operate assigned vehicles with skill and care.

REV 10-77

#### Nature Of Work

This is light manual work in the operation of motor vehicles used to transport the ill.

## Human Resources Department

### Driver Attendant Supervisor (002834)

#### Minimum Qualifications

Eighth grade. One year of experience in vehicle operations including fleet dispatching, scheduling, routing or public contact is required. Must possess a CDL/Class B. Applicants qualifying for employment will be subject to a background investigation.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in dispatching vehicles in the transport of the ill.

A Driver Attendant Supervisor is responsible for immediate supervision over a staff of employees engaged in the vehicular transportation of patients or clients. Emphasis of the work is on scheduling and coordinating trip assignments, maintaining appropriate trip and vehicle records, insuring appropriate first aid training for the staff and obtaining maintenance of assigned vehicles. Supervision is received from and administrative or technical superior who reviews work primarily for efficiency of scheduling, utilization of employee time and quality of transportation service being provided.

##### ILLUSTRATIVE TASKS

Schedules transportation service to comply with appointments of patients and clients at medical facilities; observes service in process to insure good utilization of staff time; keeps contact with superiors to plan any changes in transportation schedules.

Insures that employees supervised complete appropriate training in safe driving practices, first aid and techniques of transporting patients who have difficulty in ambulation.

Approves leave schedules for staff and rates employee performance; trains new employees in driving routes and patient pick up procedures.

Maintains transportation logs; compiles workload records and prepares reports as required; requests fuel supplies for assigned vehicles.

Insures that maintenance is requested for assigned vehicles for safe operation; issues maintenance work orders.

Operates passenger vehicles to transport patients as needed.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation of assigned passenger vehicles.

Considerable knowledge of safe driving practices.

Considerable knowledge of roadways and traffic regulations of the area.

Knowledge of emergency first aid.

Knowledge of established procedures and schedules for patient or client transport in the agency of assignment.

Ability to train and supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish effective working relationships with medical and other personnel in the agency of assignment.

Ability to react quickly and calmly in emergencies.

Ability to keep accurate and complete records.

Ability to prepare accurate and complete reports.

Ability to operate assigned vehicles with skill and care.

REV 10-77

#### Nature Of Work

This is supervisory work in dispatching vehicles in the transport of the ill.

## Human Resources Department

### Forensic Records Technician (002905)

#### Minimum Qualifications

High school diploma or GED. One year of experience using computer terminals and dealing with the legal and/or medical sectors is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized technical work in maintaining control of statistical data for the County Medical Examiner.

An employee in this class operates a computer terminal and printer to organize and maintain statistical data pertinent to the Medical Examiner's Department. Responsibilities include assisting in the supervision of clerical employees, entering and extracting statistical data by various categories using a computer system, collating data entered into system by investigative unit, and monitoring data and correcting errors. Some judgment is required in compiling statistics for various reporting functions and in determining information that can be released to the public. Supervision may be exercised over clerical employees who assist with various phases of work. Supervision is received from an administrative superior who reviews work through personal observations and conferences for accuracy and thoroughness.

##### ILLUSTRATIVE TASKS

Collates data entered into computer system by investigative unit; monitors data and corrects errors; notifies other Medical Examiner units of necessary corrections and monitors case and errors until rectified.

Determines appropriate statistical and research codes for each area according to International Classification of Disease Codes; enters codes into computer system and enters previous cases since inception of Medical Examiner's Department.

Extracts and collates statistical data by categories and/or by specific inquiry; retrieves information on individual cases; assists in compiling statistics for various reporting functions for use in the department and for other governmental agencies, news services and various research projects.

Assists in the supervision of clerk-typists and clerks who are engaged in updating statistical information, providing copies of case record information, filing records, compiling statistical reports and processing telephone and written requests for information.

Assists with the creation of new classification systems in order to capture commonalities of unusual cases; assists in the reclassification of current coding systems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of basic data processing systems and related equipment used in the Medical Examiner's Department.

Considerable knowledge of forensic classification systems, statistical and research codes.

Knowledge of established procedures for the control, maintenance and correction of computerized information in the area of assignment.

Knowledge of the criteria for determining information that can be released to the public.

Knowledge of supervisory principles and practices.

Ability to examine and correct source documents used in computer processing.

Ability to operate computer terminals and related peripheral equipment.

Ability to extract and collate complex technical statistical data using computer equipment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to interpret and apply requirements for confidentiality and publication of information concerning medical examiner cases.

Skill in the use of a computer terminal keyboard and related computer equipment.

NEW 10-86

#### Nature Of Work

This is specialized technical work in maintaining control of statistical data for the County Medical Examiner.

## Human Resources Department

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### Medical Records Coordinator (002910)

**Minimum Qualifications**

Bachelor's Degree. Two years of experience in the storage, indexing and management of records utilizing the International Classification of Diseases codes or similar medical coding are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

### Forensic Evidence Recovery Technician (002916)

#### Minimum Qualifications

High school diploma or GED. Six months experience in handling the chain of custody of physical evidence or completion of college coursework in evidence and criminal procedures. One year experience handling deceased human remains. A valid Class E Florida driver's license with fewer than 4 points. Must maintain a valid Florida driver's license with fewer than 4 points to remain qualified for employment. Must be able to lift 75 pounds Must be willing to submit to periodic drug and alcohol testing. Willingness to comply with immunization requirements and safety procedures.

#### Job Specifications

Considerable knowledge of Chain-of-Evidence requirements under the laws of the State of Florida. Must have knowledge of the Miami-Dade County area in order to respond to scenes in a timely manner. Ability to deal effectively with Medical Examiner staff, law enforcement personnel, families of decedents, and community members. Ability to testify in judicial proceedings concerning medical examiner cases as required. Must be able to operate a motor vehicle properly and safely. Working knowledge of computer to track and verify information. Ability to follow verbal and written instructions. Ability to lift and move cadavers. Should be able to lift 75 pounds. Considerable knowledge of aseptic and decontamination procedures for the morgue area. Considerable knowledge of maintenance of morgue instruments and equipment. Ability to demonstrate a mature and respectful approach to disagreeable phases of medical examiner work. Knowledge of standard written English. Ability to prepare and maintain records and logs. Knowledge of OSHA procedures and participation in regular OSHA safety training.

#### Nature Of Work

This is technical work in the conduct of autopsies and related forensic procedures for the County Medical Examiner.

## Human Resources Department

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### Forensic Evidence Recovery Supervisor (002917)

#### Minimum Qualifications

High school diploma or GED. One year supervisory experience. Two years experience in handling the Chain-of-Evidence of physical evidence OR Completion of 60 college credits in evidence and criminal procedures. Must obtain and maintain a valid CDL Class C Florida driver's license with fewer than 4 points to remain qualified for employment. Must be willing to submit to periodic drug and alcohol testing, Willingness to comply with immunization requirements and safety procedures.

#### Job Specifications

Ability to supervise staff working 24 hours a day. Ability to train Evidence Technicians in all aspects of their work, including OSHA safety procedures. Computer literate and familiar with tracking and reporting software, CME preferred. Ability to prepare necessary reports, to oversee the maintenance of records and logs, and to instruct technicians in accurate reporting practices. Ability to prepare necessary reports in standard written English. Thorough knowledge of Miami-Dade County and the ability to schedule and direct others to various locations. Considerable knowledge of management principles and good supervisory practices. Knowledge of administrative procedures and rules pertaining to the Medical Examiner Department. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to work with medical staff, investigators, law enforcement personnel, and hospital staff in close working relationships. Ability to deal with families and community members professionally and respectfully. Considerable knowledge of Chain-of-Evidence requirements under the laws of the State of Florida. Ability to testify in judicial proceedings concerning medical examiner cases as required. Knowledge of photography and the ability to operate a digital SLR camera to photograph death scenes. Must be able to operate a motor vehicle properly and safely. Must maintain automobile insurance. Ability to lift and move cadavers. Should be able to lift 120 pounds. Ability to work with cadavers in decomposed, burned or mutilated states. Thorough knowledge of fingerprinting, palm printing, and x-ray procedures. Thorough knowledge of aseptic and decontamination procedures for the morgue, death scenes, and transport processes

#### Nature Of Work

This is technical supervisory work in recovery of bodies and other evidence for Medical Examiner death investigations and in performance of related forensic administrative procedures.

## Human Resources Department

### Public Interment Coordinator Assistant (002919)

#### Minimum Qualifications

High school diploma or GED. Two years' experience using computer terminal and working in a professional office environment are required. Knowledge of funeral home, nursing home industries and investigative experience is preferred. Bilingual (English/Spanish) a must.

#### Job Specifications

##### NATURE OF WORK

This is administrative/investigative work in reviewing applications for county assistance in disposition of indigent remains. The person serving in this position collects and receives information on circumstances surrounding natural deaths, reviews information to determine validity of claim, assists family members in making decisions regarding disposition options, and coordinates the transportation of deceased remains from private residences, hospitals, nursing homes and assisted living facilities to the Medical Examiner Department (ME) and then to the county's designated crematory. Emphasis of the work is on collecting and documenting information clearly and concisely; obtaining pertinent facts from local and non-local sources, including family, hospital and nursing home care givers, law enforcement agencies, and other parties; evaluating case information; and authorizing removals. Supervision is received from a professional superior who reviews work for accuracy and oversees performance of other duties.

##### ILLUSTRATIVE TASKS

Receives telephone calls from hospitals, nursing homes, assisted care givers and law enforcement officers requesting PIP assistance. Documents clear and concise case notes on each inquiry and creates case files. Evaluates case information and makes determination on eligibility for PIP assistance. Dispatches Evidence Recovery to transport remains on approved cases to department. Maintains orderly filing system. Assists nursing homes and care givers in preparing case for pre-approval and enters case information into CME database. Interacts with next of kin both over the phone and in person to collect and provide information and to oversee release of cremains to family members. Coordinates handling of cases with crematory vendor and oversees compliance with contractual obligations. Reviews and approves all invoices from the vendor for timely payment. Transports cremains to county cemetery for scattering. Researches information on PIP cases to identify those who qualify for veterans' assistance. Handles monetary transactions in collecting various PIP fees.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of correct English, including grammar and spelling. Considerable knowledge of records, forms, files and other documents pertaining to the area of assignment. Knowledge of legal, departmental, and administrative rules and procedures. Ability to conduct inquiries and investigations to collect case-related information. Ability to deal compassionately and professionally with grieving family members. Ability to review and process invoices. Ability to multi-task. Ability to maintain confidentiality. Ability to communicate clearly in both oral and written forms. Ability to maintain appointment calendar. Ability to maintain files, records and documents in an orderly fashion. Skill in operating a computer terminal and related computer equipment.

#### Nature Of Work

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.



### Medical Examiner Public Internment Program Coordinator (002920)

**Minimum Qualifications**

Completion of 60 college credits. Three years advanced clerical or administrative experience to include experience in funeral service programs are required. Additional advanced clerical or administrative experience to include experience in funeral service programs may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is administrative work in the review, evaluation and approval of all requests for public internment assistance.

## Human Resources Department

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### ME Administrative Coordinator (002925)

#### Minimum Qualifications

Bachelor's degree. Three years of professional administrative experience to include procurement, contract administration, budget preparation and/or personnel administration are required.

#### Job Specifications

#### Nature Of Work

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in the Medical Examiner's Department.

## Human Resources Department

### Toxicologist 1 (002934)

#### Minimum Qualifications

Bachelor's degree in a natural science such as chemistry, pharmacology, toxicology, forensic science or a related field and at least one year of experience in a forensic laboratory performing analyses of evidence. Applicants should have experience working with the instrumentation and analytical techniques commensurate with the position.

#### Job Specifications

##### DESCRIPTION OF WORK

This is highly technical and beginning level scientific work performing analyses of postmortem and antemortem body tissues and fluids and other related evidence for the presence of toxic materials including drugs and poisons, in specimens received in the laboratory of the county Medical Examiner Department.

Employees in this class spend a minimum of 90% of their time performing quantitative and qualitative chemical, physical chemical and instrumental chemical analyses requiring combined knowledge of basic principles and theory, and the fundamental techniques and methods of analytical chemistry. Work is performed in accordance with recognized theory, principles and techniques of analytical forensic toxicology. Supervision is received from a technical section supervisor at the Toxicologist 3 level who assists in resolving special problems and reviews work for completeness, accuracy and effective court presentations.

##### ILLUSTRATIVE TASKS

Performs qualitative and quantitative chemical analyses of postmortem and antemortem human tissues and fluids and other related evidence for the presence and quantity of drugs, poisons and other various chemicals and their metabolites.

Utilizes such sample preparation techniques as liquid-liquid extraction, solid phase extraction, derivatizations, and related wet chemical techniques involving the use of organic chemical solvents, buffers, acids, bases, and other reactive and toxic chemicals, to prepare samples for analysis.

Utilizes such analytical instruments as immunoassay including E.M.I.T., F.P.I.A. and E.L.I.S.A., auto-analyzers, spectrophotometers, gas chromatographs, liquid chromatographs, gas chromatograph-mass spectrometers, liquid chromatograph-mass spectrometers including MS/MS, ion trap and quadrupole analyzers and chemical ionization, ESI, and APCI techniques, automated liquid samplers, automated headspace samplers, photo-diode array detectors, and various other detectors including electron capture, nitrogen specific, and flame ionization.

Analyzes data and prepares test reports of analytical findings to be reviewed by supervisors; including preparing calibration curves, calculating dilutions and final concentrations for reporting.

Utilizes miscellaneous laboratory instruments including centrifuges, evaporators, vortex mixers, melting point apparatuses, pH meters, hot plates, pipette-dilutors, and automatic pipettes.

Performs other related laboratory duties such as preparing reagents, mixing buffers, preparing standards and controls, and handling and mixing organic solvents; to be used in qualitative and quantitative analyses.

Assists in other functions such as washing and preparing glassware, receiving, handling, storing and disposal of evidence that includes postmortem and antemortem human tissues and fluids, unknown chemicals and other pills, powders, syringes and related evidence from cases accepted by the Medical Examiner Department.

Assists in developing and refining laboratory procedures and special analytical techniques and assists supervisors in the interpretation and evaluation of toxicological requests and results.

Assists in the preparation and development of technical publications and presentations for professional meetings

Provides some expert testimony in depositions and court environments regarding the test performed and the procedures used.

Maintains quality assurance logs, chain of custody documents and analytical data in accordance with laboratory policy and procedures.

Performs simple troubleshooting procedures on analytical instruments

Performs routine and basic instrument preventative maintenance procedures as needed

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of chemistry, analytical principles and techniques, and instrumentation used in the analysis of samples for composition and the identification of unknowns.

Knowledge of the use of computer based data systems for the analysis of complex instrumental data including chromatography data systems,

### Toxicologist 1 (002934)

mass spectral data systems and library searching, and laboratory information management systems

Knowledge of the basic principles and practices of analytical and organic chemistry, toxicology, pharmacology, mathematics, and physics

Knowledge of the laboratory procedures used in the performance of chemical and instrumental analyses utilizing a variety of scientific techniques.

Knowledge of the principles of forensic science including sampling, chain of custody, preservation of evidence, documentation of analytical data and reporting of results.

Ability to effectively communicate complex scientific information clearly and concisely, both verbally and in writing.

Ability to understand and follow verbal and written technical instructions

Ability to simultaneously organize and manage multiple tasks effectively and accurately

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#### **Nature Of Work**

This is beginning level scientific work performing analyses of body tissues and fluids to determine the presence of toxic materials in specimens received in the laboratory of the county Medical Examiner or other county toxicology laboratory.

### Toxicologist 2 (002935)

#### Minimum Qualifications

Bachelor's degree in a natural science such as chemistry, pharmacology, toxicology, forensic science or a related field and a minimum of three years of experience in an analytical laboratory utilizing the techniques and skills equivalent to this position. Additional education at the graduate level can substitute for years of experience. The applicant should have documented training or experience in forensic applications of analytical toxicology such as participation in continuing education programs or research.

#### Job Specifications

##### NATURE OF WORK

This is highly technical scientific work performing analyses of postmortem and antemortem body tissues and fluids and other related evidence for the presence of toxic materials including drugs and poisons, in specimens received in the laboratory of the county Medical Examiner Department.

Employees in this class spend a minimum of 85% of their time performing quantitative and qualitative chemical, physical chemical and instrumental chemical analyses requiring extensive combined knowledge of basic principles and theory, and the fundamental techniques and methods of analytical chemistry. The remainder of their time is spent performing other related duties and responsibilities and managing projects or training others. Work is performed in accordance with recognized theory, principles and techniques of analytical forensic toxicology. Employees in this position utilize some of their time managing other essential responsibilities related to laboratory operations and are required to perform the more complex non-routine analyses in addition to routine work. In addition they may be required to supervise or manage complex projects. Supervision is received from personnel at the Toxicologist 3 and above levels who assist in resolving special problems and review work for completeness, accuracy and effective court presentations.

##### ILLUSTRATIVE TASKS

Performs qualitative and quantitative chemical analyses of postmortem and antemortem human tissues and fluids and other related evidence for the presence and quantity of drugs, poisons and other various chemicals and their metabolites.

Utilizes such sample preparation techniques as liquid-liquid extraction, solid phase extraction, derivatizations, and related wet chemical techniques involving the use of organic chemical solvents, buffers, acids, bases, and other reactive and toxic chemicals, to prepare samples for analysis.

Utilizes such analytical instruments as immunoassay including E.M.I.T., F.P.I.A. and E.L.I.S.A., auto-analyzers, spectrophotometers, gas chromatographs, liquid chromatographs, gas chromatograph-mass spectrometers, liquid chromatograph-mass spectrometers including MS/MS, ion trap and quadrupole analyzers and chemical ionization, ESI, and APCI techniques, automated liquid samplers, automated headspace samplers, photo-diode array detectors, and various other detectors including electron capture, nitrogen specific, and flame ionization.

Analyzes data and prepares test reports of analytical findings to be reviewed by supervisors; including preparing calibration curves, calculating dilutions and final concentrations for reporting.

Utilizes miscellaneous laboratory instruments including centrifuges, evaporators, vortex mixers, melting point apparatuses, pH meters, hot plates, pipette-dilutors, and automatic pipettes.

Performs additional responsibilities that are essential to laboratory function as required by supervisors

Performs advanced testing procedures that are non-routine and require experience and additional skills

Assists in the supervision and management of special projects and research as required by supervisory personnel

Performs other related laboratory duties such as preparing reagents, mixing buffers, preparing standards and controls, and handling and mixing organic solvents; to be used in qualitative and quantitative analyses.

Assists in other functions such as washing and preparing glassware, receiving, handling, storing and disposal of evidence that includes postmortem and antemortem human tissues and fluids, unknown chemicals and other pills, powders, syringes and related evidence from cases accepted by the Medical Examiner Department.

Develops and refines laboratory procedures and special analytical techniques and assists supervisors in the interpretation and evaluation of toxicological requests and results.

Assists in the preparation and development of technical publications and presentations for professional meetings

Provides some expert testimony in depositions and court environments regarding the test performed and the procedures used.

### Toxicologist 2 (002935)

Maintains quality assurance logs, chain of custody documents and analytical data in accordance with laboratory policy and procedures.  
Performs advanced troubleshooting procedures on analytical instruments and basic repair procedures as necessary  
Performs routine and basic instrument preventative maintenance procedures as needed  
Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of chemistry, analytical principles and techniques, and instrumentation used in the analysis of samples for composition and the identification of unknowns.

Considerable knowledge of the use of computer based data systems for the analysis of complex instrumental data including chromatography data systems, mass spectral data systems and library searching, and laboratory information management systems

Considerable knowledge of the basic principles and practices of analytical and organic chemistry, toxicology, pharmacology, mathematics, and physics

Considerable knowledge of the laboratory procedures used in the performance of chemical and instrumental analyses utilizing a variety of scientific techniques.

Considerable experience with advanced testing techniques and instrumentation with the ability to exercise independent judgment in planning and application

Ability to manage additional responsibilities including planning, documenting and implementing procedures.

Knowledge of the principles of forensic science including sampling, chain of custody, preservation of evidence, documentation of analytical data and reporting of results.

Ability to effectively communicate complex scientific information clearly and concisely, both verbally and in writing.

Ability to understand and follow verbal and written technical instructions

Ability to simultaneously organize and manage multiple tasks effectively and accurately

Ability to manage and lead subordinate personnel at the Toxicologist 1 and lower level in the completion of projects or tasks

REV 08/2012

#### **Nature Of Work**

This is complex scientific work with some supervisory responsibility in performing analyses of body tissues and fluids to determine the presence of toxic materials in specimens received in the laboratory of the county Medical Examiner or other county toxicology laboratory.

### Toxicologist 3 (002936)

#### Minimum Qualifications

Bachelor's degree in a natural science such as chemistry, pharmacology, toxicology, forensic science or a related field and a minimum of five years of experience in an analytical laboratory utilizing the techniques and skills equivalent to this position. Additional education at the graduate level can substitute for years of experience. At least two of these years should be in a supervisory position managing the work of others in a forensic toxicology laboratory. The applicant should have documented training or experience in forensic applications of analytical toxicology such as participation in continuing education programs, publications or research.

#### Job Specifications

##### NATURE OF WORK

This is highly technical scientific work with supervisory responsibility performing analyses of postmortem and antemortem body tissues and fluids and other related evidence for the presence of toxic materials including drugs and poisons, in specimens received in the laboratory of the county Medical Examiner Department.

Employees in this class spend a minimum of 75% of their time performing quantitative and qualitative chemical, physical chemical and instrumental chemical analyses requiring extensive combined knowledge of basic principles and theory, and the fundamental techniques and methods of analytical chemistry. The remainder of their time is spent supervising personnel and managing the workflow of their specific section of operations. Incumbents are responsible for making assignments, supervising subordinate personnel at the Toxicologist 1 and 2 levels, implementing training, reviewing data and managing instruments. Employees in this position exercise independence in judgment and planning. Supervision is received from the Assistant Laboratory Director and Laboratory Director who assist in resolving special problems, providing guidance and establishing goals.

##### ILLUSTRATIVE TASKS

Supervises subordinate personnel at the Toxicologist 1 and 2 levels, including making assignments, managing workflow, evaluating test results and work product, managing instrumentation and other related resources, and implementing training procedures.

Manages major laboratory functions such as the QA/QC program, evidence receiving and storage, methods development and research, and laboratory supplies and acquisition.

Develops and refines laboratory procedures and special analytical techniques to improve workflow and efficiency in the testing process.

Performs qualitative and quantitative chemical analyses of postmortem and antemortem human tissues and fluids and other related evidence for the presence and quantity of drugs, poisons and other various chemicals and their metabolites.

Utilizes such sample preparation techniques as liquid-liquid extraction, solid phase extraction, derivatizations, and related wet chemical techniques involving the use of organic chemical solvents, buffers, acids, bases, and other reactive and toxic chemicals, to prepare samples for analysis

Utilizes such analytical instruments as immunoassay including E.M.I.T., F.P.I.A. and E.L.I.S.A., auto-analyzers, spectrophotometers, gas chromatographs, liquid chromatographs, gas chromatograph-mass spectrometers, liquid chromatograph-mass spectrometers including MS/MS, ion trap and quadrupole analyzers and chemical ionization, ESI, and APCI techniques, automated liquid samplers, automated headspace samplers, photo-diode array detectors, and various other detectors including electron capture, nitrogen specific, and flame ionization.

Analyzes data and prepares test reports of analytical findings to be reviewed by supervisors; including preparing calibration curves, calculating dilutions and final concentrations for reporting.

Utilizes miscellaneous laboratory instruments including centrifuges, evaporators, vortex mixers, melting point apparatuses, pH meters, hot plates, pipette-dilutors, and automatic pipettes.

Performs advanced testing procedures that are non-routine and require experience and skills above those of subordinate toxicologists.

Performs other related laboratory duties such as preparing reagents, mixing buffers, preparing standards and controls, and handling and mixing organic solvents; to be used in qualitative and quantitative analyses.

Assists in other functions such as washing and preparing glassware, receiving, handling, storing and disposal of evidence that includes postmortem and antemortem human tissues and fluids, unknown chemicals and other pills, powders, syringes and related evidence from cases accepted by the Medical Examiner Department.

Prepares technical publications and presentations for professional meetings

### Toxicologist 3 (002936)

Provides expert testimony in depositions and court environments regarding the test performed and the procedures used.  
Maintains quality assurance logs, chain of custody documents and analytical data in accordance with laboratory policy and procedures.  
Performs more advanced troubleshooting procedures on analytical instruments and basic repair procedures as necessary  
Performs routine and basic instrument preventative maintenance procedures as needed  
Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of chemistry, analytical principles and techniques, and instrumentation used in the analysis of samples for composition and the identification of unknowns.  
Extensive knowledge of the use of computer based data systems for the analysis of complex instrumental data including chromatography data systems, mass spectral data systems and library searching, and laboratory information management systems  
Extensive knowledge of the basic principles and practices of analytical and organic chemistry, toxicology, pharmacology, mathematics, and physics  
Extensive knowledge of the laboratory procedures used in the performance of chemical and instrumental analyses utilizing a variety of scientific techniques.  
Extensive knowledge of proper quality control and quality assurance procedures used in an analytical laboratory  
Extensive experience with advanced testing techniques and instrumentation  
Considerable knowledge of the principles of forensic science including sampling, chain of custody, preservation of evidence, documentation of analytical data and reporting of results.  
Considerable knowledge regarding proper laboratory safety procedures and the handling of biohazardous and chemical waste  
Ability to plan and supervise the work and training of subordinate technical personnel  
Ability to effectively communicate complex scientific information clearly and concisely, both verbally and in writing.  
Ability to understand and follow verbal and written technical instructions  
Ability to simultaneously organize and manage multiple tasks effectively and accurately

REV 08/2012

#### **Nature Of Work**

This is advanced scientific work with supervisory responsibility in the complex analyses of body tissues and fluids as well as non-biological specimens to determine the presence and identity of drugs, poisons and other toxic materials, performed in the laboratory of the county Medical Examiner or other county toxicology laboratory.



### Assistant Laboratory Director, Medical Examiner (002937)

#### Minimum Qualifications

Master's degree in a natural science such as chemistry, pharmacology, toxicology, forensic science or a related field and a minimum of five years of experience as a professional forensic toxicologist in a supervisory position is required. Additional education at the graduate level can substitute for years of experience. At least two of these years should be in a supervisory position managing the work of others in a forensic toxicology laboratory. Alternatively a Bachelor's degree in a natural science with at least seven years of experience in a forensic toxicology laboratory in a supervisory position. The applicant should have documented training or experience in forensic applications of analytical toxicology including court testimony, research, authorship of peer reviewed publications, and participation in continuing education programs.

#### Job Specifications

##### NATURE OF WORK

This is highly technical and responsible scientific and managerial work supervising the operations of the toxicology laboratory of the Miami Dade Medical Examiner Department. An employee in this class is responsible for managing, planning, coordinating the work of subordinate toxicologists engaged in conducting qualitative and quantitative laboratory examinations on biological specimens collected at autopsy, using chemical, physical chemical and instrumental analysis. In addition this employee assists the Director of the laboratory in planning and preparing budgets, planning operational goals, and assessing future needs and progress. Responsibilities include the day to day management and coordination of operations, personnel, technical resources, and other functions essential to the laboratory. Other responsibilities include managing technical projects, training and education, and assessing employee performance. The incumbent exercises extensive independent judgment in managing operations and assisting the Director with planning projects and goals. Direct supervision is exercised over a staff of professional toxicologists at the 1, 2 and 3 levels and support personnel including clerical and technologists, engaged in various laboratory activities. General direction is received from the Laboratory Director who holds the incumbent responsible for the management and coordination of laboratory operations in a professional manner and the achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Directly supervises the daily work of the toxicologists and support personnel engaged in the chemical analysis of biological samples and related evidence for drugs and other toxic materials.

Assists the Laboratory Director in the planning of laboratory operations and goals. Prepares daily work assignments for toxicologists and support personnel, coordinates work product for Director's review and manages Laboratory Information Management system including entering data and reviewing records

Reviews personnel work performance and prepares yearly performance evaluations.

Prepares and conducts disciplinary reports and actions

Manages personnel matters including payroll, attendance, reclassifications, interviewing and discipline.

Supervises the Toxicologist 3 personnel in their duties managing the various sections of the laboratory including work assignments, establishing priorities and goals and managing work flow.

Provides guidance and assistance to toxicologists in the planning of technical projects and research including, reviewing data, critiquing procedures and providing training

Provides expert consultation and guidance to Medical Examiners, law enforcement personnel, attorneys and outside clients, regarding testing and interpretation of results.

Assists the Laboratory Director in preparing long term goals and assessing current operational issues.

Prepares statistical reports and forecasts of work progress including maintaining ASE reports and data, developing and managing statistical measures, and preparing reports of laboratory progress and development.

Prepares and manages operational and capital budgets and oversees procurement for the laboratory

Coordinates and reviews yearly manufacturer's service agreements for instrumentation including evaluating services contracts, and preparing preliminary procurement documents

Manages capital inventory and prepares yearly reports for GSA of capital equipment status

Oversees other functions including evidence security, chemical and biohazardous waste disposal, health and safety procedures, and building functions related to laboratory operations

Assists the Laboratory Director in the preparation and updating of policy and procedure manuals.

## Human Resources Department

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### Assistant Laboratory Director, Medical Examiner (002937)

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of chemistry, analytical principles and techniques, and instrumentation used in the analysis of samples for composition and the identification of unknowns.

Extensive knowledge of the use of computer based data systems for the analysis of complex instrumental data including chromatography data systems, mass spectral data systems and library searching, and laboratory information management systems

Extensive knowledge of the basic principles and practices of analytical and organic chemistry, toxicology, pharmacology, mathematics, and physics

Extensive knowledge of the laboratory procedures used in the performance of chemical and instrumental analyses utilizing a variety of scientific techniques.

Extensive knowledge of proper quality control and quality assurance procedures used in an analytical laboratory

Extensive experience with advanced testing techniques and instrumentation

Extensive knowledge of the principles of forensic science including sampling, chain of custody, preservation of evidence, documentation of analytical data and reporting of results.

Considerable knowledge regarding proper laboratory safety procedures and the handling of biohazardous and chemical waste

Ability to simultaneously organize and manage multiple tasks effectively and accurately

Ability to plan, coordinate and manage the work of a staff of professional toxicologists in a manner to maintain high technical and scientific standards, efficiency and performance.

Ability to provide expertise in laboratory results, toxicological data, and good laboratory practices to a Medical Examiner staff, other forensic professionals, law enforcement and the courts

Ability to design, plan and coordinate long term projects for technical, operational and staff development.

Ability to communicate complex scientific information and concepts clearly and concisely verbally and in writing

Ability to establish and maintain effective working relationships with subordinates, superiors, Medical Examiners, physicians, law enforcement agencies, the courts and the public

REV 08/2012

#### **Nature Of Work**

This is advanced forensic toxicology work managing laboratory operations and assisting the laboratory director in the planning and implementation of laboratory policy and procedures.

## Human Resources Department

### Director of Laboratory, Medical Examiner (002938)

#### Minimum Qualifications

Candidate must have a doctoral degree in a physical or natural science, such as chemistry, toxicology or pharmacology. A minimum of 10 years of experience as a professional forensic toxicologist, including at least 5 years in a supervisory capacity managing other toxicologists. Experience must include a working knowledge of analytical forensic toxicology procedures, instrumentation, chain of custody procedures and the management of laboratory operations and resources. Candidate must be knowledgeable of the requirements for laboratory accreditation and personal certification by the American Board of Forensic Toxicology. Candidate must hold and maintain certification by the American Board of Forensic Toxicology at the status of Diplomat.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible scientific and managerial work in directing the toxicology laboratory of the Miami-Dade County Medical Examiner Department.

An employee in this class is responsible for directing and planning the work of a staff of forensic toxicologists engaged in conducting qualitative and quantitative laboratory examinations using chemical, physical chemical and instrumental chemical analyses. Responsibilities include providing expertise in toxicology to the staff of the Medical Examiner Department, and administering laboratory operations in a cost effective and efficient manner consistent with the needs of the department and the public. The incumbent exercises extensive independent judgment in managing and directing laboratory operations for the Medical Examiner Department. Directs a staff of professional toxicologists and support employees engaged in various phases of laboratory activities. General direction is received from the Medical Examiner who holds the incumbent responsible for the professional management of assigned responsibilities and for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Directs the work of a staff of professional toxicologists engaged in conducting qualitative and quantitative laboratory examinations on biological specimens collected at autopsy. Reviews work product of all toxicologists for accuracy, precision and forensic acceptability. Approves all reported results. Advises and trains toxicologists regarding analytical methodologies and interpretation of results. Provides expert testimony, in depositions and in court, regarding analytical methodologies, quality assurance and interpretation of the toxicological significance of reported laboratory results. Provides expertise in toxicological results and interpretations to Assistant Medical Examiners and the Medical Examiner. Provides expertise in toxicology to District Medical Examiners throughout the State of Florida. Supervises the Assistant Laboratory Director in preparation and administration of annual budget for laboratory operations; reviews and approves requisitions for materials, equipment and supplies; prepares periodic reports concerning the status of Medical Examiner laboratory operations.

Develops long-range plans for the technological development of the Medical Examiner laboratory.

Establishes and approves all methods of qualitative and quantitative analysis that are to be used in the laboratory.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of analytical Chemistry, Toxicology, Pathology, Pharmacology, Physics and mathematics.

Extensive knowledge of modern principles and practices of instruments and methods used in the collection and analysis of toxicological evidence.

Extensive knowledge of the Florida rules and regulations regarding state laboratory and personnel licensure.

Extensive knowledge of the rules of evidence as they apply to the preservation of toxicological specimens.

Extensive knowledge of police practices and procedures applicable to forensic medicine, toxicology and pathology.

Ability to plan, direct and coordinate the work of a staff of professional toxicologists in a manner conducive to maintenance of high technical standards, efficiency and performance.

## Human Resources Department

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### Director of Laboratory, Medical Examiner (002938)

Ability to provide expertise in laboratory results and toxicology to staff of the Medical Examiner and other medical and forensic officials.  
Ability to plan and design the long-range technological development of a Medical Examiner laboratory.  
Ability to effectively communicate complex scientific information, clearly and concisely, verbally and in writing.  
Ability to establish and maintain effective working relationships with subordinates, superiors, Medical Examiners, physicians and other medical officials, and the public.

REV 080/2012

#### **Nature Of Work**

This is highly responsible scientific and managerial work in directing the toxicology laboratory of the Miami-Dade County Medical Examiner Department.

An employee in this class is responsible for directing and planning the work of a staff of forensic toxicologists engaged in conducting qualitative and quantitative laboratory examinations using chemical, physical chemical and instrumental chemical analyses. Responsibilities include providing expertise in toxicology to the staff of the Medical Examiner Department, and administering laboratory operations in a cost effective and efficient manner consistent with the needs of the department and the public. The incumbent exercises extensive independent judgment in managing and directing laboratory operations for the Medical Examiner Department. Directs a staff of professional toxicologists and support employees engaged in various phases of laboratory activities. General direction is received from the Medical Examiner who holds the incumbent responsible for the professional management of assigned responsibilities and for achievement of established goals and objectives.

### Forensic Photographer (002942)

#### Minimum Qualifications

Associate degree in Photography. Must possess a personal portfolio of computer graphic and photographic work. Graduation from the Miami-Dade County Medical Examiner Department's Biomedical and Forensic Photographer Preceptorship Program is required. One year of experience in forensic and biomedical photography is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in forensic imaging and processing for the Medical Examiner Department.

An employee in this class is responsible for programming, operating and maintaining computerized graphic equipment to create visual materials used in medical-legal presentations. Duties include operating A.T. based computer systems and related D.O.S. systems, development of Zenographic software programs, operation of video cameras, high resolution television equipment and 35mm cameras. The employee also serves as instructor and consultant to Medical Examiners, police personnel and other criminal justice/medical officials in the use of photographic equipment in a forensic medical setting. Supervision is received from an administrative superior who reviews work for technical quality and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Uses and develops programs for computer graphic equipment that lead to a variety of finished photographic or video tape formats.

Operate computers and other associated equipment related to development, design, lay out, creation and presentation of visual materials in a variety of formats used for medical-legal presentation.

Uses and operates A.T. based computer systems and related D.O.S. systems.

Uses and develops Zenographic and other related slide presentation software programs.

Uses and operates video camera and related equipment in the production of forensic educational/training presentations.

Operates high resolution television equipment to produce video and still photo imaging in the field of medical-legal investigation.

Operates 35mm cameras when needed for medical-legal specimen documentation.

Serves as instructor and consultant to Medical Examiners, police personnel and other criminal justice/medical officials.

Makes minor repairs to equipment, as required, and maintains equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, methods, practices, equipment and materials of modern forensic imaging.

Considerable knowledge of computer graphic equipment and its software programs.

Knowledge of high resolution T.V. equipment and associated V.H.S. taping.

Knowledge of photochemistry and optics.

Ability to perform, operate and maintain sophisticated computerized graphic equipment.

Ability to prepare and present forensic photographic evidence.

Ability to understand and follow verbal and written instructions.

Skill in forensic imaging and processing.

NEW 10-89

#### Nature Of Work

This is advanced skilled technical work in forensic imaging and processing for the Medical Examiner Department.

## Forensic Photographer Supervisor (002944)

### Minimum Qualifications

Bachelor's degree. Three years of varied professional experience in photography are required.

### Job Specifications

#### NATURE OF WORK

This is advanced professional work in biomedical and forensic photography for the Medical Examiner Department.

An employee in this class supervises and participates in the photographic and video tape recording, and reproduction, of autopsy and experimental medical and biological subjects to provide illustrations for scientific publications, medical records, research and teaching activities. Responsibilities include making still and video taped reproductions, making copies of X-rays and similar materials using advanced photographic techniques, engaging in research activities, and may include designing special equipment and processing formulas. The incumbent develops long-range plans for the photographic unit, supervises proper operation of photographic and laboratory equipment, assures employees observe safety practices, and insures against harm or damage to photographic subjects. Supervision is exercised over professional photographers engaged in various phases of the work. Supervision is received from an administrative superior who evaluates work for technical quality and for professional operation of the forensic photographic unit.

#### ILLUSTRATIVE TASKS

Makes still and video taped reproductions of autopsies, anatomical structures, gross and microscopic specimens, plant and animal tissues, and physiological and pathological processes.

Creates copies of X-rays and similar materials utilizing photographic techniques such as high-speed photography and ultraviolet or infrared light to produce visible record of normally invisible subjects.

Engages in research activities related to forensic photography and presentation of scientific data, and may design special equipment and processing formulas.

Plans, organizes and directs the production of photographic illustrations of medical, biological, public relations and other subjects and activities.

Makes recommendations for required staffing, supplies, necessary space and equipment; prepares and justifies budget requests.

Develops and modifies forensic photography policies, systems, work methods, procedures and standards.

Supervises proper operation of photographic and laboratory equipment; assures employees observe established safety practices in autopsy, operating rooms and autopsy rooms; assures against harm or damage to anatomical structures, pathological specimens and other subjects; maintains required photographic files.

Supervises photographic production activities related to Medical Examiner, public relations and professional journal publications; takes still photographs or produces video tapes for use in illustrating annual reports, news stories and articles; provides finished photographs for newspapers, scientific journals and other publications.

Develops long and short-term plans involving the needs of the photographic unit.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern principles, practices, equipment and materials employed in biomedical and forensic photography.

Thorough knowledge of modern principles, practices, instruments and methods used in the collection and analysis of physical evidence.

Thorough knowledge in the use and maintenance of photographic and photo processing equipment.

Thorough knowledge of rules of evidence as they apply to the presentation of technical analyses of criminal evidence.

Considerable knowledge of producing professional video taping, and editing of programs, as they relate to the Medical Examiner and other elements of the criminal justice system.

Considerable knowledge in the use of Photomacrography and Photomicrography including the use of polarized, contrast, infrared and ultraviolet photomicroscopy.

Considerable knowledge of all types of photographic lighting, including incident, color temperature, polarized, ultraviolet and infrared.

Knowledge of supervisory principles and practices.

Knowledge of law enforcement practices and procedures.

## Human Resources Department

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### Forensic Photographer Supervisor (002944)

Knowledge of trade journals and specialized scientific periodicals, which routinely publish articles concerning forensic photography.

Ability to plan and supervise the work of technicians in a manner conducive to full performance and high morale.

Ability to learn the legal, administrative and procedural regulations applicable to the area of assignment.

Ability to conduct educational and training programs.

Ability to teach forensic photography and biomedical illustration to students.

Ability to operate and maintain complex forensic photographic equipment.

Skill in photography.

Skill in biomedical and forensic photography.

NEW 10-87

#### **Nature Of Work**

This is advanced professional work in biomedical and forensic photography for the Medical Examiner Department.

## Human Resources Department

### Forensic Technician (002950)

#### Minimum Qualifications

High school diploma or GED. One year of experience in forensic pathology and autopsy procedures is required; or Completion of vocational or technical coursework to include 3 semester credits in Health Science or Mortuary Science are required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the conduct of autopsies and related forensic procedures for the County Medical Examiner.

Employees in this class are responsible for performing a variety of technical tasks in assisting medical examiners in the conduct of autopsies and related diagnostic analyses to determine cause of death. Emphasis of the work is on completion of a large volume of gross autopsy procedures and related necrodactylographic and cytology-histology techniques. Duties include assisting medical examiners during gross autopsies and in completing forensic procedures including fingerprinting, palm printing, x-ray, photography and may include the embalming of bodies of indigent residents. Employees experience hazardous and difficult working conditions since bodies are received for autopsy where pathogens may be present and not diagnosed, and where cadavers may be in decomposed, mutilated, burned or other conditions due to the nature of the terminal episode. Incumbents must exercise care since medical examiners are legally and medically responsible for determination as to cause of death and employees closely assist the medical staff in these determinations. Supervision is received from medical and technical superiors who review work for quality of results.

##### ILLUSTRATIVE TASKS

Admits and properly registers human and/or nonhuman remains in accordance with established operational policies and procedures; obtains and records information pertinent to the identification and classification of the deceased such as observable markings or scars, height and weight; documents and secures valuables and other personal property belonging to the deceased.

Prepares remains for examination by the pathologist; recognizes and preserves evidence which may be relevant to the cause and manner of death.

Assists pathologists in the performance of autopsies; opens body cavities and removes various tissues, organs and systems such as optic tissue, adrenal glands, brain and spinal column, as directed.

Prepares remains for transportation to funeral homes or other facilities utilizing methods which insure minimal public contact with body excretions and other constituents which may be hazardous.

Participates in various research projects by recording data, preserving specimens and aiding physicians, and personnel of local police agencies.

Assures the proper disposition or disposal of tissues which may contain harmful organisms.

Prepares solutions such as formaldehyde and buffering agents to be used as fixation agents for anatomical specimens.

Collects and preserves specimens for laboratory analyses.

Performs major and minor restorations for identification purposes; restores remains to suitable appearance for public viewing or photography purposes.

Fingerprints all bodies received at appropriate time in correlation with preservation of evidence, for verification of identity.

Takes photographs of remains upon admittance and of specific anatomical sites during postmortem operations.

Under state license or under direct supervision, participates in the embalming of bodies in preparation for burial through the injection of preserving chemicals at prescribed flow rates.

Takes and develops x-rays as necessary to assess the presence, location and number of foreign objects in a body.

Properly retains and labels clothing and other evidence and assures its proper disposition.

Maintains and regulates hygienic conditions through the use of germicidal chemicals and procedures in order to promote a sanitary working environment.

Testifies in judicial proceedings concerning Medical Examiner cases, as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of gross autopsy procedures used in pathological examinations.

Considerable knowledge of normal and abnormal anatomical pathology.



### Forensic Technician (002950)

Considerable knowledge of forensic fingerprinting, palm printing and x-ray procedures.  
Considerable knowledge of aseptic and decontamination procedures for the morgue area.  
Considerable knowledge of maintenance of morgue instruments and equipment.  
Knowledge of cytology, chemical and histology procedures related to autopsy for forensic purposes.  
Some knowledge of modern embalming methods and techniques.  
Ability to demonstrate a mature and respectful approach to disagreeable phases of medical examiner work.  
Ability to complete diagnostic tests accurately.  
Ability to work with cadavers in decomposed, burned or mutilated states.  
Ability to complete autopsies with required speed.  
Ability to deal effectively with the medical staff in a close working relationship.  
Ability to lift and move cadavers.  
Skill in the use of a variety of surgical instruments.

REV 9-81

#### **Nature Of Work**

This is technical work in the conduct of autopsies and related forensic procedures for the County Medical Examiner.

## Human Resources Department

### Senior Forensic Technician (002952)

#### Minimum Qualifications

High school diploma or GED. Completion of three semester credits in Anatomy and three semester credits in Physiology or three years of experience in forensic pathology, autopsy procedures or evidence collection are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the conduct of autopsies and related forensic procedures for the Medical Examiner Department.

Employees in this class are responsible for assisting medical examiners in the conduct of autopsies, providing training for Forensic Technicians and assisting in training of new resident pathologists. Responsibilities include assisting in the completion of gross autopsy procedures, completing forensic procedures including fingerprinting and x-rays, maintaining records of receiving and releasing human bodies and their personal effects, assuring proper placement of gross tissue and other evidentiary items, enforcing infection control procedures, and training medical examiner employees in proper procedures and federal safety requirements. Incumbents must exercise care in the performance of autopsy and related forensic procedures as medical examiners are legally and medically responsible for determinations of cause of death. Supervision is received from medical and technical superiors who review work through personal observations and conferences for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Assists pathologists in the performance of autopsies; opens body cavities and removes various tissues, organs and systems such as optic tissue, adrenal glands, brain and spinal column, as directed.

Provides training and orientation to Forensic Technicians in the proper and safe use of x-ray equipment and in gross autopsy procedures; assists in training of new resident pathologists.

Collects and preserves physical evidence removed from human bodies and trains others in proper procedures for the crime laboratory.

Maintains records of receiving and releasing of human bodies, their personal effects and related evidence; utilizes computer equipment and bar-coding system to track cases at points of entry and release.

Maintains inventory of supplies; monitors maintenance schedules of equipment including x-rays, fork lifts, saws and vacuums.

Assures the proper placement of gross tissue, x-rays, human bodies, articles of clothing and other evidentiary items.

Assures that all infection control procedures are utilized and followed, and the proper cleaning of instruments and work stations.

Participates in various research projects by recording data, preserving specimens and aiding physicians and police officials.

Assists pathologists in the examination of physical evidence.

Fingerprints, photographs and prepares bodies for dental examinations; x-rays bodies for anthropological identification purposes.

Releases bodies to funeral homes following required administrative procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of gross autopsy procedures used in pathological examinations.

Considerable knowledge of normal and abnormal anatomical pathology.

Considerable knowledge of forensic fingerprinting, palm printing and x-ray procedures.

Considerable knowledge of Occupational Health and Safety Administration regulations pertaining to medical examiner operations.

Considerable knowledge of aseptic and decontamination procedures for morgue areas.

Considerable knowledge of infection control procedures applicable to medical examiner operations.

Knowledge of the rules of evidence as they apply to the preservation of toxicological specimens.

Knowledge of the rules and regulations pertaining to receiving and releasing of human bodies, personal effects and related evidence.

Knowledge of departmental computer systems used for tracking medical examiner cases and evidence.

Ability to provide effective assistance to pathologists in the conduct of gross autopsies.

Ability to demonstrate a mature and respectful approach to disagreeable phases of medical examiner work.

Ability to train medical examiner staff members in gross autopsy techniques, use of equipment, infection control methods and other related activities.

Ability to work with cadavers in decomposed, burned or mutilated states.

Ability to life and move cadavers.

## Human Resources Department

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### Senior Forensic Technician (002952)

Skill in the use of a variety of surgical instruments.

NEW 10-95

#### **Nature Of Work**

This is advanced technical work in the conduct of autopsies and related forensic procedures for the Medical Examiner Department.

## Human Resources Department

### Forensic Investigations Assistant (002954)

#### Minimum Qualifications

High school diploma or GED. Two years of investigative clerical experience in police, legal, medical, insurance, mortuary or medical examiner operations are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work with supervisory responsibility assisting in forensic investigations for the Medical Examiner Department.

An employee in this class is responsible for assisting in forensic investigations, assisting in obtaining background and death-related information concerning Medical Examiner cases, and obtaining prompt cremation approvals for funeral homes. Duties include processing all burial transit permits and death certificates, requesting medical records from hospitals and physicians, requesting body removal services for cases, obtaining Fire Rescue reports, and supervising clerical subordinates. The incumbent exercises some judgment in the application of knowledges of Medical Examiner and Bureau of Vital Statistics laws and regulations. Supervision is exercised over a staff of subordinates providing clerical support to the department. Supervision is received from an administrative superior who reviews work for effectiveness in providing support in forensic investigations activities.

##### ILLUSTRATIVE TASKS

Assists Forensic Investigators in obtaining personal data on Medical Examiner cases, including Social Security numbers, dates of birth, fingerprint confirmations, and addresses.

Assists in filing investigator's case file information and retrieving new case files; assists in auditing drugs/medications and preparing audit reports for case files.

Requests body removal services for cases; closes out death certificates from daily caseloads and notifies funeral homes when bodies are ready to be released.

Processes all burial transit permits and death certificates for filing with the State of Florida, Bureau of Vital Statistics; screens all State of Florida Certificates of Death requesting cremation approval before referring the certificate to a medical examiner; enters all data relating to cremation requests into computers and log books.

Requests medical records from hospitals and physicians and follows up cases that relate to medical examiner needs; confirms deceased name, age, and sex with various sources; maintains logs of medical records; requests and obtains antemortem blood from hospitals and when necessary retrieves the specimen; obtains follow up medical information for non-autopsy cases.

Supervises telephone operators and clerical employees; prepares work schedules, and orders supplies.

Requests Fire Rescue reports; mails daily investigative reports to police agencies and the Florida Highway Patrol; enters all fracture cases into the computer system.

Exercises responsibility for maintenance and security of case files in the Investigations Bureau; prepares index cards for each case; transports files to the Records Bureau.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of Medical Examiner law and Rules of the Medical Examiner Commission of the State of Florida.

Considerable knowledge of the Bureau of Vital Statistics laws which impact on determination of next-of-kin, cremation approval and disposition of bodies.

Knowledge of medical terminology.

Knowledge of the principles, techniques, and methods of forensic investigation.

Knowledge of supervisory principles and practices.

Knowledge of State of Florida procedures governing burial, transfer and cremation permits.

Ability to screen death certificates for accuracy.

Ability to prepare and maintain records and logs.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### Forensic Investigations Assistant (002954)

Ability to establish and maintain effective working relationships with funeral homes, physicians, families, government agencies, and the public.

Ability to provide effective assistance in the investigation of Medical Examiner cases.

Skill in data entry and in the operation of a computer terminal.

NEW 10-93

#### **Nature Of Work**

This is advanced clerical work with supervisory responsibility assisting in forensic investigations for the Medical Examiner Department.

### Medicolegal Investigator (002955)

**Minimum Qualifications**

Bachelor degree in Criminal Justice, Mortuary Science, Nursing, or closely related field. Two years of experience in criminal, legal, insurance, forensic, or similar investigative field are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Description is available.

**Nature Of Work**

This is forensic investigative work in completing inquiries for the Medical Examiner Department.

## Forensic Investigator (002956)

### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Criminal Justice, Mortuary Science, Nursing, or closely related field. Two years of experience in criminal, legal, insurance, forensic, or similar investigative field are required. Additional experience may substitute for the required education on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is forensic investigative work in completing inquiries for the Medical Examiner Department.

Employees in this class are responsible for seeking information by telephone and personal interview to aid in making determinations regarding cause and manner of reported deaths, or to determine if deaths come under the Medical Examiner Law. Emphasis of the work is on collecting and reporting information clearly and concisely, and obtaining pertinent facts from local and non-local sources, law enforcement agencies, family, physicians, hospitals, funeral homes and other parties. Duties require the use of tact and judgement in selecting sources of information and conducting investigations involving bereaved family members. General supervision is received from an administrative superior who reviews investigative reports and assists with difficult or unusual problems.

#### ILLUSTRATIVE TASKS

Receives telephone calls from hospitals, doctors, police, attorneys, family members and others providing information concerning medical examiner cases; prepares clear and concise reports for all medical examiner case files.

Dispatches service to transport body to the department; creates case files, summarizes information, enters data into Medical Examiner Department tracking system.

Assists in the release of deceased between next-of-kin, funeral home and other facilities.

Coordinates the presence of law enforcement agencies at autopsies and the release of evidence; coordinates release of information and documents between agencies.

Follows up on cases, where brief initial reports by police have been made, to obtain additional information such as in natural or questionable deaths; obtains remote and recent medical history, details or trauma, facts leading to terminal events and related information; continues research until manner of death has been established to the satisfaction of the Medical Examiner or police.

Obtains description of unknown remains by viewing cadaver, noting height, weight, scars, tattoos, outstanding features and other characteristics; sends fingerprints to various sources for comparison; searches missing person reports; requests witnesses to view photographs of the deceased to obtain positive identification, as necessary; completes examination of facts to assist in identifying skeletonized or decomposed remains from missing persons reports, dental charts and other information.

Receives relatives of deceased; provides information on deaths and assists the grieved and distressed; counsels on funeral arrangements as necessary; provides releasable information to the press, attorneys and other parties, as requested.

Prepares State death certificates for signature by a Medical Examiner.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of fact-finding techniques and investigative procedures applicable to forensic investigators.

Considerable knowledge of Florida Statutes and local regulations pertaining to Medical Examiner Department operations.

Considerable knowledge of medical terminology, physiology and anatomy.

Considerable knowledge of modern principles, practices, instruments and methods used in collection and preservation of crime scene and postmortem evidence.

Knowledge of the geography of Dade County and its various police jurisdictions.

Ability to prepare clear, concise, accurate and complete reports of forensic investigations.

Ability to use tact and judgment in obtaining necessary case information from grieved and distressed persons.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to develop and maintain a cooperative relationship with law enforcement personnel, health care providers and the public.

Ability to develop and obtain information needed by pathologists.

Ability to effectively interview citizens for legal fact-finding purposes.

## Human Resources Department

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### Forensic Investigator (002956)

NEW 6-91

#### **Nature Of Work**

This is forensic investigative work in completing inquiries for the Medical Examiner Department.



## Human Resources Department

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### Medical Examiner Case Investigator (002958)

**Minimum Qualifications**

Bachelor degree in Criminal Justice, Public Administration, Nursing, Mortuary Science or closely related field. Two years of experience in criminal, legal insurance, forensic, or similar investigative field are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Description is available.

**Nature Of Work**

## Human Resources Department

### Manager, Forensic Bureau Operations (002962)

#### Minimum Qualifications

Bachelor's degree in Criminal Justice, Mortuary Science, Nursing or a related field. Three years of experience in criminal, legal, insurance, forensic or related investigative field are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is supervisory forensic investigative work in completing inquiries for the Medical Examiner Department.

An employee in this class is responsible for supervising a staff of forensic investigators engaged in obtaining information to aid in making determinations regarding cause and manner of reported deaths, or to determine if deaths come under the Medical Examiner Law. Responsibilities include monitoring the progress of each body brought in for death certification, directing case tracking systems for the department, participating in more difficult cases, coordinating release of information to the news media, and managing the cremation approval process. Supervision is received from an administrative superior who reviews work for effective supervision and management of departmental forensic investigation activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of forensic investigators engaged in seeking information by telephone and personal interview to aid in making determinations regarding cause and manner of reported deaths, or to determine if deaths come under the Medical Examiner Law; supervises subordinate clerical employees.

Assists forensic investigators in investigations of more difficult cases.

Participates directly in the investigation of more difficult cases, such as where cadavers are difficult to identify or when there are objections to autopsies for religious reasons.

Determines whether cases are appropriately under jurisdiction of the Medical Examiner Department and refers cases to police where required.

Prepares periodic statistical reports and assists in budget preparation.

Manages cremation approval process.

Controls and coordinates release of information to the news media on current medical examiners cases.

Prepares Affidavits of Amendments for death certifications.

Reviews investigative reports prepared by subordinates to assure accuracy, thoroughness, proper documentation and conformance with departmental office guidelines and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of fact-finding techniques and investigative procedures applicable to forensic investigations.

Considerable knowledge of Florida Statutes and local regulations pertaining to Medical Examiner Department operations.

Considerable knowledge of medical terminology, physiology and anatomy.

Considerable knowledge of supervisory principles and practices.

Knowledge of the principles of management and public administration.

Knowledge of the geography of Dade County and its various police jurisdictions.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to review reports of forensic investigations for proper methodology and documentation.

Ability to participate effectively in more difficult forensic investigations.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, family members, law enforcement officials and the public.

Ability to use tact and judgment in contracts with grieved and distressed persons.

## Human Resources Department

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### Manager, Forensic Bureau Operations (002962)

NEW 6-91

#### **Nature Of Work**

This is supervisory forensic investigative work in completing inquiries for the Medical Examiner Department.

## Human Resources Department

### Manager, Morgue Bureau Operations (002964)

#### Minimum Qualifications

Associate degree in Mortuary Science or Physician/Pathology Assistant. Three years of experience managing a large forensic morgue operation are required; or High school diploma or GED. Five years of progressively responsible morgue experience to include autopsy procedures, toxicology acquisition and preparation are required.

#### Job Specifications

##### NATURE OF WORK

This is technical supervisory work in the conduct of autopsies and performance of related forensic administrative procedures for the County Medical Examiner.

An employee in this class is responsible for the technical and administrative supervision of a staff of technicians engaged in assisting in the performance of a large number of autopsies and investigations on a seven-day week basis. Responsibilities include daily planning and participation in technical assignments to assist medical examiners in completion of a large autopsy and examination caseload. Knowledge is required of autopsy procedures, cytologic and histologic techniques, and techniques of specimen preparation and preservation for both consultative and demonstrative purposes. The incumbent participates in orientation and instructional programs for forensic pathology residents, police recruits and other trainees. The employee must be knowledgeable in techniques for the safe handling of bodies which contain contagious diseases, which may not be diagnosed, bodies that are decomposed, and bodies which have received a variety of injuries. Supervision is exercised over a staff of technical subordinates through assignment of priorities and scheduling of work. General supervision is received from medical and administrative superiors who review work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of technical employees engaged in assisting medical examiners in the conduct of autopsies and related diagnostic procedures to determine cause of death, and properly obtain and document all forms of evidence; assigns work priorities and trains new employees; assists technicians assigned to night and weekend shifts in resolving work related problems.

Cuts tissue from cadavers, fixes tissue in formaldehyde and injects with colored dyes to highlight veins and arteries.

Reviews police or investigative reports concerning medical or other background information to become familiar with case history and factors which may be related to autopsy information.

Personally participates in the more difficult or sensitive autopsies, including police shootings and disaster deaths; may assist in obtaining fingerprints where corpses are burnt, mummified or partially decomposed by special techniques; completes photographers; may reconstruct facial features on badly mutilated bodies for identification purposes, as required; may complete a skeletonization process in selected cases.

X-rays bodies, distributes radiation badges to all employees taking x-rays and insures that all employees wear badges while in and around the x-ray area; assures radiation badges are sent for monitoring.

In accordance with the department's Disaster Plan makes plans for disaster coverage; may visit disaster scenes with medical examiners and make preparations for extensive autopsies by calling in additional staff, assembling disaster pouches, laying out chemicals and gloves, coordinating with funeral homes for trips to the morgue and assisting with inquires from concerned families, supervises the cleanliness and neatness of the morgue area and oversees its proper maintenance.

Coordinates with police investigators in obtaining emergency autopsies such as in the case of police shootings, suspected sex crimes, assisting pathologists in completing action and related diagnostic tests.

Plans for yearly budgets, inventories and requisitions necessary supplies and equipment; assists in the implementation of research projects and collects and categorizes various specimens for research study; assists residents and visiting physicians in the methods and procedures of the department; serves in the absence of superior when requested; assists consultant physicians (dentists, neuropathologists, anthropologists, etc.), and, under supervision of a medical examiner or the director of operations, assist the news media as needed.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of autopsy procedures.

Thorough knowledge of fingerprinting, palm printing and x-ray procedures.

Thorough knowledge of aseptic and decontamination procedures for the morgue and other medical examiner work areas.

## Human Resources Department

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### Manager, Morgue Bureau Operations (002964)

Thorough knowledge of maintenance of morgue instruments and equipment.  
Considerable knowledge of normal and abnormal anatomical pathology.  
Considerable knowledge of cytology, chemical and histology procedures related to autopsy for forensic purposes.  
Knowledge of the principles of management.  
Knowledge of administrative procedures and rules pertaining to the Medical Examiner Department.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to deal effectively with the medical staff in a close working relationship.  
Ability to deal effectively with police officers engaged in death investigation cases.  
Ability to assist in the training and teaching of medical students, students in health-related fields, law enforcement personnel and morgue volunteer staff.  
Ability to complete a variety of diagnostic tests accurately.  
Ability to work with cadavers in decomposed, burned or mutilated state.  
Ability to complete more difficult autopsies with required expediency.  
Ability to lift and move cadavers.  
Skill in the use and maintenance of a variety of surgical instruments.  
Skill in specimen preparation and preservation.  
Skill in evidence preparation, preservation and transmission.

NEW 6-91

#### **Nature Of Work**

This is technical supervisory work in the conduct of autopsies and performance of related forensic administrative procedures for the County Medical Examiner.

## Human Resources Department

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### Director of Operations, Medical Examiner (002976)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to nine years of responsible supervisory and management experience in varied administrative work is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing operations of the Medical Examiner Department (ME). An employee in this class is responsible for planning, supervising and coordinating administrative, technical, investigative, mortuary and clerical operations to assure maximum effectiveness and efficiency of departmental activities. Emphasis of the work is on coordinating and supervising diversified department operations, monitoring activity processing and reporting, developing departmental policies and procedural controls, determining operational efficiency and requirements, and implementing ME policies. The incumbent exercises considerable independent judgment and professional managerial knowledge in the continuous analysis and review of ME operating functions and public services. Direct supervision is exercised over a staff of subordinate professional, technical and clerical employees who are assigned to various phases of work, including scene and case investigations, evidence collection and transportation, mortuary operations, forensic photography, indigent cremations and burials, computer services, records and transcription services, and business and personnel offices. General supervision is received from the County Medical Examiner who reviews work through personal conferences and personal oversight of departmental operations.

##### ILLUSTRATIVE TASKS:

Directs, supervises and coordinates the work of a staff of professional, technical and clerical employees engaged in performing operational and administrative duties.

Coordinates and supervises activity processing and reporting, policy and procedural controls; determines degree of operational efficiency; evaluates operational needs and develops departmental objectives.

Performs a continuous analysis and review of departmental operating functions and measures effectiveness and efficiency through the county's Active Strategies Enterprise (ASE) system; develops new techniques to enhance the quality and quantity of services to the public.

Administers, reviews and analyzes departmental budget; prepares budget documents; develops narrative information for proposed budget; attends departmental and county budget hearings to justify and defend budget requests; approves budget charges and exercises responsibility for keeping divisions within budget allocations.

Coordinates departmental activities with police and court officials and with the state's Medical Examiners Commission; represents the ME in contacts with civic groups and other governmental agencies; disseminates information relative to scope of departmental operations; serves as department's media spokesperson.

Researches and identifies potential sources of fiscal or service support which would serve to increase departmental efficiency and performance.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Serves as department's disaster preparedness liaison; updates disaster procedure manual; conducts annual review and revision of the Continuity of Operations (COOP) Plan; participates with other agencies in mock disaster drills.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS:

## Human Resources Department

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### Director of Operations, Medical Examiner (002976)

Thorough knowledge of the principles of general management, public and business administration and their application to government administration.

Thorough knowledge of supervisory principles and practices. Thorough knowledge of local, state and federal statutes and regulations pertaining to the county's ME operation.

Considerable knowledge of the policies and procedures used in budget preparation, justification, monitoring and reporting.

Considerable knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of public relations principles and techniques.

Ability to exercise judgment and discretion in devising, installing, and interpreting department or countywide rules, regulations, policies or procedures.

Ability to supervise a staff of professional, technical, investigative, and clerical subordinates in a manner conducive to full performance and high morale.

Ability to express ideas and information clearly, concisely, verbally and in writing.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate results in achievement of departmental objectives and to redirect efforts and priorities as needed.

Ability to establish and maintain effective working relationships with subordinates, superiors, and officials of other County departments.

REVISED 10/26/12

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing operations of the Medical Examiner Department.

### Forensic Pathology Fellow (002988)

#### Minimum Qualifications

Doctor of Medicine Degree. Board qualified in Anatomic Pathology or Anatomic/Clinical Pathology by the American Board of Pathology.

#### Job Specifications

##### Job Specifications

**NATURE OF WORK:** This is highly responsible executive level work in complex scientific operations of the Miami-Dade County Medical Examiner Department. An employee in this class is responsible for Medical Examiner Departmental activities and operations in forensic pathology in accordance with local state and federal statutes and regulations. Responsibilities include scene investigations; collecting, documenting, preserving and analyzing forensic evidence; preparing autopsy protocols and microscopic reports; resolving forensic problems and medical examiner cases. The incumbent exercises extensive independent judgment and professional knowledge of medicine and forensic pathology in conducting County medical examiner activities in compliance with established regulations. Planning, coordinating and performing medical research is an open option.

**ILLUSTRATIVE TASKS:** Performs work of forensic pathologist; conducts scene investigations; collects, documents, preserves and analyses forensic evidence; prepares autopsy protocols and microscopic reports; attends various daily and weekly in-house scientific conferences. Teaches pathology residents and visiting medical students. Maintains communications with other County agencies, State Attorney's Office, Public Defender's Office, U.S. Attorney's Office, law enforcement agencies and the general public. Testifies as an expert witness in criminal and civil proceedings. Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS:** Extensive knowledge of the theories, principles and practices of medicine, and anatomic, clinical and forensic pathology. Extensive knowledge of the mission, goals and objectives of the department in providing forensic pathology services for the citizens of Miami-Dade County and various law enforcement, health and other agencies. Extensive knowledge of chemistry, physics, police science, police investigations, and legal requirements related to medical examiner operations. Thorough knowledge of local, state and federal laws and regulations pertaining to medical examiner activities. Thorough knowledge of the complex medical examiner operations and activities. Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals. Ability to establish and maintain effective working relationships with law enforcement, attorneys, health agencies, and other employees of the Medical Examiner Department. Ability to exercise judgment and discretion in interpreting departmental policies, rules and regulations.

#### Nature Of Work

This is highly responsible executive level work in complex scientific operations of the Miami-Dade County Medical Examiner Department.



## Human Resources Department

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### Assistant Medical Examiner (002990)

#### Minimum Qualifications

Doctor of Medicine degree and Board qualified in Anatomic and Forensic Pathology to be certified by the American Board of Pathology or will obtain Board Certification in Forensic Pathology within three (3) years of employment with the department.

#### Job Specifications

##### NATURE OF WORK:

This is highly responsible executive level work in complex scientific operations of the Miami-Dade County Medical Examiner Department. An employee in this class is responsible for Medical Examiner Departmental activities and operations in forensic pathology in accordance with local state and federal statutes and regulations. Responsibilities include performing work of staff pathologists; scene investigations; collecting, documenting, preserving and analyzing forensic evidence; preparing autopsy protocols and microscopic reports; planning, coordinating and performing medical research; resolving forensic problems and medical examiner cases; teaching in the Forensic Pathology Fellowship Training Program. The incumbent exercises extensive independent judgment and professional knowledge of medicine and forensic pathology in conducting County medical examiner activities in compliance with established regulations.

##### ILLUSTRATIVE TASKS:

Performs work of staff pathologist; conducts scene investigations; collects, documents, preserves and analyses forensic evidence; prepares autopsy protocols and microscopic reports; conducts and/or attends various daily and weekly in-house scientific conferences. Teaches and supervises forensic pathology fellows, pathology residents and visiting medical students. Maintains communications with other County agencies, State Attorney's Office, Public Defender's Office, U.S. Attorney's Office, law enforcement agencies and the general public. Testifies as an expert witness in criminal and civil proceedings. Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS:

Extensive knowledge of the theories, principles and practices of medicine, and anatomic, clinical and forensic pathology. Extensive knowledge of the mission, goals and objectives of the department in providing forensic pathology services for the citizens of Miami-Dade County and various law enforcement, health and other agencies. Extensive knowledge of chemistry, physics, police science, police investigations, and legal requirements related to medical examiner operations. Thorough knowledge of local, state and federal laws and regulations pertaining to medical examiner activities. Thorough knowledge of the complex medical examiner operations and activities. Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals. Ability to establish and maintain effective working relationships with law enforcement, attorneys, health agencies, and other employees of the Medical Examiner Department. Ability to exercise judgment and discretion in interpreting departmental policies, rules and regulations.

#### Nature Of Work

This is highly responsible executive level work in complex scientific operations of the Miami-Dade County Medical Examiner Department.

## Human Resources Department

### Deputy Chief/Director of Forensic Pathology Services (002992)

#### Minimum Qualifications

Doctor of Medicine degree. Board certified in Anatomic Pathology or Anatomic/Clinical Pathology, and Forensic Pathology by the American Board of Pathology. A minimum of seven to ten years of professional experience as an Assistant Medical Examiner in an established medical examiner facility is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in assisting in planning, organizing and directing the complex scientific and administrative operations of the Miami-Dade County Medical Examiner Department.

An employee in this class is responsible for assisting the Medical Examiner in the management of departmental activities and operations in forensic medicine in accordance with local, state and federal statutes and regulations. Responsibilities include performing work of staff pathologist; preparing autopsy protocols and microscopic reports; planning, coordinating and performing medical research; resolving forensic problems and medical examiner cases; planning and supervising the Residency Training Program in Forensic Pathology, including annual recruitment of forensic pathology students; developing administrative and procedural guidelines for the department; analyzing and coordinating departmental budgetary process; analyzing and conducting quality control for the department. The incumbent exercises extensive independent judgment and professional knowledge of medicine and forensic pathology in directing County medical examiner activities in compliance with established regulations. Supervision is exercised over professional, technical, administrative and clerical employees with assigned responsibilities in various phases of operations. General direction is received from the Medical Examiner who holds the incumbent responsible for the professional management and achievement of departmental goals and objectives.

##### ILLUSTRATIVE TASKS

Assists the Medical Examiner in the management of various medical, educational, administrative and community activities and special projects of the Medical Examiner Department.

Plans, coordinates and performs medical research; resolves forensic problems and medical examiner cases for staff.

Acts in the absence of the Medical Examiner as required.

Performs work of staff pathologist; prepares autopsy protocols and microscopic reports; conducts and/or attends various weekly in-house scientific conferences.

Plans and supervises the Residency Training Program in Forensic Pathology, including annual recruitment of forensic pathology residents.

Develops administrative and procedural guidelines for the Medical Examiner Department; performs and/or analyzes quality control for the department; plans various divisional projects to improve service and efficiency levels.

Analyzes and coordinates departmental budgetary process; coordinating funds obtained from U.S. Department of Justice and Treasury Asset Sharing Program.

Plans, supervises and analyzes daily and future workload of the Pathology Division; schedules autopsy/scene assignments for forensic pathologists.

Coordinates maintenance and improvement projects for the department's building with General Services Administration.

Coordinates and approves various personnel issues; plans for future personnel placements.

Coordinates high profile media contacts for departments; coordinates with contractual services for forensic odontologist, anthropologist and neuropathologist.

Maintains communications with other County agencies, State Attorney's Office, Public Defender's Office, U.S. Attorney's Office, law enforcement agencies and the general public.

Acts as liaison with the Florida Medical Examiners Commission; formulates departmental position with regard to legislative issues and works with County staff as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the theories, principles and practices of medicine, and anatomic, clinical and forensic pathology.

Extensive knowledge of the mission, goals and objectives of the department in providing forensic medical services for the citizens of Dade

### Deputy Chief/Director of Forensic Pathology Services (002992)

County and various law enforcement, health and other agencies.

Extensive knowledge chemistry, physics, police science, police investigations, and legal requirements related to medical examiner operations.

Thorough knowledge of local, state and federal laws and regulations pertaining to medical examiner activities.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the planning and organizing of complex medical examiner operations and activities.

Ability to apply advanced professional knowledge of the principles of management, medicine and forensic pathology in directing, supervising and coordinating a large and complex medical examiner department.

Ability to plan, organize, direct and coordinate, through executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to ensure that departmental operations and activities are in compliance with local, state federal laws and regulations.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied medical examiner functions.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with senior County management, elected officials, law enforcement and health agencies, and with officials of other local, state and federal organizations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental policies, rules and regulations.

NEW 01/98

#### **Nature Of Work**

This is highly responsible executive level work in assisting in planning, organizing and directing the complex scientific and administrative operations of the Miami-Dade County Medical Examiner Department.

## Human Resources Department

### Medical Examiner (002994)

#### Minimum Qualifications

Doctor of Medicine degree. Board certified in Anatomic or Anatomic/Clinical Pathology and in Forensic Pathology by the American Board of Pathology. A minimum of eight to ten years of professional experience as an Assistant Medical Examiner in an established medical examiner facility is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the complex scientific and administrative operations of the Miami-Dade County Medical Examiner Department.

An employee in this class is responsible for planning, directing and coordinating complex activities and operations in forensic medicine in accordance with local, state and federal statutes and regulations. Responsibilities include directing forensic investigations into the manner and causes of death, consulting with Assistant Medical Examiners on problem cases, providing direction in the conduct of examinations and autopsies, reviewing daily case summaries, providing laboratory services in the analysis of specimens, coordinating activities with law enforcement agencies and other organizations, and directing a variety of administrative and operational support functions. The incumbent exercises extensive independent judgment and professional knowledge of medicine and forensic pathology in directing County medical examiner activities in compliance with established regulations. Supervision is exercised over professional, technical, administrative and clerical employees with assigned responsibilities in various phases of operations. General direction is received from the County Manager who holds the incumbent responsible for the professional management of the department and achievement of departmental goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and supervises, through executives and professional employees, pathology operations including conducting all examinations and autopsies, coordinating case investigations with law enforcement and other involved agencies and individuals, conducting pathology resident training, and providing factual and witness testimony for courts.

Directs and coordinates, through executives and professional employees, toxicology operations including providing laboratory services by performing chemical analyses on specimens submitted for examination, issuing reports of findings and providing interpretations, and providing testimony in court.

Directs and coordinates, through executives and supervisors, the receipt and release of bodies, professional assistance during autopsies, fingerprinting and photography, investigative services for medical examiners, maintenance of case files, investigation of natural deaths at scenes, administration of indigent burial and cremation programs, and coordination of efforts among police, funeral homes and family.

Directs, through executives and supervisors, a variety of administrative and support functions including personnel administration, budgeting, procurement, medical transcription services, computer operations, maintaining department case files, and preparing statistical information and reports for use by professional staff, private individuals, companies or other agencies.

Ensures that the department is in compliance with all local, state and federal regulations including the Clinical Laboratory Act, Rules of the Department of Health and Human Services, Occupational Health and Safety Administration, and Department of Professional Regulation.

Reviews daily case summaries and consults with professional staff on problem cases; participates in professional staff conferences; reviews and guides the clearance of pending cases; reviews reports, scientific literature and publications germane to medical examiner operations; ensures that the department keeps abreast of new standards and scientific procedures; represents department in interactions with police, health and other agencies.

Establishes departmental programs, functions and direction; coordinates divisional operations; sets goals and objectives and monitors their achievement; evaluates departmental activities and services and assesses their effectiveness in meeting the needs of the citizens of Dade County.

Reviews organizational patterns, work relationships and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, review projects and programs, establish or redirect priorities, review policies and procedures, and implement improvements in operations.

Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions

### Medical Examiner (002994)

consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the theories, principles and practices of medicine, and anatomic, clinical and forensic pathology.

Extensive knowledge of the mission, goals and objectives of the department in providing forensic medical services for the citizens of Dade County and various law enforcement, health and other agencies.

Extensive knowledge chemistry, physics, police science, police investigations, and legal requirements related to medical examiner operations.

Thorough knowledge of local, state and federal laws and regulations pertaining to medical examiner activities.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the planning and organizing of complex medical examiner operations and activities.

Ability to apply advanced professional knowledge of the principles of management, medicine and forensic pathology in directing, supervising and coordinating a large and complex medical examiner department.

Ability to plan, organize, direct and coordinate, through executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to ensure that departmental operations and activities are in compliance with local, state federal laws and regulations.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied medical examiner functions.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with senior County management, elected officials, law enforcement and health agencies, and with officials of other local, state and federal organizations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental policies, rules and regulations.

NEW 10-96

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the complex scientific and administrative operations of the Miami-Dade County Medical Examiner Department.

## Human Resources Department

### Eligibility Interviewer (003001)

#### Minimum Qualifications

High school diploma or GED. One year of public contact or clerical experience to include interviewing is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical and public interviewing work in determining eligibility for financial, medical or welfare assistance in a county social service program.

Employees in this class are responsible for interviewing applicants and obtaining information necessary to establish eligibility under existing statutes, ordinances, and regulations. Information obtained during interview is clearly prescribed but the manner in which facts are secured requires a degree of tact. Employees are responsible for completing necessary informational forms and recommending proper action to be taken. General supervision is received from an administrative or professional superior who reviews work generally for accuracy and completeness in obtaining the required information and who offers advice and assistance in unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Interviews applicants for public assistance to determine eligibility under existing laws and regulations; verifies information received; determines nature and amount of assistance needed, and resources available.

Interviews applicants for out-patient medical care to determine if income and residence requirements have been satisfied; records and verifies information obtained by contacting employee, landlords, other welfare agencies, and related sources; applies standard policies and procedures to classify patients as to the portion of cost to be assumed by the county; completes applicable forms.

Reviews cases periodically to evaluate continued bases for eligibility in relation to income status.

In less difficult cases, assists persons not eligible for county public assistance benefits to obtain aid from other welfare agencies in the area. Establishes payment plans, makes arrangements for transportation of patients, collects fees for laboratory services and makes emergency referrals to private convalescent homes.

Completes records indicating volume and type of services authorized and referrals to other agencies.

Performs duties at various field clinics and surplus food commodity warehouses when assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of interviewing techniques as applied to obtaining basic personal information.

Some knowledge of the laws, rules and regulations governing eligibility for welfare benefits administered under various governmental assistance programs.

Some knowledge of local public and private assistance agencies and their various eligibility requirements.

Some knowledge of the medical services provided by public health and hospital departments.

Ability to achieve rapport and establish effective relationships with applicants, their relatives, and various organizations in the community.

Ability to obtain and verify required information through interview and personal communication.

Ability to understand and carry out moderately complex oral and written instructions.

REV 5-66

#### Nature Of Work

This is advanced clerical and public interviewing work in determining eligibility for financial, medical or welfare assistance in a county social service program.

## Social Worker Aide (003002)

### Minimum Qualifications

High school diploma or GED. Six months of social services experience are required.

### Job Specifications

#### NATURE OF WORK

This is sub-professional work designed to complement the services of a skilled professional by performing a variety of routine tasks. Employees in this class are responsible for a variety of tasks which include interviewing and screening, records keeping, activity reports and other assigned duties. Work requires the use of some initiative and judgment in cooperating with various professional employees and the general public. Supervision is received from a professional superior who reviews work for conformity with departmental policies and efficiency of work performance.

#### ILLUSTRATIVE TASKS

Makes visits to homes of Headstart families for the purpose of assisting them with social service needs, including those relating to development of Headstart children.

Discusses welfare of children with parents and endeavors to learn what problems may be affecting a child's learning and attendance patterns.

Discusses various needs with parents and assists families in obtaining medical attention for children, securing financial assistance in emergencies, making application for food stamps, obtaining employment or related assistance.

Records information on client case reports and follow-up contacts; refers patients to nursing homes, welfare department or other sources of assistance; processes requests for medical equipment, food and clothing.

Maintains records of interviews with individuals and families, and assists professional counselors by obtaining information for the understanding of economic, social, psychological, medical and environmental problems relating to clients.

Reviews individual and family problems through intake interviewing; makes determination for possible alternative solutions to problems.

Provides transportation to other agencies as necessary; completes workload or activity reports as assigned.

Attends meetings and in-service training sessions as required.

Performs related work as required.

Knowledge of basic interviewing techniques and records keeping.

Knowledge of welfare assistance programs and community resources in provision of health care.

Ability to develop and maintain cooperative and effective relationships with individuals contacted.

Ability to search for and compile data from files and other sources applicable to the topic of concern.

Ability to use good judgment in the application of various procedures and regulations pertinent to the area of assignment.

Ability to express ideas clearly and to communicate effectively, orally and in writing.

NEW 10-72

### Nature Of Work

This is sub-professional work designed to complement the services of a skilled professional by performing a variety of routine tasks.

## Human Resources Department

### Social Worker 1 (003006)

#### Minimum Qualifications

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field.

#### Job Specifications

##### NATURE OF WORK

This is responsible social casework in providing welfare services to adults and children, and in determining eligibility for varied types of public assistance in a county social service program.

Employees in this class perform field and office investigations relative to requests for financial and medical assistance, psychiatric treatment, social service referral, vocational rehabilitation and child protective care in county welfare or health programs. Work may include responsibility for assisting patients and their relatives with personal or environmental problems which aggravate recovery from illness.

Incumbents exercise independent judgment in evaluating information and initiating program action, preparing complete case records within the general framework of good casework techniques, existing laws, and departmental rules governing public assistance. Supervision may be exercised over assigned clerical personnel. Work is performed under the supervision of professional superiors who review work for adherence to defined standards of social casework through personal conferences and analysis of case records, and provide assistance on unusual or difficult cases.

##### ILLUSTRATIVE TASKS

Interviews applicants for public assistance to determine eligibility under existing laws and departmental regulations; refers unqualified applicants to appropriate public or private welfare agencies; verifies information received through various sources; determines nature and amount of assistance needed and available under regulations; issues food and housing orders or cash grants as indicated.

Plans with families and individual clients the use of state and private agency services; assists applicants in organizing personal resources to work toward a goal of financial independence; visits home of applicants to determine home conditions and clarify responses to interview; records essential facts and social history; prepares case records for departmental files.

Performs required transactions for burial of indigents, the commitment of incompetent or disabled persons to county or state institutions, and acts as a court appointed guardian for dependent minors.

Interviews and inspects home environment of applicants for boarding home licenses for both children and adults and maintains records of all inspections made; maintains lists of approved foster and boarding homes for purposes of placement of children and adults.

Makes home visitations to ascertain the nature of home environments; investigates for fraud; packs and ships personal effects for deceased or disabled persons; arranges for repayment of funds to the county by clients or others.

Interviews hospital patients and their relatives to compile inpatient or outpatient social service case histories for use by physicians in diagnosis and treatment.

Inspects and participates in the placement of convalescent patients in private nursing homes within the county; makes periodic visits to ascertain condition of mental and physical health of patients in homes.

Provides child welfare services such as placement of children in foster homes, county children's home or in arranging for the return of runaway children; assists unmarried mothers in planning for themselves and their children; arranges for housekeeper services in emergency absence of parents.

Acts in a liaison role with medical, police, school and court officers; makes referrals to consultants and specialists as necessary; advises clients on a limited range of personal, social and financial problems.

Participates in staff conferences; confers with professional superiors on difficult assignments; prepares complete reports and correspondence on assigned cases, and maintains related records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of social welfare interviewing, and standard methods and techniques of social casework.

Knowledge of laws, rules and practices relating to the provision of public assistance and medical care by federal, state and county governments.

Knowledge of environmental and psychological factors resulting in the dependency of children, adults, incompetents and the aged.



## Human Resources Department

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### Social Worker 1 (003006)

Knowledge of legal requirements for child placement, nursing home placement, mental incompetency and treatment of adults and the legal rights of parents and relatives of committed persons.

Knowledge of medical terms and standard treatment procedures.

Ability to recognize symptoms of common mental and physical illnesses and make referrals for their treatment.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to maintain required records.

Ability to prepare correspondence and comprehensive reports.

REV 4-66

### **Nature Of Work**

This is responsible social casework in providing welfare services to adults and children, and in determining eligibility for varied types of public assistance in a county social service program.

## Human Resources Department

### Social Worker 2 (003007)

#### Minimum Qualifications

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field. One year of professional social service experience is required.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory social casework in public assistance, child welfare and county housing programs.

Employees in this class provide professional supervision over subordinate social workers engaged in a variety of services for individuals and families including intake services, casework investigations, child protective care, direct services to elderly housing tenants or other functions. Some positions in the class require performance of advanced professional social work involving intensive service in complex client situations and a high degree of skill and mature judgment in evaluating information and arriving at remedial solutions. Work of subordinate social workers is reviewed for adherence to accepted standards of social casework. Supervision is received from a professional superior who evaluates quality of results through personal conferences and analysis of records and activity reports.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate social workers engaged in preliminary screening for welfare eligibility; authorizes expenditure of public funds after evaluating casework reports and recommendations prepared by the staff; assists and advises on eligibility conditions or the resolution of unusual and difficult cases.

Supervises and participates in social service programs for financial assistance including preliminary eligibility determinations, referrals to appropriate agencies, issuance of emergency financial grants and emergency housing arrangements.

Supervises and participates in casework services for the care and placement of dependent children; participates in the inspection of foster homes to be used for child care; places children in homes and gives supervision throughout the placement period.

Plans, assigns and supervises work of subordinate social workers engaged in community services for elderly residents of low cost housing; visits tenants to determine, analyze and evaluate problems; contacts community agencies to refer cases; follows up on referrals to determine any supplemental service required; interprets services of the agency to the community; performs intensive casework with families or individuals where client problems are complex to assure benefit from support measures in-so-far- as possible.

Performs advanced professional casework services to resolve more complicated cases such as those where intensive service is required to overcome destructive effects of emotional or environmental problems.

Maintains liaison with police, school, medical and court officers; consults with and makes referrals to specialists; attends and participates in technical conferences for cooperative planning and group training; prepares detailed case studies for teaching purposes as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the philosophy, principles and practices of social work including professional casework methods and techniques of counseling.

Considerable knowledge of laws, rules and practices relating to the provision of public assistance administered under various provisions of federal, state and county laws.

Considerable knowledge of agency policies, procedures and regulations relating to the area of assignment.

Considerable knowledge of various public and private community resources available for rehabilitation services.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to conduct interviews with clients effectively and persuasively.

Ability to obtain and analyze case information and reach sound decisions on the basis of such information.

Ability to prepare comprehensive case history reports of data necessary for social diagnosis.

REV 10-69

#### Nature Of Work

This is professional and supervisory social casework in public assistance, child welfare and county housing programs

## **Human Resources Department**

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**Social Worker 2 (003007)**

## Human Resources Department

### Social Services Supervisor 1 (003009)

#### Minimum Qualifications

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field. Two years of professional case management experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory social work in management of a social service activity in an assigned geographical area of a county department or agency.

Employees in this class provide professional supervision and management direction to a group of social workers and a supporting staff in a district or regional office including outlying units. Services supervised typically include intake, casework services, review of financial and medical needs, counseling, and planned delivery of social services to eligible individuals and their families. Additional responsibilities include serving as liaison between the department, the community and other agencies in the area, serving as field instructor for undergraduate and graduate students and providing training for other trainee personnel as assigned. Incumbents may work in welfare or other programs providing social services to special clients in a community services activity. Some incumbents in the class have responsibility for county-wide social service programs of a limited nature. Supervision is received from a professional superior in a central location who confers on difficult cases and evaluates quality of results through personal observation of area operations and analysis of reports and records.

##### ILLUSTRATIVE TASKS

Plans and supervises work of an area staff engaged in intake and financial assistance service, referral to appropriate agencies and related activities for clients with various financial, medical or other needs; makes appropriate case assignments to subordinate social workers; assists subordinates in arriving at decisions in emergency or complex cases or in dealing with difficult clients; interprets departmental policies as needed.

Authorizes expenditures of funds within departmental regulations and guidelines; approves issuance of emergency financial grants and the solicitation of emergency housing arrangements.

Reviews casework reports and recommendations of subordinates; evaluates the quantity and quality of work output to encourage staff professional growth and development as well as maintain adherence to acceptable departmental standards, policies and procedures; visits outlying offices to review and assist in work operation as needed.

Counsels with clients who have particular needs; assists youths in return to school, or referral to jobs; counsels with clients and their family members in an endeavor to resolve behavioral patterns interfering with adjustment to normal social living; refers clients to diagnostic assessment or other assistance as needed.

Serves in a liaison capacity for the department within the area; attends meetings of other county or state agencies such as those dealing with rehabilitation services, housing and urban development or social and economic state services.

Maintains public relations with area community groups; attends meetings such as those of senior citizen organizations or committees planning migrant services; gives speeches on agency functions to schools or community agencies; explains departmental requirements to other groups serving community clients.

Serves as a primary field instructor in the training of assigned undergraduate and graduate social work students; assigns, reviews and evaluates trainee work; completes reports covering nature of assignments, application of skills and summaries of student strengths and limitations; provides orientation and training to various other trainees.

Supervises area office administrative operations including requisitioning of supplies and equipment, preparing budget requests, completing performance evaluations and hiring new personnel; prepares and submits required workload reports and other special reports or data as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the professional principles, techniques and practices of social work.

Considerable knowledge of departmental policies, procedures and regulations relating to intake, casework and other services.

Considerable knowledge of eligibility, financial and medical assistance provisions and regulations in related federal, state and county programs.

Considerable knowledge of various federal, state and local resources available within the community for financial, medical and other

### Social Services Supervisor 1 (003009)

rehabilitation services.

Considerable knowledge of socio-economic and client characteristics in the area of assignment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations techniques.

Knowledge of normal and abnormal psychology and human behavioral patterns.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to train and guide personnel in the proper interpretation and implementation of departmental policies and procedures.

Ability to arrive at appropriate decisions in the provision of casework services for clients and the expenditure of funds.

Ability to conduct interviews with clients in various age groups tactfully, objectively and persuasively.

Ability to counsel clients with behavioral problems effectively.

Ability to develop and maintain effective working relationships with officials in other governmental and community agencies.

Ability to motivate, train and evaluate interns and graduate social work students.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to supervise accurate maintenance of workload, expenditure and other records.

REV 10-77

#### **Nature Of Work**

This is advanced professional and supervisory social work in management of a social service activity in an assigned geographical area of a county department or agency.

### Eligibility Supervisor (003012)

#### Minimum Qualifications

Bachelor's degree in Social Work, Sociology, Psychology or related field.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory social work in determining eligibility for social service program assistance.

Employees in this class are responsible for planning, assigning and reviewing the work of subordinate paraprofessional employees engaged in interviewing applicants to determine eligibility for social service program assistance. Responsibilities include assuring compliance with eligibility requirements of funding sources, reviewing narrative and statistical reports and application logs, developing training programs for subordinates, keeping abreast of changes in policy or procedural changes, reviewing client information documents prior to submission for approval, and providing assistance to applicants and subordinates on difficult or unusual eligibility problems and issues. Incumbents exercise some independent judgment in assuring valid eligibility determinations in accordance with program guidelines and regulations. Supervision is exercised over paraprofessional and clerical employees engaged in processing applicants or serving in support capacities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective management of eligibility functions.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate paraprofessional employees engaged in obtaining information necessary to determine eligibility under current guidelines and regulations for assistance in a social service program.

Reviews narrative and statistical reports and client application logs; assures eligibility determinations are made in accordance with funding source rules and regulations.

Develops and implements training programs for subordinates; communicate changes in funding source policies, procedures and regulations.

Reviews client information system forms and documents prior to submission for approval.

Provides assistance to subordinates and clients concerning eligibility problems.

Participates in staff conferences and confers with superiors on eligibility issues.

Prepares records, reports and correspondence.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and practices of social service interviewing.

Considerable knowledge of the theories, principles and techniques of social casework.

Considerable knowledge of the rules, regulations, policies and procedures affecting eligibility for social service program assistance.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to achieve rapport and establish effective working relationships with applicants for social service assistance.

Ability to verify eligibility of applicants for social service assistance.

Ability to keep informed of changes in rules and regulations for eligibility for social service assistance.

Ability to train subordinates in methods of eligibility determination and the rules and regulations promulgated by funding sources.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-95

#### Nature Of Work

This is administrative and supervisory social work in determining eligibility for social service program assistance.

## Human Resources Department

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### Eligibility Supervisor (003012)

**Minimum Qualifications**

Bachelor's degree in Social Work, Sociology or related field. Two years of social services experience are required. Must possess a Driver's license. Must possess the Domestic Violence Advocate license and trilingual (English/Spanish/Creole) skills.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is responsible social casework in providing services to adults and children, and in determining eligibility for varied types of public assistance in a County social service program.

### Victim of Crime Act Aide (003014)

**Minimum Qualifications**

High school diploma or GED. Six months of experience working with domestic violence and/or sexual assault survivors are required. Must possess a Florida Coalition Against Domestic Violence (FCADV) Core Competency Advocacy 30 Hours Training Certificate. Must possess a Driver license.

**Job Specifications**

No Job Specification Not Available.

**Nature Of Work**

This is sub-professional work designed to complement the services of a skilled professional by performing a variety of routine tasks.



## Human Resources Department

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### Victim of Crime Act Specialist 2 (003015)

#### **Minimum Qualifications**

Bachelor's degree in Social Work, Sociology or related field. One year of experience working with domestic violence and/or sexual assault survivors is required. Must possess a Florida Coalition Against Domestic Violence (FCADV) Core Competency Advocacy 30 Hours Training Certificate. Must possess a Driver license.

#### **Job Specifications**

Job Specification Not Available.

#### **Nature Of Work**

## Human Resources Department

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### Victim of Crime Act Supervisor 1 (003016)

#### **Minimum Qualifications**

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field. Two years of experience working with domestic violence and/or sexual assault survivors are required. Must possess a Florida Coalition Against Domestic Violence (FCADV) Core Competency Advocacy 30 Hours Training Certificate. Must possess a Driver license.

#### **Job Specifications**

Job Specifications Not Available.

#### **Nature Of Work**

## Human Resources Department

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### Victim of Crime Act Supervisor 2 (003017)

#### **Minimum Qualifications**

Bachelor's degree in Social Work, Sociology, Psychology, Public Administration, Human Services or related field. Three years of experience working with domestic violence and/or sexual assault survivors to include one year of supervisory experience in domestic violence setting are required. Must possess a Florida Coalition Against Domestic Violence (FCADV) Core Competency Advocacy 30 Hours Training Certificate. Must possess a Driver license.

#### **Job Specifications**

Job Specification Not Available.

#### **Nature Of Work**

## Human Resources Department

### Social Services Administrator (003025)

#### Minimum Qualifications

Bachelor's degree in Social Work, Psychology, Sociology, Public Administration, Human Relations or a related field.

Two years of administrative or professional experience in social services are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional social service work with administrative responsibility in carrying out programs within County Department. Employees in this class are responsible for supervising and managing the activities of a staff of professional social workers, para-professional and other supportive personnel in management of a major division of the department. Additional responsibilities include coordinating ongoing service delivery operations with other divisions or program units, monitoring and evaluating division performance relative to both division and departmental objectives, assisting the Director in planning, programming and budgeting, and serving as hearing officers in due process proceedings as assigned. Incumbents must apply advanced professional social treatment and supervisory knowledges and skills. General supervision is received from the Department Director who evaluates work for conformance with departmental policies and for effectiveness in quantity and quality of results.

##### ILLUSTRATIVE TASKS

Plans, assigns, supervises, coordinates, and reviews work of the professional and technical staff assigned to the division through the intermediate supervisors; monitors and evaluates division job performance relative to divisional and departmental objectives; makes recommendations on a continuous basis for service delivery and program improvements.

Coordinates divisional activities with other departmental work to assure maximum effect, minimize duplication, and enhance better utilization of resources.

Formulates and conducts in-service training programs for further professional staff development; provides advisory and consultative services of a specialized nature to professional staff within and outside the department as needed.

Establishes priorities for evaluation or research development and monitors progress; assists in research development and compilation of statistical data for departmental evaluation and programming purposes.

Assists the Director in formulating fiscal policies and practices including preparation of the departmental annual budget; assists in program planning and the development of administrative and operational policies, procedures and regulations; serves on the Director's administrative advisory committee.

Conducts lectures and attends meetings, conferences, and informational workshops in the community as representatives of the department or the county; participates with other community agencies in social welfare planning and the development of new resources.

Assists in the recruitment, selection, orientation and training of new staff and students placed in the department by various educational institutions and training programs.

Assists in the development and preparation of departmental manuals, brochures, pamphlets and other resource materials for informational and public relation uses; prepares special reports requested by the Director.

Prepares or reviews performance evaluations; makes decisions regarding hiring, discipline and promotion of subordinates; discusses work-related problems with employees.

Serves as hearing officer for appeals in due process proceedings as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of social welfare philosophy, practices and principles.

Thorough knowledge of social casework theory, diagnostic and treatment skills.

Thorough knowledge of laws, rules and practices relating to the provision of public assistance and various social service programs by the Federal, State, and county governments.

Thorough knowledge of each service program in the department and its purpose, operational procedures, and philosophy.

Considerable knowledge of available community resources and their eligibility requirements.

Considerable knowledge of supervisory principles, practices and methods.

Ability to plan, supervise and manage the activities of a division of the department staffed by professional, para-professional and supportive personnel.

## Human Resources Department

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### Social Services Administrator (003025)

Ability to coordinate division services with those provided by other intra-departmental programs and related programs throughout the community.

Ability to prepare, analyze, and interpret statistical data and reports and to make recommendations relative to program expansion, improvement and modification.

Ability to direct and train subordinates and supervisory personnel in the proper interpretation and implementation of departmental policies and procedures.

Ability to plan, develop and conduct in-service training sessions to all levels of staff.

Ability to establish goals and objectives and direct activities towards their achievement by motivating staff to maintain high performance standards and morale.

Ability to exercise good judgment and to make appropriate decisions.

Ability to establish and maintain effective working relationships with superiors, peers, subordinates, other agencies and the public.

Ability to apply and teach social casework theory, diagnostic and treatment skills.

Ability to communicate effectively, both orally and in writing.

NEW 10-78

#### **Nature Of Work**

This is advanced professional social service work with administrative responsibility in carrying out programs within a County Department.

## Human Resources Department

### Rehabilitative Services Counselor 1 (003049)

#### Minimum Qualifications

Bachelor's degree in Behavioral Science, Social Science or related field. Experience in counseling in an outpatient or other substance abuse treatment program may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is client counseling and related work in providing health and other support services in a county outpatient or other substance abuse treatment program.

Employees in this class typically are responsible for performing counseling work with clients in medication free outpatient clinics, methadone clinics, residential facilities or other substance abuse treatment programs, usually with an assigned caseload. Emphasis of the work is on initial interviewing and initial completion of required psycho-social assessment forms, definition of client problems and participation in treatment planning, counseling of clients on a regular basis, completion of case notes and referral of clients to other sources of assistance as needed. Incumbents work with various clients who have a dependency on drugs or alcohol or have life problems aggravated because of substance abuse and who have volunteered for or are mandated by the courts for treatment. Some incumbents in the class perform duties in programs of a court liaison nature or in specialized intake and treatment referral programs. Duties require ability to apply counseling skills relating to rehabilitation and behavioral changes, conduct individual counseling sessions, achieve rapport with clients and exercise judgment in participation in planning treatment or recommending termination of treatment. Supervision is received from a professional or administrative superior who assists in treatment planning or dealing with clients in emergencies, guides incumbents in the use of counseling techniques and reviews assessment forms and treatment notes.

##### ILLUSTRATIVE TASKS

Holds initial sessions with assigned clients to complete psycho-social assessment and related forms, achieve rapport and identify client problems; sets up preliminary treatment plan for review.

Discusses treatment plans with superior; conducts individual counseling sessions with clients on a regular basis; modifies counseling techniques as needed to assist clients in behavioral change and with various living problems in the home, social or work environment; conducts group counseling sessions as a co-therapist or guides groups in educational discussions using pre-prepared materials; maintains case notes during the treatment process.

Counsels family members as to behavior and other problems of clients and their implications for the family.

Follows up with clients who do not keep counseling appointments; refers them to outside agencies such as vocational, educational, medical or social agencies in order to eliminate problems which may be related to recovery.

Serves in a court liaison program; meets with family members concerning involuntary commitments of clients; counsels on involuntary and voluntary entry into treatment; attends court to inform judges of client progress.

Serves in a jail related program; interviews persons booked on felony charges for possible referral to treatment; recommends a treatment program; appears at bond hearings in order to request custody and release to treatment; monitors client attendance after entry into treatment; gives information as required for probation violation cases.

Meets with individuals volunteering for treatment in a central intake activity; discusses treatment programs; completes psycho-social and other detailed intake forms; evaluates client needs and refers to appropriate treatment programs, following eligibility requirements.

Performs relate work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of regulations, procedures and practices of the substance abuse rehabilitative program to which assigned.

Knowledge of substance abuse habits and practices of clients.

Knowledge of the programs of local public and private substance abuse rehabilitation agencies.

Knowledge of appropriate counseling skills in the rehabilitation of clients.

Knowledge of available public welfare and other resource agencies.

Ability to achieve necessary rapport and maintain effective relationships with clients and their family members.

Ability to utilize counseling techniques effectively in client treatment.

Ability to obtain and verify detailed information through personal interview and telephone communication.

Ability to identify client problems in relation to treatment planning and develop preliminary treatment plans.

## Human Resources Department

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### Rehabilitative Services Counselor 1 (003049)

Ability to assess client progress and prepare case notes in behavioral terms.

Ability to maintain confidentiality of client information.

Ability to communicate clearly and concisely, orally and in writing.

NEW 10-78

#### **Nature Of Work**

This is client counseling and related work in providing health and other support services in a county outpatient or other substance abuse treatment program.

## Human Resources Department

### Rehabilitative Services Counselor 2 (003050)

#### Minimum Qualifications

Bachelor's degree in Behavioral Science, Social Science, or a related field. One year of professional experience in social services or counseling clients in a mental health, substance abuse or health-related environment is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced client counseling work in providing health and other support services to clients in a county outpatient or other substance abuse treatment program.

Employees in this class are responsible for performing counseling work with clients in medication free outpatient clinics, methadone clinics, residential facilities or other substance abuse treatment programs where assigned clients have problems which require more advanced counseling skills. Emphasis of the work is on completion of psycho-social assessment forms, definition of client problems and treatment planning, counseling of clients individually or in groups, evaluation of client progress and assisting Counselors 1 in treatment planning and counseling techniques as needed. Some incumbents in the class supervise Counselors 1 and support personnel as a unit supervisor or as an assistant to the supervisor of an outpatient program. Duties require ability to apply a variety of counseling skills utilized in client rehabilitation, conduct individual and group counseling sessions, achieve rapport with clients and exercise judgment in evaluating client progress and planning treatment. Supervision is received from a professional or administrative superior who evaluates work for quality of results in client treatment and effective management of treatment records and reports.

##### ILLUSTRATIVE TASKS

Holds initial sessions with clients to complete psycho-social assessment and related forms; identifies client problems at initial and subsequent interviews and develops or modifies treatment plans.

Conducts individual counseling sessions with clients on a regular basis utilizing various techniques; modifies techniques as needed to assist in behavior modification and with various living problems in the home or in the social or work environment; refers clients to supervisor or to other sources of assistance if client progress is not made.

Plans and conducts group counseling sessions of an educational discussion, therapeutic or encounter group nature; trains other counselors in group guidance and counseling techniques.

Counsels family members as to behavior and other problems of clients, treatment plans and their implications for the family.

Participates in case consultation with staff personnel relating to rehabilitation of program participants.

Supervises counselors and support personnel in an outpatient alcohol or drug treatment program; supervises the maintenance of treatment progress notes, assessment forms, client status and related records; advises staff on various skills to use for more effective rehabilitation.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of regulations, procedures and practices of the substance abuse rehabilitative program to which assigned.

Considerable knowledge of substance abuse habits and practices of clients.

Considerable knowledge of appropriate individual and group counseling skills in rehabilitation of clients.

Knowledge of the programs of local public and private substance abuse rehabilitation and social service agencies.

Knowledge of supervisory principles and practices.

Ability to achieve necessary rapport and maintain effective relationships with clients and their family members.

Ability to utilize a variety of counseling techniques effectively in client treatment.

Ability to supervise work of subordinates in a manner conducive to full performance and high morale.

Ability to identify clients' problems, including problems of a complex nature.

Ability to develop treatment plans designed to assist clients in rehabilitation and provide supportive services.

Ability to assess client progress and prepare case records in behavioral terms.

Ability to maintain confidentiality of client information.

Ability to communicate clearly and concisely, orally and in writing.



## Human Resources Department

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### Rehabilitative Services Counselor 2 (003050)

NEW 10-78

#### **Nature Of Work**

This is advanced client counseling work in providing health and other support services to clients in a county outpatient or other substance abuse treatment program.

## Human Resources Department

### Rehabilitative Services Supervisor (003060)

#### Minimum Qualifications

Master's degree in Counseling, Psychology, Social Work or a related field. Two years of professional experience in counseling clients in a substance abuse or mental health environment are required. Must possess a State of Florida Psychologist license, State of Florida Clinical Social Worker license, State of Florida Mental Health Counselor license, State of Florida Marriage and Family Therapist license or certification as a Certified Addictions Professional (CAP) by the Certified Board for Addiction Professionals of Florida (CBAPF).

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work with some administrative responsibility in the management of a county outpatient clinic offering substance abuse rehabilitation services.

Employees in this class are responsible for supervision of an outpatient drug-free clinic providing in-depth counseling services for clients in substance abuse rehabilitation. Some incumbents supervise the work of methadone dispensing clinics offering services to large numbers of clients undergoing specialized treatment. Emphasis of the work is on supervision of a group of professional counselors and a support staff engaged in treatment planning and counseling for clients with drug abuse histories and problems which affect normal patterns of living. Responsibilities include establishing treatment goals for the clinic, proposing yearly budgets, conducting staff meetings to review client workload, holding case conferences, discussing any revisions in policies and procedures, coordinating client services with staff psychologists and psychiatrists and supervising preparation of treatment records and reports. Incumbents exercise considerable professional judgment in advising staff members on use of individual or group therapeutic techniques and various treatment approaches, and in individual counseling in difficult client cases. Incumbents frequently supervise the work of student interns assigned to the clinic under affiliation agreements with local universities. Supervision is received from an administrative superior who evaluates clinic operations for timely progress in client treatment and quality of professional results in client rehabilitation through visits to the clinic and review of written reports.

##### ILLUSTRATIVE TASKS

Plans, coordinates and supervises the work of a staff of counselors and support personnel engaged in intake, psycho-social assessment of clients, treatment planning and counseling; trains new staff members; advises staff on treatment approaches, therapeutic techniques and after-care plans for clients.

Assists staff in crisis intervention with clinic clients; personally maintains a caseload of clients who evidence more complex rehabilitation needs and counsels with their family members as part of therapy planning; discusses grievances regarding treatment with clients according to established procedures.

Holds case conferences with staff members to discuss assessment of clients and their treatment progress; reviews progress notes and treatment plans prepared by staff counselors; supervises preparation of work activity and client workload reports.

Confers with staff psychologists or psychiatrists on treatment services to clients exhibiting unfavorable response to rehabilitation or behavioral adjustment problems; refers clients for further counseling to psychologists or psychiatrists as needed.

Supervises and evaluates the work of student interns; guides their assignments in client counseling and offers professional assistance in treatment approaches and planning; reviews progress notes prepared by interns.

Informs staff of agency and other workshops in group psychotherapy, reality therapy, psychodrama and other professional and career related subjects; conducts workshops within the agency as assigned.

Supervises the professional, paraprofessional and support staff of a methadone clinic; coordinates services with professional nursing and medical staff associated with the clinic; assists staff with crisis intervention counseling; supervises the monitoring of methadone dosages and conduct of client counseling.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of regulations, procedures and practices of the substance abuse rehabilitative program to which assigned.

Thorough knowledge of departmental policies, goals and objectives in the treatment and rehabilitation of clients.

## Human Resources Department

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### Rehabilitative Services Supervisor (003060)

Thorough knowledge of substance abuse habits and practices of clients.

Considerable knowledge of professional theories, principles and practices of behavior modification counseling.

Considerable knowledge of appropriate in-depth individual and group counseling methods and skills in rehabilitation of clients.

Considerable knowledge of the programs of local public and private substance abuse rehabilitation and social service agencies.

Considerable knowledge of supervisory principles and practices.

Knowledge of the functions and objectives of other substance abuse treatment programs within the department.

Ability to supervise the work of professional subordinates in a manner conducive to full performance and high morale.

Ability to identify various client problems including problems of a complex nature.

Ability to utilize a variety of counseling techniques effectively in client treatment.

Ability to supervise or develop treatment plans designed to assist clients in rehabilitation and supportive services.

Ability to achieve necessary rapport and maintain effective relationships with clients and their family members.

Ability to manage the completion of required records and reports effectively.

Ability to coordinate services with professional nursing and medical staffs.

Ability to communicate clearly, concisely and persuasively, orally and in writing.

Ability to maintain confidentiality of client information.

NEW 10-78

#### **Nature Of Work**

This is professional and supervisory work with some administrative responsibility in the management of a county outpatient clinic offering substance abuse rehabilitation services.

## Human Resources Department

### Neighborhood Services Center Director (003065)

#### Minimum Qualifications

Bachelor's degree in Sociology, Psychology, Human Relations or a related field. One year of administrative or professional experience in a social services agency is required.

#### Job Specifications

##### NATURE OF WORK

This is social service and advanced administrative work in the management of a county multipurpose neighborhood services center facility. Employees in this class are responsible for performing social service and administrative duties in management of a multipurpose neighborhood services center housing a large number of various social service agencies. Responsibilities include supervision of intake processes and client flow through the center as well as the case management system, provision of required administrative services, supervision of a support professional, clerical and custodial staff, performance of social service work for clients and attendance at community meetings as the need arises. Incumbents coordinate the activities of center-based agencies which report functionally to their respective local, state, Federal or community headquarters. Supervision is received from an administrative superior who assists with problems that arise, reviews work and evaluates center activities for efficiency in operations through facility inspections, personal conferences and written reports.

##### ILLUSTRATIVE TASKS

Supervises a large volume of intake activity for a variety of agencies housed at the center; observes client flow through the center; intervenes on behalf of clients when service delivery does not appear to be satisfactory.

Explains the departmental case management system to the staff and service providers; insures appropriate maintenance of case management records.

Interviews new clients to identify service needs; provides social services to individuals and their families by conducting interviews, counseling and referring to sources of assistance in or outside the center.

Meets with service providers to resolve problems; encourages cooperation among providers for better service delivery; implements departmental policy and procedural changes.

Prepares budget proposals and purchase requests; reports maintenance needs; supervises inventory record maintenance; checks building security and schedules any use of the center after hours; insures compliance with safety rules.

Supervises a support professional, clerical and custodial staff; makes recommendations regarding hiring, discipline or promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Attends departmental and community meetings and conferences; compiles reports on facility operations as requested.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the professional principles, techniques and practices of social work.

Considerable knowledge of departmental policies, procedures and regulations relating to intake, case management and operation of neighborhood services center facilities.

Considerable knowledge of the functions and procedures of service agencies housed in the assigned center.

Knowledge of various Federal, state and local resources available for financial, medical and other services.

Knowledge of socio-economic and client characteristics in the area of assignment.

Knowledge of supervisory principles and practices.

Knowledge of administrative principles and practices.

Ability to supervise a subordinate professional and support staff in a manner conducive to full performance and high morale.

Ability to supervise facility operations so as to insure appropriate client flow and service delivery by a large number of center-based agencies.

Ability to provide necessary administrative services for operation of the assigned center.

Ability to counsel clients and make appropriate decisions in the provision of casework services.

Ability to insure appropriate maintenance of required case management records.

Ability to maintain effective relationships with service providers, subordinates, community officials and the public.

Ability to express ideas clearly and concisely verbally and in writing.

## Human Resources Department

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### Neighborhood Services Center Director (003065)

Ability to prepare required narrative and statistical reports.

NEW 10-80

#### **Nature Of Work**

This is social service and advanced administrative work in the management of a county multipurpose neighborhood services center facility.

## Human Resources Department

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### School Readiness Worker 1 (003080)

#### **Minimum Qualifications**

Completion of 60 semester credits in early education, social work, psychology or related field and two years of public contact experience to include interviewing are required. Experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is paraprofessional work in client determination for continuation of school readiness services under contract with the Early Learning Coalition of Miami-Dade/Monroe Inc.

## Human Resources Department

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### School Readiness Supervisor (003088)

#### **Minimum Qualifications**

Bachelor's degree in Early Education, Social Work, Sociology, Psychology, or related field. Two years of experience supervising staff, client interviewing and/or processing applications/benefit payments are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional and supervisory social work in management of a social service activity in an assigned geographical area of a county department or agency.

## Human Resources Department

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### CA & HSD Doctorial Intern (003094)

#### **Minimum Qualifications**

BachelorÆs or MasterÆs Degree is required. Must have clearance to attend internship by the training director of the applicantÆs doctoral program. Experience and training in working with children and/or adolescents and families are preferred.

#### **Job Specifications**

#### **Nature Of Work**



## Clinical Social Worker (003112)

### Minimum Qualifications

Master's degree in Social Work, Psychology, Counseling or related field. One year of clinical social casework experience is required.

### Job Specifications

#### NATURE OF WORK

This is professional and supervisory clinical social casework in medical, nursing and specialized social services programs within a county department.

Employees in this class provide professional supervision over subordinate social workers engaged in direct inpatient or outpatient clinical casework services. Related responsibilities include providing advanced professional casework service in complex cases requiring a high degree of skill and mature judgment in evaluating social diagnostic information and arriving at appropriate support measures. Some positions in this class participate in the clinical casework training of graduate students in an accredited internship program. Incumbents apply considerable knowledge of disease entities and medical or psychiatric terminology associated with a clinical setting in addition to the philosophy, -principles and practices of professional social work. Work of subordinate social workers is reviewed for adherence to accepted quality standards of social casework. Supervision is received from a professional superior who evaluates quality of results through personal conferences and analysis of case records and activity reports.

#### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of a small group of subordinate social workers engaged in providing direct services to inpatients in an assigned group of medical or surgical specialties; supervises the screening and assignment of cases; assists staff in arriving at solution to client problems; interprets agency regulations and policies for the unit; coordinates with the medical staff on social problems relating to illness, hospitalization, diagnosis and treatment; personally acts on more complex cases such as those where client situations are complicated by conflicting needs difficult to resolve.

Supervises and participates in the placement of convalescent patients in nursing homes or psychiatric facilities within the county; visits clients in convalescent homes for an assigned area and evaluates rehabilitation progress; counsels clients regarding personal and vocational readjustment; assists other social workers in the resolving of difficult cases.

Interviews families of patients admitted to a mental health institute utilizing professional interviewing techniques; compiles extensive social case histories for use

of medical staff in diagnosis and determination of treatment; interviews parents of children referred to a psychiatric outpatient clinic, securing pertinent data regarding reasons for requesting psychiatric services, school and family history; works closely with the clinical psychologist staff in treatment planning and the resolution of social problems.

Participates in discharge planning with institute patients and their families; evaluates suitability of environment to which patient will be returned; coordinates discharge planning with appropriate community agencies and makes recommendations accordingly.

Trains assigned students in the internship phase of a graduate clinical social work program; reviews, evaluates and discusses their progress in completed casework.

Attends and participates in diagnostic and technical conferences for cooperative planning, treatment and group training; prepares detailed case studies for teaching purposes; maintains liaison with police, school and court officials where necessary.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the philosophy, principles and practices of social work including professional casework methods and techniques of counseling.

Considerable knowledge of laws, rules and practices relating to the provisions of public assistance and medical care programs administered under Federal, state and county laws.

Considerable knowledge of various public and private community resources available for rehabilitation services.

Considerable knowledge of the social aspects of mental diseases and abnormalities including psychiatric and medical terminology associated with mental health care.

Considerable knowledge of the social aspects of various disease entities and medical terminology associated with medical and surgical inpatient and outpatient care.

## Human Resources Department

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### Clinical Social Worker (003112)

- Ability to supervise subordinates in a manner conducive to full performance and high morale.
- Ability to conduct effective interviews with patients and family members in a therapeutic relationship.
- Ability to obtain and analyze diagnostic case information and reach sound decisions on the basis of such information.
- Ability to develop and maintain effective working relationships with patients, their families, physicians and personnel in outside social and community agencies.
- Ability to participate effectively in team discussions of patient diagnosis and treatment.
- Ability to prepare comprehensive case history reports of data necessary for social diagnosis.

REV 10-69

#### **Nature Of Work**

This is professional and supervisory clinical social casework in medical, nursing and specialized social services programs within a county department.

### Clinical Psychologist 1 (003117)

#### Minimum Qualifications

Doctorate's degree in Psychology from an approved APA program. Completion of a one-year internship and possession of a State of Florida Psychologist license are required.

#### Job Specifications

##### NATURE OF WORK

This is professional psychology work in performance of clinical psychology services in a county mental health, youth services or clinic facility.

A Clinical Psychologist 1 is responsible for performing psychological assessment and evaluation of adult and/or child clients, using psychodiagnostic tests and other professional techniques not requiring medical licensure. Related professional responsibilities include provision of individual psychotherapy, as assigned, and participation in training of psychology interns. Emphasis of the work is on assessment and evaluation of personality characteristics and dynamics in contributing to the understanding of client problems and development of treatment plans. Incumbents must apply considerable knowledge of clinical psychology principles, theories, methods and techniques, and a substantial degree of professional judgment in selection and administration of psychodiagnostic techniques used in assessment, in arriving at conclusions drawn from evaluations and in providing therapy. Work is performed with considerable independence of action. Supervision is received from a professional superior who evaluates professional results through written reports and conferences on patient diagnosis and treatment.

##### ILLUSTRATIVE TASKS

Performs diagnostic evaluation of children in a child guidance clinic, youth evaluation and counseling unit or other youth facilities; administers intelligence and personality tests; evaluates examination findings; conducts individual psychotherapy with emotionally disturbed children and/or their parents; conducts treatment interviews with family groups; prepares case summaries and presents evaluations at case conferences; participates in various research activities by collecting, tabulating and interpreting data.

Selects techniques to be used in psychological assessment of assigned adult or child clients in a mental health institute or forensic unit; conducts assessment interviews and observes patient needs; evaluates information to determine further techniques to be used in psychodiagnostic appraisal; administers independently any type of psychological test to resident or outpatient clients in order to assess personality characteristics and dynamics including various personality and behavior characteristic tests.

Scores, evaluates and interprets projective tests in intensive assessment of personality structure and disturbances such as psychotic, psychoneurotic and personality disorders of child clients in a youth facility or mental health institute; completes oral or written reports of findings and interprets related psychological data.

Performs individual therapy by conducting intensive therapeutic interviews as part of a client treatment plan medically directed.

Participates in periodic rounds and staff conferences conducted for teaching and diagnostic purposes; interviews patient families to explain test results or therapy; participates in research projects.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of psychological principles, theories and methods in the field of clinical psychology.

Considerable knowledge of psychodiagnostic tests and their use in assessment and evaluation of personality characteristics and disturbances.

Considerable knowledge of psychodiagnostic treatment techniques used in individual and group psychotherapy.

Considerable knowledge of current literature in clinical psychology, including the functional areas of testing and therapy.

Ability to interpret psychological information and to formulate professionally mature diagnostic and treatment recommendations.

Ability to establish and maintain effective relationships with the medical staff, clients and professional associates.

Ability to participate effectively in team discussions of patient diagnosis and treatment plans.

Ability to administer and interpret a variety of psychological tests.

Ability to administer treatment techniques used in individual and group therapy.

REV 10-69

#### Nature Of Work

## Human Resources Department

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### Clinical Psychologist 1 (003117)

This is professional psychology work in performance of clinical psychology services in a county mental health, youth services or clinic facility.

## Clinical Psychologist 3 (003119)

### Minimum Qualifications

Doctorate's degree in Psychology from an approved APA program. A minimum of four to seven years of experience in clinical assessment to include three years of experience in the supervision of professional staff and possession of a State of Florida Psychologist License are required.

### Job Specifications

#### NATURE OF WORK

This is professional psychology supervisory work with administrative responsibility in a county mental health or clinic facility. A Clinical Psychologist 3 is responsible for direction of a clinical psychology service in a mental health or clinic facility. Related administrative and professional responsibilities include serving as consultant for the service to community groups, planning of clinical training for psychology interns, planning of training for related disciplines, direction of research and collaboration with other professional services. Emphasis of the work is on administrative and professional supervision of a small staff of clinical psychologists engaged in heavy client caseloads, working in close correlation with the medical staff. Supervision is exercised by means of consultation on more complex cases and review of completed work as needed to assure professional competence. Incumbents must apply extensive knowledge of clinical psychology principles, theories, methods and techniques and a high level of professional skill and maturity in direction of the pertinent service. General supervision is received from a medical superior who evaluates the activity for quality of professional results.

#### ILLUSTRATIVE TASKS

Serves as Chief Psychologist in a mental health service for children; directs the work of a small staff of clinical psychologists engaged in psychology services in various areas; plans and participates in research; plans and conducts training of residents and psychology interns; serves as chairman of assignment committee, family therapy program, diagnostic conferences and staff training seminars in psychotherapy; plans and presents training lectures; teaches clinic staff and interns through treatment case conferences; evaluates professional competence of the staff and progress of interns.

Provides consultation to other community agencies as a clinical consultant or consultant in the development of psychologically oriented programs; serves as consultant in liaison with public school program; acts as clinic director in the absence of medical superior; performs diagnostic examinations and family therapy in complex client cases.

Serves as chief of the psychology service in a mental health institute; coordinates the service with various medical and administrative activities of the facility; plans and initiates changes in administrative procedures; directs the work of a small staff of clinical psychologists engaged in services for outpatient, inpatient and forensic areas; assigns a large volume of adult and child client cases for psychological assessment and evaluation; provides professional guidance by consultation in interpretation of psychodiagnostic tests in more difficult cases; reviews work in progress to assure professional competence.

Participates with medical staff in therapy planning for clients; recommends changes in treatment in collaboration with medical staff and other professional personnel; gives consultant advice to other agencies or community groups.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of psychological principles, theories and methods in the field of clinical psychology.

Extensive knowledge of psychodiagnostic tests and their use in assessment and evaluation of personality characteristics and disturbances.

Extensive knowledge of psychological treatment techniques used in individual and group psychotherapy.

Thorough knowledge of current literature in clinical psychology including the functional areas of psychological tests and therapy.

Considerable knowledge of general administration of a mental health facility serving resident and/or outpatient clients.

Ability to plan and coordinate the work of psychologists and other professional personnel in a manner conducive to full professional performance and high morale.

Ability to establish and maintain effective relationships with the medical staff, patients, professional associates, agency officials and officials of other agencies.

Ability to plan and present formal internship training in clinical psychology principles, theories and techniques.

Ability to provide consultant service in the field of assignment.

Ability to coordinate a psychology service with related medical and administrative functions.

### Clinical Psychologist 3 (003119)

REV 10-69

#### **Nature Of Work**

This is professional psychology supervisory work with administrative responsibility in a county mental health or clinic facility

## Human Resources Department

### Community Family Service Worker (003138)

#### Minimum Qualifications

Completion of 60 semester credits to include 12 semester credits in Social Work, Psychology or a related field.

Experience in a social services delivery system may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is responsible field and office work in provision of social services to children and their families in a county youth services agency. Employees in this class assist social workers in determining needs and delivering services to children and their families. Emphasis of the work is on serving as an adult role model for assigned children and assisting them in functioning more effectively in the home, school and community by performing a variety of field contact and related office duties. Work includes personal visits in the home, school, community or place of employment, transportation of clients to assessment, treatment and service activities and preparation of various reports and records. Supervision is received from professional superiors who assign work, discuss individual casework and review completed reports.

##### ILLUSTRATIVE TASKS

- Maintains regular contact with assigned clients by means of personal visits and telephone to the home, school, community or place of employment.
- Contacts schools by visits or telephone to obtain information concerning behavioral and academic performance of assigned children.
- Visits community agencies and schools to coordinate services to children and their families.
- Locates employment and recreational opportunities for clients and transports to these activities as required.
- Transports clients to and from assessment, treatment and service delivery activities as needed.
- Gathers assessment and behavioral data on clients; composes narrative reports for case files on results of field contacts in the home, school, community or place of employment; notes progress of clients in adjustment to home, school and community life.
- Interviews new clients for intake purposes, and completes necessary forms; assists in the preparation, implementation and monitoring of referrals to other community agencies.
- Prepares, distributes and gathers release of information forms or other information sent to other community agencies; contacts families for signature of consent-for-service-forms.
- Compiles, tabulates and submits statistics on client services and workload indicators as assigned.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of basic interviewing techniques in determining needs and providing social services.
- Knowledge of departmental policies, regulations and procedures in the community family services program.
- Knowledge of social service assistance programs and community resources.
- Some knowledge of methods of social casework.
- Some knowledge of environmental and psychological factors affecting adjustment of children to home, family, school and community life.
- Some knowledge of normal and abnormal behavior patterns of children in various age groups.
- Ability to observe, identify and report in oral or written form significant problems, needs and behavioral improvements of children.
- Ability to communicate effectively with children, parents and officials in schools and community agencies.
- Ability to work cooperatively with social workers.
- Ability to operate passenger vehicles safely.
- Ability to follow oral and written instructions.
- Ability to gain and retain respect and confidence of children and their families.
- Ability to recommend appropriate resource referrals for social services.
- Ability to search for and compile data from files and other sources.

NEW 10-76

#### Nature Of Work

## Human Resources Department

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### Community Family Service Worker (003138)

This is responsible field and office work in provision of social services to children and their families in a county youth services agency.

#### **Minimum Qualifications**

Bachelor's degree.

#### **Job Specifications**

#### **Nature Of Work**

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.



## Human Resources Department

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### Juvenile Services Specialist (003178)

**Minimum Qualifications**

Bachelor's degree in Criminal Justice, Social Work or a related field. Additional experience in juvenile assessment, counseling, family or rehabilitation intervention may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional juvenile services work coordinating the booking, processing and tracking of juveniles from initial contact to placement.

## Human Resources Department

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### Mental Health Assessment Specialist (003183)

#### **Minimum Qualifications**

Master's degree in Social Work, Psychology, Counseling or related field. One year of clinical casework in a criminal justice system is required. Must possess a State of Florida license as a Clinical Social Worker, Mental Health Counselor, Clinical Psychologist, or Physician.

#### **Job Specifications**

#### **Nature Of Work**

This is professional clinical social work.

## Human Resources Department

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### Justice Assistance Program Director (003186)

**Minimum Qualifications**

Bachelor's degree in Public Administration, Education, or a field closely related to youth services. Three years of experience in the juvenile justice system, education or youth services are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work assisting in the administration and financial activities related to the Delinquency Prevention Services Division in the Office of Youth and Family Development.

### Counselor for Disabled (003202)

#### Minimum Qualifications

Completion of 60 semester credits. Experience working with the disabled may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is client counseling and related work in providing comprehensive services to physically disabled clients in a county assistance program. Employees in this class are responsible for conducting individual and group training and counseling sessions to aid physically disabled clients in developing independent living skills. Emphasis of the work is on assessing client abilities and needs, developing preliminary independent living plans, completion of case notes and referral of clients to other public and private social service agencies. Supervision is received from an administrative or professional superior who assists in assessment of clients and development of independent living plans.

##### ILLUSTRATIVE TASKS

Conducts initial intake interviews with disabled clients to assess communication, motor and vocational skills; records and evaluates clients educational level, work experience, abilities and needs; prepares preliminary independent living plans.

Discusses independent living plans with superior; conducts individual counseling sessions with clients and modifies counseling techniques and independent living plans as needed to assist with various problems encountered in the home, social or work environment; schedules and conducts group counseling sessions.

Teaches independent living skills to help clients improve vocational, motor and communication skills and increase educational, employment and housing opportunities.

Coordinates program activities with other agencies providing services to disabled clients; refers clients to outside agencies providing vocational, educational, medical and social service programs; makes presentations concerning program activities and eligibility requirements.

Prepares and maintains case records of individual and group counseling sessions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of various anatomical and physiological disabilities including cerebral palsy, cystic fibrosis, heart disease, muscular dystrophy, spinal cord injury, musculo-skeletal disorders, polio, deafness, hemiplegia, hemophilia and respiratory or pulmonary dysfunction.

Knowledge of the limitations and restrictions created by various anatomical and physiological disabilities.

Knowledge of appropriate counseling techniques used in identifying and analyzing the abilities and needs of disabled clients.

Knowledge of public and private social service agencies available to disabled clients.

Knowledge of established eligibility requirements for vocational training and work experience programs.

Ability to achieve necessary rapport and maintain effective working relationships with clients and their family members.

Ability to identify and analyze client's abilities and needs.

Ability to utilize counseling techniques effectively in developing and modifying preliminary independent living plans.

Ability to assist clients with a variety of problems to aid them in achieving independent living objectives.

Ability to assess client progress and prepare case notes of individual and group counseling sessions.

Ability to instruct small groups of clients in a variety of independent living skills.

Ability to maintain confidentiality of client information.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 1-85

#### Nature Of Work

This is client counseling and related work in providing comprehensive services to physically disabled clients in a county assistance program.

### Veterans Service Specialist (003204)

#### Minimum Qualifications

Bachelor's degree in Social Work, Psychology or a related field.

#### Job Specifications

##### NATURE OF WORK

This is professional work in a Metro-Dade County veterans service program.

Employees in this class are responsible for performing a variety of duties to assist veterans or their dependents in obtaining benefits under federal, state, or local laws. Duties include providing advice on filing claims, determining the validity of claims, preparing forms, and assembling evidence, making home visits as necessary, preparing a variety of reports, advising veterans or their dependents on benefits, and participating in civic functions to inform the public of veterans services. Incumbents exercise independent judgment in interpreting provisions of regulations and in evaluating claims for veterans benefits. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective provision of services to veterans or their dependents.

##### ILLUSTRATIVE TASKS

Advises and aids veterans or their dependents in presenting disability, insurance, pension, and other claims for benefits under federal, state, or local laws.

Reviews legislation, regulations and precedents; studies veterans' medical reports and service histories to evaluate and determine validity of claim.

Prepares claim forms and briefs, and assembles pertinent evidence.

Makes home visits to those unable to come to appropriate outreach office.

Completes monthly reports and provides other data as required.

Advises veterans on insurance, vocational training, and other benefits; coordinates work with other local and state agencies.

Participates in civic functions; informs the public of services rendered and rights and benefits of veterans and dependents, especially those to be discharged from the service.

Attends conferences and training courses.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of laws and regulations concerning benefits for veterans and their dependents.

Knowledge of the records, reports, and forms used in veterans service activities.

Knowledge of legislative developments pertaining to veterans affairs.

Knowledge of public relations principles and techniques.

Knowledge of rights and benefits of veterans and their dependents under federal, state and local laws.

Ability to provide effective advice and assistance to veterans and their dependents concerning rights and benefits.

Ability to evaluate veterans' claims for benefits and determine their validity.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to keep informed on legislative changes affecting veterans benefits.

Ability to prepare reports, forms, and other documents.

NEW 7-92

#### Nature Of Work

This is professional work in a Miami-Dade County veterans service program.

### Home Care Aide (003210)

#### Minimum Qualifications

High school diploma or GED. Six months of experience providing home care services to elderly and/or disabled adults are required.

#### Job Specifications

##### NATURE OF WORK

This is domestic service work providing care to elderly and/or disabled clients in their homes.

Employees in this class perform a variety of homemaking, personal care services, respite and chore service for assigned clients. Duties include light cleaning, washing laundry, shopping, planning and preparing meals, and escort services. Personal care services include assisting with bathing, grooming, dressing and feeding. Supervision is received from an administrative superior who reviews work for quality and conformity with departmental policies and procedures, while a Registered Nurse oversees performance of personal care.

##### ILLUSTRATIVE TASKS

Provides personal care including assistance with dressing, grooming, bathing, ambulation, transfers, mouth care and help with toileting.

Carries out essential housekeeping duties to maintain acceptable housekeeping standards.

Discusses the planning of menus with individuals and families to enable the preparation of well-balanced nutritious meals.

Performs laundry service, clothing care and repair, as needed; provides escort services when necessary; assists with shopping if required.

Maintains daily telephone contact with supervisor to discuss ideas, information and approaches concerning the client; prepares notes of observations made about the client, and prepares time sheets.

Informs supervisor immediately of clients experiencing unusual conditions, unattended health and/or social service problems.

Participates in training, meetings and client staffings.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of basic skills in good housekeeping.

Knowledge of departmental procedures for the provisions of home care services.

Knowledge of good nutrition and grooming practices for the elderly.

Ability to use good judgement in providing home care services.

Ability to work patiently with clients in a caring, gentle manner.

Ability to follow oral and written instructions.

Willingness to serve people and provide personal care.

REV 9-91

#### Nature Of Work

This is domestic service work providing care to elderly and/or disabled clients in their homes.

### Home Care Aide Supervisor (003212)

#### Minimum Qualifications

Completion of 60 semester credits to include 12 semester credits in Sociology, Psychology, Counseling or related Behavioral Science. Two years of experience providing direct services in a social service agency are required. Additional coursework in a related behavioral science field may substitute for the required experience on a year-for-year basis. Must possess a driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory home care work in the performance of residential services for elderly clients in a county program of activities for the aging.

Employees in this class are responsible for supervising a group of employees engaged in the performance of a variety of household functions for the elderly such as planning and preparing meals, care and repair of clothing and providing personal grooming care and escort services. Duties include home visits with prospective clients to ascertain the need for homemaker services and referral to supportive services, conducting follow-up visits to determine if services have been performed in a satisfactory manner and discussing client problems with subordinates. Incumbents maintain contact with state social service officials responsible for referral of clients and keep detailed records in accordance with requirements of Federal and State funding sources and departmental procedures. Supervision is received from an administrative superior who reviews progress and quality of work through activity reports and personal conferences.

##### ILLUSTRATIVE TASKS

Plans, assigns, schedules and reviews the work of a group of subordinate employees engaged in providing a variety of services for the elderly in an assigned area, such as meal preparation, grocery shopping, housecleaning, laundry, personal grooming and escort services; rearranges subordinate schedules as required; performs homemaker services in emergencies.

Conducts initial home visits with prospective clients to ascertain the need for homemaker services; conducts follow-up visits to clients to determine if services have been performed in a satisfactory manner.

Meets with subordinates to discuss client problems, services being provided and potential solutions; trains subordinates in appropriate work techniques; insures that employees cover assigned workloads in a timely manner.

Prepares periodic narrative and statistical reports on services provided and problems encountered.

Refers clients with multiple problems to other community social service agencies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of basic skills in good housekeeping.

Considerable knowledge of agency procedures for the provision of homemaking services.

Knowledge of good nutritional and grooming practices for the aged.

Knowledge of the services provided by various community social service organizations.

Knowledge of program guidelines and procedures established by Federal and State funding sources.

Knowledge of supervisory methods and practices.

Ability to supervise a group of subordinate employees in a manner conducive to full performance and high morale.

Ability to schedule daily work of subordinates so as to meet needs of regular and emergency clients.

Ability to work tactfully, persuasively and patiently with elderly clients.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain working relationships with other supervisory personnel and personnel in public and private community organizations.

Ability to prepare complete narrative and statistical reports.

## Human Resources Department

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### Home Care Aide Supervisor (003212)

#### **Nature Of Work**

This is supervisory home care work in the performance of residential services for elderly clients in a county program of activities for the aging.



## Human Resources Department

### Disabled Services Specialist (003214)

#### Minimum Qualifications

Bachelor's degree in Psychology, Social Work or related field. One year of professional administrative experience providing direct services for disabled adults or working with disability accommodation issues is required.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work in coordinating disabled services programs for Metro-Dade County.

Employees in this class are responsible for administering and supervising the Community Care for the Disabled Adult, Personal Attendant Care and Transportation Services, and the Medicaid Waiver Program for the Disabled. Responsibilities include providing direct services to clients, managing a case load, planning and coordinating services to eligible disabled clients, ensuring compliance with fiscal and program goals, assisting subordinates in providing required services, and maintaining compliance with local, state and federal regulations. Considerable independent judgment is exercised in developing individual care plans and ensuring the provision of comprehensive services to prevent early and/or inappropriate institutionalization. Supervision is exercised over a staff of specialized subordinates assisting in various phases of disabled services programs. Supervision is received from an administrative superior who reviews work through personal conferences and written reports, and holds the incumbent responsible for attainment of established programmatic goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate employees assisting with various phases of disabled services programs.

Ensures activities are in compliance with established program requirements and local, state, and federal policies and regulations.

Screens potential clients for program participation; develops care plans for clients and monitors client progress in achieving plan goals and objectives; maintains case management records.

Visits clients at home on a regular basis for re-certification of eligibility for disabled services.

Completes monthly reports as required by local, state and federal regulations.

Recommends programmatic goals and objectives; develops operational plans for their achievement and periodically analyzes operations to ensure efficient utilization of personnel and equipment.

Provides counseling to disabled clients; discusses and resolves client complaints; coordinates a variety of professional and paraprofessional counseling.

Coordinates program activities with community medical, rehabilitative and social service agencies.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of local, state, and federal laws pertaining to the disabled.

Considerable knowledge of counseling principles and techniques.

Considerable knowledge of the standard methods and techniques of social case work.

Considerable knowledge of various disabled services program programmatic and fiscal goals and objectives.

Knowledge of supervisory principles and practices.

Knowledge of medical terminology and standard treatment practices.

Ability to coordinate a variety of professional and support services in various programs for the disabled.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and program participants.

Ability to prepare records, forms, and reports required in the area of assignment.

Ability to prepare comprehensive case history reports.

Ability to conduct interviews and provide professional counseling to disabled individuals.

NEW 10-93

#### Nature Of Work

### Disabled Services Specialist (003214)

This is professional and supervisory work in coordinating disabled services programs for Miami-Dade County.

#### Minimum Qualifications

High school diploma or GED. Six months of experience providing personal care services to elderly and/or disabled adults are required.

#### Job Specifications

##### NATURE OF WORK

This is recreational and personal service work providing care to elderly and/or disabled clients in an adult day care center.

Employees in this class provide a variety of recreational, personal hygiene, feeding, ambulation, transfers and light cleaning services for elderly and/or disabled adults. Duties include helping clients with personal care and ambulation, providing recreational activities, personal safety, serving meals and snacks, light cleaning of the center, and inputting client's data in the computer. Personal care services include assisting with bathing, grooming, dressing and feeding. Supervision is received from an administrative superior who reviews work for quality and conformity with departmental policies and procedures, while a Registered Nurse oversees performance of personal care.

##### ILLUSTRATIVE TASKS

Provides personal care including assistance with dressing, grooming, bathing, ambulation, transfers, mouth care and help with toileting.

Serves meals and snacks and helps clients with feeding activities.

Maintains safety of clients.

Carries out essential cleaning duties to maintain acceptable center standards.

Performs recreational activities that promote rehabilitation and re-socialization.

Assists with inputting client's data into the computer.

Informs supervisor or RN of client's physical complaints.

Participates in training, meetings and client staffings.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of basic skills in recreational activities.

Knowledge of departmental procedures for the provisions of personal care services.

Knowledge of good nutrition and grooming practices for the elderly.

Ability to use good judgement in providing adult day care services.

Ability to work patiently with clients in a caring, gentle manner.

Ability to follow oral and written instructions.

Willingness to serve people and provide personal care.

#### Nature Of Work

This is recreational and personal service work providing care to elderly and/or disabled clients in an adult day care center.

## Adult Center Manager (003218)

### Minimum Qualifications

Bachelor's degree in Social Work, Health Management or a related field. One year of professional experience in programs for the elderly is required.

### Job Specifications

#### NATURE OF WORK

This is advanced supervisory work in managing the operation of a county adult day care center for frail elderly and handicapped adults. Employees in this class are responsible for planning, assigning and reviewing the work of a subordinate staff engaged in providing transportation services, meals, and recreational, cultural and educational activities for a group of frail elderly and disabled adults. Responsibilities include developing and promoting center activities to enhance rehabilitation and re-socialization of clients, interviewing individuals to assess social and emotional capabilities, assisting subordinates in resolving client problems and preparing a variety of reports. Incumbents maintain contact with social service officials responsible for referral of clients, and staff nursing personnel who examine and counsel with program participants. Some employees in the class manage centers which maintain activities for the well elderly and outreach community services for the aged. Duties are performed in accordance with established departmental policies and procedures and require skill in coordinating and supervising center activities so as to achieve rehabilitation and re-socialization goals. Supervision is exercised over specialized and volunteer employees. Work is reviewed by an administrative superior through periodic reports and conferences for conformance to established policies and procedures and for attainment of program objectives.

#### ILLUSTRATIVE TASKS

Plans, assigns, schedules and reviews the work of subordinate recreational and transportation personnel as well as volunteer employees engaged in providing a variety of services and activities for clients; establishes center goals and objectives.

Makes determinations of necessity for referral of clients to other social service agencies, entrance of new clients into the center and recommendations for termination of clients who are unable to adjust to the day care setting.

Conducts home visits with new clients to explain program, coordinate transportation arrangements and answer client questions, as needed.

Provides assistance and training to staff members in resolving client problems such as lack of interest in center activities, client absences and physical and emotional difficulties; recommends addition or modification of recreational activity to better meet clients' needs.

Counsels clients and participates in recreational and educational activities with clients and subordinates.

Establishes and maintains working relationships with social service and governmental agencies within the community; refers clients with extensive problems to other agencies; maintains contact with agencies referring clients to the center.

Prepares periodic narrative and statistical reports regarding client progress and center operations for approval of superiors; prepares center correspondence and proposed budgets.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the motivation, interests, attitudes and behavior patterns of frail elderly and handicapped citizens.

Considerable knowledge of departmental policies, procedures and regulations relating to adult day care services.

Considerable knowledge of policies, procedures and regulations of Federal and State funding sources relating to adult day care services.

Considerable knowledge of various public and private community resources available for rehabilitation services.

Knowledge of supervisory methods and practices.

Knowledge of the principles of management and their application to adult day care programs.

Ability to supervise subordinate employees in a manner conducive to full performance and high morale.

Ability to plan center activities so as to meet rehabilitation and socialization needs of clients served.

Ability to conduct interviews with clients effectively and persuasively.

Ability to maintain client records according to departmental requirements.

Ability to counsel clients with behavioral problems effectively.

Ability to develop and maintain effective working relationships with officials in other government social service agencies.

Ability to prepare complete narrative and statistical reports.

## Human Resources Department

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### Adult Center Manager (003218)

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 10-78

#### **Nature Of Work**

This is advanced supervisory work in managing the operation of a county adult day care center for frail elderly and handicapped adults.

### Farm Worker Trainee 1 (003241)

#### Minimum Qualifications

Must be a Farm worker.

#### Job Specifications

##### NATURE OF WORK

This is a classroom training position for adult migrant and seasonal farmworkers ages 16 and over, who have a desire to enhance their educational abilities and are enrolled in a Farmworker Jobs and Education Project (FJEP) approved educational institution.

A Farm Worker Trainee I is responsible for daily participation in his/her assigned Individual Educational Plan, employability and life skills workshops for a period of six months to two years (24 months). Participants receive an hourly stipend for the classroom training period. Emphasis of the program is to enhance and develop participant's educational achievement, sense of responsibility, commitment and work ethics through education, volunteerism and community service. Supervision is received by the case manager that monitors attendance and participation. Participants are terminated from the program for failure to comply with program requirements.

##### ILLUSTRATIVE TASKS

Complies with daily academic requirements.

Adheres to FJEP policies and procedures.

Participates with team members and supervisor on assigned community projects.

Adheres to assigned educational track developed in conjunction with case manager.

Adheres to established procedures and standards in regard to safety considerations and the use of equipment and care of property.

Interacts with case manager, fellow FJEP participants and Director.

##### KNOWLEDGES, ABILITIES AND SKILLS

Ability to participate in all daily educational activities.

Ability to follow rules and directions.

Ability to show dependability and responsibility in carrying out and completing assigned tasks.

Ability to communicate effectively with classmates, program participants, supervisors, teachers and others related to the program.

Ability to perform assigned tasks consistently in a responsible and timely manner

#### Nature Of Work

This is a classroom training position for adult migrant and seasonal farmworkers ages 16 and over, who have a desire to enhance their educational abilities and are enrolled in a Farmworker Jobs and Education Project (FJEP) approved educational institution.

## Human Resources Department

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### Guardian Ad Litem Coordinator (003244)

**Minimum Qualifications**

Bachelor's degree. Two years of professional administrative experience to include legal proceedings in dependency cases are required. Additional experience in a guardian ad litem program may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work coordinating legal proceedings in dependency cases.

## Human Resources Department

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### Guardian Ad Litem Legal Advisor (003245)

**Minimum Qualifications**

Juris Doctor degree. Membership in the Florida Bar Association is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional legal work providing legal advice to volunteers of the Guardian Ad Litem program.

### Acupuncturist (003262)

#### Minimum Qualifications

Must possess a State of Florida Acupuncturist license. Two years of experience in the administration of acupuncture treatment are required.

#### Job Specifications

##### NATURE OF WORK

This is professional work providing acupuncture treatment to clients in a substance abuse rehabilitation program.

Employees in this class are responsible for administering adjunct acupuncture treatments related to the secondary effects of drug addictions and detoxification. Responsibilities include maintaining clinical records of acupuncture treatments, assisting in developing educational materials, assisting in the evaluation of acupuncture protocols and effective treatment, and preparing reports concerning procedures, findings and recommendations. Supervision is received from an administrative superior who reviews work for satisfactory administration of acupuncture treatments and performance of related administrative functions.

##### ILLUSTRATIVE TASKS

Administers acupuncture treatments including auricular and body points, and administers adjunct acupuncture treatments related to secondary effects of drug addiction and detoxification.

Maintains clinical records of acupuncture treatments.

Assists in developing educational materials for staff, clients and the public concerning acupuncture, acupuncture protocol, acupuncture and counseling, and general health promotion.

Assists in the evaluation of acupuncture protocols and effective treatment.

Develops and implements acupuncture treatment services for specific populations.

Provides support in the writing of reports concerning procedures, findings and recommendations.

Orients students in acupuncture principles, methods and techniques.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theory, principles, methods and techniques of acupuncture.

Considerable knowledge of body anatomy and physiology.

Considerable knowledge of the clinical records required for acupuncture treatments.

Knowledge of the records, reports and forms required in the area of assignment.

Knowledge of the goals and objectives of acupuncture treatments related to various substance abuse treatment programs.

Ability to administer acupuncture treatments in accordance with established procedures, methods and techniques.

Ability to prepare accurate and detailed clinical records of acupuncture treatments.

Ability to assist in the evaluation of acupuncture protocols and effective treatment.

Ability to prepare reports concerning procedures, findings and recommendations pertaining to acupuncture treatments.

Ability to conduct training in acupuncture.

Skill in the methods and techniques of acupuncture.

New 10/2006

#### Nature Of Work

This is professional work providing acupuncture treatment to clients in a substance abuse rehabilitation program.



## Human Resources Department

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### Executive Director, Domestic Violence Oversight Boardvic (003267)

**Minimum Qualifications**

Bachelor's degree. A minimum of three to five years of experience in public sector operations with policy-making boards and/or community based service providers is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional and administrative work in planning and directing the activities of the Domestic Violence Oversight Board.

# Human Resources Department

## Director, Human Services Division (003270)

### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of responsible professional experience in a large system for social/human services delivery to include two years in a supervisory capacity is required.

### Job Specifications

#### NATURE OF WORK

This is highly responsible administrative work in planning and directing activities of a Human Services Division within the Human Services Department.

Employees in this class are responsible for directing and supervising operations of a division within the Human Services Department, specializing in neighborhood services delivery, services to the elderly, child development services or other specialized programs as established. Emphasis of the work is on direction and coordination of a variety of programs and staff operations within the division, developing, proposing and implementing new or revised policies and plans, developing budget proposals, maintaining liaison with various community, state, Federal or local agencies, drafting grant proposals, and insuring appropriate expenditure of funds and compliance with reporting requirements from various funding and departmental sources. Incumbents exercise a considerable degree of originality, independent judgment and professional managerial knowledge in interpreting division policies, resolving operational problems, evaluating program and fiscal elements of programs directly administered or contracted and researching for applicable funding sources. Supervision is exercised through subordinate supervisors over a varied and dispersed staff of professional, technical, administrative, specialized and clerical employees assigned to various division activities. General direction is received from the assistant office director and office director who review work through personal conferences, inspections and various reports and hold the incumbent responsible for attainment of desired goals and objectives and effective professional and administrative management of division operations.

#### ILLUSTRATIVE TASKS

Directs operations of neighborhood service delivery centers dispersed throughout the county; supervises professional and support staffs engaged in social service case management, administration of the centers, liaison with various service providers resident at the centers and contact with center clients and community groups.

Directs a program of service to the elderly; supervises a professional and support staff engaged in administration of adult day care centers, large scale provision of residential homemaker services, administration of day centers offering various services to the well elderly, transportation, community outreach and related supporting services for the older population.

Directs a program of child development services; supervises a professional and support staff engaged in administration of child care centers operated by the county, monitoring and evaluation of a variety of child care facilities contracted on an annual basis, provision of specialized services such as nutrition and health to the centers and management of fiscal accounting and reporting requirements specified by various funding sources.

Proposes new and revision of existing policies for division operations; proposes division goals and objectives; evaluates division performance in relation to established goals and objectives.

Supervises preparation of budget proposals and presents proposed budget plans; keeps informed on division expenditures and the status of funds; insures preparation of required reports for various funding sources and departmental superiors.

Evaluates program and fiscal elements of division operations directly administered; supervises the monitoring and evaluation of activities contracted by the county from both program and fiscal standpoints; recommends or directs changes to effect improvements as considered necessary.

Assists subordinate personnel in the preparation of grant proposals, resolving of emergencies and operational problems, resolving of fiscal and personnel problems and related management considerations.

Holds staff meetings with key personnel to consider plans, priorities, operational improvements, status of funds, needed legislation and related matters; participates in staff meetings with other key office personnel and the director.

Maintains contact with community, Federal, state and local groups that interface with division operations; serves on task forces and committees as assigned; serves in an advocacy role for human services.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

## Human Resources Department

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### Director, Human Services Division (003270)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of public administration.  
Thorough knowledge of the principles of management and their application to the administration of government activities.  
Thorough knowledge of supervisory principles and practices.  
Thorough knowledge of applicable county, state and Federal laws, rules and regulations pertaining to division operations.  
Considerable knowledge of human service administration in the public sector in the area of assigned speciality.  
Considerable knowledge of the principles of public personnel administration and county personnel policies and procedures.  
Considerable knowledge of fiscal and budget principles and practices.  
Knowledge of the programs of community human service agencies in the area of assigned specialty.  
Ability to use advanced professional knowledge of the principles of management and public administration in directing division activities.  
Ability to supervise the work of subordinates in a manner conducive to full performance and high morale.  
Ability to exercise judgment and discretion in proposing changes and interpreting departmental, division and county policies, rules and regulations.  
Ability to establish and maintain effective working relationships with departmental management, officials in other county, local, state and Federal departments and community agencies.  
Ability to communicate clearly, concisely and persuasively, verbally and in writing to individuals and community groups.  
Ability to evaluate results in achievement of division goals and objectives and to redirect efforts and priorities as needed.  
  
Ability to make effective recommendations concerning budget plans and priorities and the development of division policies and plans.  
Ability to arrive at prompt and effective decisions in management of division operations.

NEW 10-80

#### **Nature Of Work**

This is highly responsible administrative work in planning and directing activities of a Human Services Division in the Office of Human Development.

## Human Resources Department

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### Chief, CA&HSD (003282)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Social Work or related field. A minimum of four to eight years of progressively responsible management experience in a large social/human services, children and families, or educational organization is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work planning and directing the activities of a bureau within the Department of Community Action & Human Services.

An employee in this class is responsible for directing and supervising diversified bureau operations in the provision of a broad range of human and social services in geographical dispersed facilities and programs. Emphasis of the work is on directing and coordinating programs and staff operations over the assigned bureau, establishing policies and planning for a variety of human and social services and insuring appropriate expenditure of funds from various federal, state and county sources. Responsibilities include the direction of child development services, financial and emergency housing services, employment and training programs, and other specialized services. The incumbent exercises considerable independent judgment and professional managerial knowledge in developing and interpreting bureau policies, coordinating administrative and programmatic efforts, resolving operational problems and evaluating fiscal and program elements of both contracted and directly administered programs. Supervision is exercised through subordinate executives over a staff of professional, technical, administrative, specialized, clerical and maintenance employees assigned to various bureau activities. General direction is received from an administrative superior who reviews work through personal conferences and various reports and holds the incumbent responsible for attainment of desired objectives and for efficient and effective professional management of bureau operations.

##### ILLUSTRATIVE TASKS

Directs and supervises diversified and dispersed human and social service activities through subordinate executives, managers and supervisors engaged in the provision of child development services, financial and emergency housing services, employment and training programs, and other specialized services.

Directs and supervises diversified staff operations including budgeting, accounting, preparation of grant proposals, personnel, purchasing and related administrative activities; insures monitoring, auditing and evaluation of fiscal operations to effect cost efficiency and compliance with various federal, state and local requirements.

Develops new and revises existing policies and defines bureau goals and objectives; guides staff members in establishing appropriate priorities; evaluates bureau performance in relation to goals and objectives.

Convenes meetings with key subordinate personnel to discuss major operating problems, program accomplishments, status of expenditures in various funding categories and related management considerations.

Plans and participates with federal, state, local and private agencies and organizations with regard to human and social service issues and needs of the county; serves on task forces and committees dealing with such issues and plans.

Participates in departmental staff meetings with other key departmental personnel and the department director; completes special projects as assigned.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Chief, CA&HSD (003282)

Thorough knowledge of the principles of public administration and management and their application to the administration of government activities.

Thorough knowledge of human services administration in the public sector.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of applicable county, state and federal laws, rules, regulations pertaining to bureau operations.

Thorough knowledge of the principles of public personnel administration and county personnel policies and procedures.

Considerable knowledge of the programs of various community social and human service agencies in the county.

Considerable knowledge of fiscal and budget principles and practices.

Ability to make effective recommendations concerning budget plans and priorities and the development of division policies and plans.

Ability to use advanced professional knowledge of the principles of management and public administration in directing bureau activities.

Ability to supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in proposing changes and interpreting departmental, bureau, and county policies, rules and regulations.

Ability to establish and maintain effective working relationships with departmental management, officials in other county, local, state and Federal departments and community agencies.

Ability to communicate clearly, concisely, verbally and in writing to individuals and community groups.

Ability to evaluate results in achievement of bureau goals and objectives and to redirect efforts and priorities as needed.

### **Nature Of Work**

This is highly responsible executive level work planning and directing the activities of a bureau within the Department of Human Services.

## Human Resources Department

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### Director, Rehabilitative Services Division (003287)

#### Minimum Qualifications

Master's degree in Social Work, Psychology, Counseling or a related field. Must be licensed by the State of Florida as a Psychologist, Clinical Social Worker, Mental Health Counselor or Marriage and Family Therapist or be certified by the Board for Addiction Professional of Florida (CBAPF). A minimum of three to six years of responsible professional experience in a large system for social/human services delivery, including supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible administrative work in planning and directing activities of a Division within the Office of Rehabilitative Services for the Department of Human Services.

An employee in this class is responsible for directing and supervising the operations of a division providing outpatient and residential rehabilitative services to substance addicted residents in Miami-Dade County. Responsibilities include planning and directing the assessments, evaluations, referrals, tracking, residential treatment services and in-jail treatment to arrested adults and the initiation of the filing of civil court petitions for the involuntary commitment of adults and juveniles in need of substance abuse treatment. Other responsibilities include providing placement, tracking, and outreach to homeless individuals presenting numerous physical and emotional issues. Incumbents exercise a considerable degree of independent judgment and professional managerial knowledge in interpreting division policies, resolving operational problems and evaluating program and fiscal elements of programs directly administered or contracted. Supervision is exercised through subordinate supervisors over a varied and dispersed staff of professional, administrative, specialized and clerical employees assigned to various division activities. Supervision is received from an administrative superior who reviews work through personal conferences, inspections and various reports and holds the incumbent responsible for attainment of desired goals and objectives and effective professional and administrative management of division operations.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises through subordinate supervisors the work of staff engaged in various aspects of divisional activities; ensures adherence to county and department policies and procedures; ensures quality of service delivery system.

Administers divisional budget; authorizes purchases and expenditures.

Develops comprehensive policies and procedures for service delivery and ensures fiscal and programmatic accountability.

Ensures the safety, security and upkeep of leased and county owned facilities, makes periodic site visits to all locations.

Provides supervision and general management of administrative, clinical and support personnel; ensures table of organization authority.

Prepares special reports and correspondence for superiors; represents interests of the department in various meetings and task forces; directly performs or oversees the resolution of atypical administrative problems.

Maintains contact with county departments, federal, state and local groups that interface with division operations; serves in an advocacy role for human services.

Assists subordinate personnel in the preparation of grant proposals, resolution of emergencies and operational problems.

Interfaces with an array of criminal justice agencies to ensure the provision of quality services in a timely manner.

Interacts with Department of Corrections personnel to address and resolve programmatic issues and special requests of the judicial system.

Interfaces with the South Florida Providers Coalition and the Miami Dade County's Homeless Trust to address budgetary and programmatic

## Human Resources Department

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### Director, Rehabilitative Services Division (003287)

issues relating to residential treatment services.

Makes recommendations and decisions regarding hiring, recommends and initiates discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of substance abuse rehabilitative services philosophy, practices, and principles.

Considerable knowledge of supervisory and managerial principles and practices.

Ability to rapidly analyze issues.

Knowledge of applicable County, State and Federal laws, rules and regulations pertaining to assigned administrative operation.

Knowledge of fiscal and budget principle and practices.

Knowledge of departmental and funding source regulations and policies applicable to the program(s) of assignment.

Knowledge of the county's personnel policies and procedures.

Knowledge of established goals and objectives of division-wide program(s).

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to exercise good judgment and make sound decisions.

Ability to effectively link interagency functions and make timely decisions related to service delivery and program operations.

Ability to conceptualize, design, implement, operate, and continuously monitor program efficiency and effectiveness in the ongoing process of quality improvement.

Ability to exercise judgment in proposing changes and interpreting departmental, division and county policies, rules and regulations relating to assigned operations.

Ability to plan, organize, and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to evaluate results in achievement of goals and objectives and to redirect efforts and priorities as needed.

Ability to make effective recommendations concerning budget and program plans.

Ability to establish and maintain effective working relationship with employees, senior executives, agencies officials and program clients.

Ability to arrive at prompt and effective decisions in management of assigned operations

Ability to communicate clearly and concisely, verbally and in writing.

#### **Nature Of Work**

This is highly responsible administrative work in planning and directing activities of a Division within the Office of Rehabilitative Services for the Department of Human Services.

## Human Resources Department

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**Director, Rehabilitative Services Division (003287)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**



## Human Resources Department

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**Director, Community Action & Human Services (003291)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

## Human Resources Department

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### Director, Community Action & Human Services Department (003292)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced and responsible professional and supervisory social work in management of a social service activity in an assigned geographical area of a county department or agency.

## Human Resources Department

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### MDEAT Senior Executive Secretary (003343)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations.

Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives.

Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents.

Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees.

Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office.

## Human Resources Department

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### MDEAT Senior Executive Secretary (003343)

Composes correspondence from verbal instructions and independently drafts replies to inquiries.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official..

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

## Human Resources Department

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### MDEAT Senior Executive Secretary (003343)

Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 10/00

#### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### MDEAT Teen Court Coordinator (003345)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is professional administrative work with supervisory responsibility in the management of the Teen Court program.

## Human Resources Department

### Executive Director, MDEAT (003359)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to ten years of progressively responsible managerial or professional experience in community development projects and economic development initiatives to include budgetary and supervisory responsibilities, and experience working with community organizations is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing activities of the Metro-Miami Action Plan.

An employee in this class is responsible for planning, directing and implementing programs designed to achieve departmental goals and policy objectives as established by the Metro-Miami Action Plan (MMAP). Responsibilities include directing through subordinate levels of professional and clerical employees the development and implementation of policies and procedures that will promote sensitivity and respect between the criminal justice system and minority groups in Miami-Dade County; formulating and directing a community-oriented conflict resolution training curriculum; supervising and coordinating an affordable housing program and an economic development program which are designed to increase homeownership and provide business opportunities for low to moderate income families; developing and coordinating departmental activities such as fundraising events, community meetings and rallies, annuals conferences; functioning as a liaison with public and private sector representatives on social and economic issues affecting the community; and directing and overseeing all departmental public relations functions, media releases, video presentations and brochures publications. The incumbent exercises extensive independent judgment and managerial knowledge in directing numerous activities and formulating departmental policies. Supervision is exercised through subordinate professional and clerical employees engaged in various departmental operations. General direction is received from the Metro-Miami Action Plan Board of Trustees and the County Manager who holds the incumbent responsible for the professional management of departmental functions and activities.

##### ILLUSTRATIVE TASKS

Plans, directs and implements program policies and procedures which will promote dual sensitivity and respect between the criminal justice system and minority groups in the community; develops and supervises the implementation of a non-violent conflict resolution training module for public schools, law enforcement officials and community groups.

Promotes and facilitates new strategies to promote economic development among minority groups in the areas of housing, employment, credit and business opportunities; implements and coordinates a housing program which seeks to assist low to moderate income residents with the acquisition of subsidized and unsubsidized homes by providing advice on such issues as housing selection procedures, financial planning, and home management; directs and monitors economic development programs which seek to increase the number of minority businesses and foster commercial and real estate development by providing instructions on starting and incorporating a business, developing a marketable business plan, preparing a bankable loan package and maintaining accurate financial records.

Defines and formulates department policy, programs, objectives and direction.

Directs the preparation, award, monitoring and evaluation of contracts negotiated between the Metro-Miami Action Plan and various community based organizations.

Conducts research and develops policy recommendations based on community input and feasibility recommendations.

Represents the MMAP Trust before public forums and meetings, community-based organizations in order to articulate MMAP issues.

Meets with business leaders, public officials and members of community organizations on a regular basis and advises and informs them on matters pertinent to the community.

Directs the planning and preparation of special events, public relations functions, departmental publications and video presentations.

Supervises subordinate professional and clerical employees involved in various phases of program administration.

Oversees the preparation of departmental budget; monitors expenditures throughout the year.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Executive Director, MDEAT (003359)

Extensive knowledge of the goals and objectives of the Metro-Miami Action Plan Trust.

Extensive knowledge of economic and social conditions affecting the minority group community within Miami-Dade County.

Thorough knowledge of various community resources that provide social and health services.

Thorough knowledge of current legislative developments and of applicable county, state and federal laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of public relations principles and techniques.

Ability to establish and maintain effective working relationships with senior county management and officials in other county, local, state and federal departments.

Ability to advise and inform individuals, community leaders and community organizations on matters pertaining to the minority group community.

Ability to design and conduct surveys which address the priority needs of the community.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to conduct public meetings, conferences and seminars concerning various community issues and problems.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 01/98

### **Nature Of Work**

This is highly responsible executive level work in planning and directing activities of the Metro-Miami Action Plan.



## Human Resources Department

### Community Relations Assistant (003380)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in transcribing meeting minutes, agenda coordination and special events planning and coordination; performing customer service activities or conducting complaint investigation is required. Completed coursework may substitute for experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is paraprofessional work assisting the community for the Department of Community Relations.

An employee in this class is responsible for performing a variety of duties in support of a program of assistance to the community. Responsibilities include attending meetings with individuals and community organizations, performing investigations of community incidents, developing and conducting surveys of residents, preparing reports of findings and conclusions, and serving as a source of information to the community regarding County services. The incumbent utilizes considerable knowledge of the community in carrying out assigned responsibilities. Supervision is received from an administrative superior who reviews work for the provision of effective assistance in achieving program goals and objectives.

##### ILLUSTRATIVE TASKS

Attends meetings with individuals, community organizations and other groups to promote mutual understanding and cooperation with regard to the community.

Performs investigations of community incidents and conflicts; verifies relevant facts and develops plans to resolve problems; submits plans for approval and conducts plans to resolve issues.

Develops and conducts surveys of residents in disadvantaged areas; meets with community leaders to understand community problems.

Meets with representatives of local, state and federal agencies to discuss community incidents.

Attends community meetings to monitor progress toward solutions to problems.

Prepares reports of findings, conclusions and recommendations.

Assists the community and serves as a source of information concerning County services.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the living conditions and problems of residents of the community.

Knowledge of community relations policies, procedures and practices pertaining to the community.

Knowledge of the proper techniques and methods of resolving community complaints and problems.

Knowledge of public relations principles and techniques.

Knowledge of interviewing practices and techniques.

Knowledge of the records, forms and reports used in the area of assignment.

#### COMMUNITY AFFAIRS ASSISTANT (Cont'd)

##### KNOWLEDGES, ABILITIES, AND SKILLS (Cont'd)

Ability to provide effective assistance in carrying out a program of assistance to the community.

Ability to obtain relevant information concerning community incidents and conflicts.

Ability to develop and conduct surveys of the community.

Ability to establish and maintain effective working relationships with superiors and members of the public.

Ability to prepare reports pertaining to community incidents, conflicts and concerns.

#### MINIMUM QUALIFICATIONS

Three years of experience in interviewing, customer service activities or complaint investigations; graduation from a standard high school

## Human Resources Department

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### Community Relations Assistant (003380)

or the equivalent; college coursework may substitute for experience on a year-for-year basis to a maximum of two years.

NEW 10-95

Revised 10-98

#### **Nature Of Work**

This is paraprofessional work assisting the community for the Department of Community Relations.

## Human Resources Department

### Community Advocacy Program Officer 2 (003385)

#### Minimum Qualifications

Bachelor's degree. Four years of community organization experience including two years in program administration are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible supervisory community service work for the Office of Community Advocacy.

Employees in the class are responsible for overseeing or supervising the development and implementation of numerous programs which provide assistance to the community. Responsibilities include supervising staff in the development of various community programs; representing the department before numerous community boards, committees and task force, and providing administrative staff support assistance; attending various meetings to discuss matters pertinent to the community groups; developing and conducting seminars and workshops; developing surveys to determine priority matters and developing educational and informational radio and television programs. The incumbent exercises considerable independent judgment in initiating program action and in coordinating efforts to serve the community. Supervision is exercised over subordinate employees providing assistance in various phases of program activities. General direction is received from an administrative superior who holds the incumbent responsible for effective program administration and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises subordinate professional and clerical employees providing assistance with various phases of program administration.

Represents the department before several community boards, committees and task forces, and provides administrative staff support.

Attends meetings with individuals, community leaders, community organizations and volunteer agencies to advise/inform them of matters pertinent to the community.

Develops and conducts seminars and workshops to educate and inform the community on services available to them.

Meets with representatives of local, state and federal agencies to discuss community incidents and issues.

Performs assessment of community incidents and conflicts.

Develops and conducts surveys in cooperation with other organizations to determine priority needs within the community.  
Develops educational and informational radio and television programs for the benefit of the community.

Assists various Boards in the development of programs for the community.

Participates in the department's on-going customer service, consumer satisfaction, and internal assessment and evaluation activities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGLES, ABILITIES, AND SKILLS

Thorough knowledge of the goals and objectives of the Office of Community Relations.

Thorough knowledge of economic and social conditions affecting the communities within Miami-Dade County.

## Human Resources Department

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### Community Advocacy Program Officer 2 (003385)

Thorough knowledge of public relations principles and practices.

Thorough knowledge of community organizations and agencies.

Considerable knowledge of the development of informational programs for use by the media.

Knowledge of supervisory principles and practices.

Ability to advise and inform individuals, community leaders and community organizations of matters pertaining to numerous community groups.

Ability to deal tactfully, persuasively and diplomatically with community leaders, elected and appointed officials, and the public.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to design and conduct surveys addressing priority needs of the community.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to provide effective assistance to individuals concerning citizenship and immigration matters.

Ability to develop educational and informational programs for radio and television.

Revised 11/06

#### **Nature Of Work**

This is advanced and responsible supervisory community service work for the Office of Community Relations.

## Human Resources Department

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### Executive Director, Community Advocacy (003390)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of six to ten years of professional experience in community relations, conflict resolution and mediation to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

### Emergency Housing Manager (003412)

#### Minimum Qualifications

High school diploma or GED. Two years of experience managing a multi-unit residential facility or public housing project are required.

#### Job Specifications

##### NATURE OF WORK

This is responsible maintenance and related work in the coordination of all custodial activities in county emergency housing locations. Employees in this class reside in the housing project, are responsible for the overall maintenance and cleanliness of the housing location and grounds, and insuring occupants' compliance to residence rules. Work involves maintenance of units, scheduling of repair, as well as inspection, assignment and inventory of housing units. An additional responsibility includes assuring that the quality of contracted maintenance services is maintained. Supervision is received from an administrative superior who inspects premises for achievement of acceptable maintenance standards.

##### ILLUSTRATIVE TASKS

Inspects interior and exterior of units on a regular basis to identify repair needs; performs minor building and lawn maintenance tasks; schedules necessary repair work; cleans units prior to and after occupancy.

Assigns families to units; orients families regarding regulations and procedures of the facility; assures that facility guidelines are adhered to.

Maintains inventory of all furnishings and supplies; keeps record of all loaned equipment; orders, receives and dispenses all supplies to residents.

Oversees contractual services necessary for operation of the facility; assures that all contracted services are provided according to acceptable standards; reports any deficiencies to administrative superior.

Enforces all regulating policies as they pertain to residents; recommends changes in operational or maintenance procedures; suggests improvements to buildings or grounds.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of methods, materials and equipment used in institutional housekeeping.

Knowledge of the special housekeeping problems applicable to short term emergency housing.

Knowledge of established rules and regulations governing county emergency housing facilities.

Ability to identify maintenance needs.

Ability to coordinate maintenance activities.

Ability to perform minor repairs and paint jobs.

Ability to establish rapport and to communicate effectively with families in residence.

Ability to keep records and to make reports accurately.

Ability to follow oral and written instructions.

NEW 10-75

#### Nature Of Work

This is responsible maintenance and related work in the coordination of all custodial activities in county emergency housing locations.

### PHCD Housing Quality Control Specialist (Section 8) (003415)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration or related field. One year working with federally assisted rental housing programs, to include making eligibility and rent subsidy determinations, and monitoring or quality assurance experience is required. Additional related experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### PHCD Quality & Assurance Officer (003417)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business or related field. Two years of auditing and accounting experience.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work in conducting quality assurance reviews of housing eligibility documentation and rent and income calculations for the Miami-Dade Public Housing Agency.



### PHCD Occupancy Manager (003420)

#### Minimum Qualifications

Bachelor's degree. One year of administrative experience in determining eligibility for subsidized housing or other social services programs are required. Additional related experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work with supervisory responsibility in the Miami-Dade Public Housing Agency (MDPHA) Applicant Leasing Center.

An employee in this class is responsible for overseeing the agency's centralized intake and records management office for applications for all MDPHA's subsidized housing programs, including Section 8 Moderate Rehabilitation Program, Window/Shutter Program, Section 8 Project-Based Program and Public Housing. The incumbent exercises supervision over subordinate para-professional and clerical staff engaged in housing eligibility determination under current guidelines and regulations for assistance in a social service program and ensures that eligibility determinations are made in accordance with funding source rules and regulations. Supervision is received from an administrative superior who reviews work in progress and upon completion and assists with difficult and unusual problems.

##### ILLUSTRATIVE TASKS

Develops, measures and complies with departmental performance measures to achieve organizational goals and objectives in accordance with MDPHA's business and the county's strategic plans; identifies solutions to all inquiries or programmatic and operational issues; researches and responds to inquiries; reviews and evaluates completed work, findings and recommendations for accuracy, adequacy and presence of supporting documentation; assures that working papers support findings and conclusions are in accordance with professional and departmental standards; supervises and obtains, analyzes and appraises evidentiary data in support of audit objectives, conclusions and findings; performs quality control reviews of all case files including auditing the waiting list; manages and performs review of all case files for accuracy; provides report to supervisor for correction and training.

Participates in audits of highly technical or complex areas to determine the adequacy and effectiveness of management controls, effectiveness and efficiency of activities under review and compliance with policies, procedures, laws and regulations; supervises the verification of consistency through the department including the use of federal forms, financial calculations and housing ethics using an internal housing software system, Emphasys Computer Solutions (ECS) and other housing related systems.

Provides guidance and assistance to customers and personnel regarding federal housing regulations and policies of all housing programs; identifies opportunities for improving service delivery methods and procedures and implements improvements.

Participates in fraud cases with various investigative organizations; testifies regarding audit reports.

Develops, measures and complies with department performance measures to achieve organizational goals and objectives in accordance with MDPHA's Business and County's Strategic Plans.

Provides assistance to managers and clients regarding background eligibility, hearings, notification, and surveys; reviews narrative and statistical reports and client application logs; assures eligibility determinations are made in accordance with funding source rules and regulations; prepares records, reports and correspondence.

Assists with division's budget; conducts analyses of program costs and determines areas to improve efficiency and reduce costs within their sections; monitors and approves expenditures; recommends adjustments as necessary.

Assist in updating Administrative Plan and other internal policies and procedures.

Identifies opportunities for improving service delivery methods and procedures; reviews with the appropriate management staff; implements and monitors improvement methods.

## Human Resources Department

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### PHCD Occupancy Manager (003420)

Investigates and resolves disputes or programmatic or operational issues.

Reviews client information system forms and documents prior to submission for approval; reports fraud to the supervisor and appropriate organization.

Testifies in hearings, court cases and depositions.

Develops and implements training programs for subordinates.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of general management, public and business administration and their application to governmental administration.

Considerable knowledge of policies and procedures used in budget preparation, monitoring and reporting.

Considerable knowledge of applicable federal, state, and county laws relating to subsidized housing programs.

Considerable knowledge of departmental legal, administrative and procedural regulations.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of supervisory principles and practices.

Ability to analyze a variety of administrative problems and make sound recommendations as to their solution.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to analyze expenditures in relation to established budgets and furnish detailed information to management and supervisory personnel.

Ability to evaluate operating programs in relation to established goals and objectives and recommend courses of action.

Ability to supervise and prepare a variety of required reports accurately and completely and on a timely basis.

NEW/November 18, 2009

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility developing and measuring departmental performance measures in accordance with the Miami-Dade Public Housing Agency and County's Strategic Plans.

### PHCD Occupancy Manager (003420)

#### **Minimum Qualifications**

Bachelor's degree.

#### **Job Specifications**

#### **Nature Of Work**

### PHCD Field Officer (003438)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in eligibility interviewing, contract monitoring or real property sales, leasing or management are required.

#### Job Specifications

##### NATURE OF WORK

This is field auditing and related work in Section 8 New Construction and Substantial Housing Programs.

Employees in this class are responsible for performing field audits of Section 8 New Construction and Substantial Rehabilitation projects, and conducting preliminary tenant eligibility interviews. Responsibilities include reviewing projects after execution of the Housing Assistance Payments Contract and on an annual basis, inspection of leased or about to be leased units to determine their condition, and examination of the tenants' records pertaining to eligibility and family contribution to provide assurance of the owners' compliance with applicable U.S. H.U.D. requirements. Supervision is received from an administrative superior who reviews work through reports and personal conferences for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Reviews files of Section 8 New Construction and Substantial Housing Programs; records summary for each family reviewed; determines that owner is in compliance with equal opportunity requirements and regulations relative to security deposits; verifies that owner has correctly determined eligibility of families.

Assures that property manager is in compliance with regulations by conducting audits of first-time application, lease, recertification notice, recertification, income calculation and all required lease provisions.

Assures that the approved form of lease contains all required lease provisions.

Keeps abreast of changes in U.S. H.U.D. regulations concerning affirmative fair housing marketing plan, tenant selection plan, occupancy standard plan, lead-based paint, pet rules, federal preference regulations, and other applicable policies and procedures.

Prepares and submits reports for supervisory review.

Interviews tenants at housing sites and determines eligibility for programs based upon income, bedroom size, and family composition; provides program information for tenants; notifies applicants when they are ineligible.

Provides relocation assistance and resolves problems concerning payments, living conditions of housing units and adherence to program guidelines.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of rules and regulations for Section 8 New Construction and Substantial Housing Programs.

Knowledge of reports, forms, and documents required in the area of assignment.

Knowledge of the content and meaning of items on lease agreements.

Knowledge of departmental policies and procedures pertaining to the field auditing of Section 8 New Construction and Substantial Housing Programs.

Knowledge of public relations principles and techniques.

Ability to interpret and apply rules and regulations pertaining to Section 8 New Construction and Substantial Housing Programs.

Ability to monitor program compliance by owner and tenant to assure that there are no overpayments or underpayments.

Ability to prepare and submit reports.

Ability to keep informed on current rules and regulations in the area of assignment.

Ability to assure that lease agreements are complete and accurate.

Ability to determine eligibility for special housing programs.

NEW 7-92

#### Nature Of Work

This is field auditing and related work in Section 8 New Construction and Substantial Housing Programs.

## Human Resources Department

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**PHCD Field Officer (003438)**

### PHCD Housing Specialist (003440)

#### Minimum Qualifications

Completion of 60 semester credits. Two years of experience in subsidized housing, public or social services, or customer service experience is required. Additional related experience may substitute for the required education on a year-for-year basis. Must obtain a Certified Occupancy Specialist (COS) or comparable certification by a national housing organization during the probationary period. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is paraprofessional work determining continued program eligibility in compliance with federal regulations for the Miami-Dade Public Housing Agency.

Employees in this class are responsible for interviewing participants for Private Rental Housing Operations including the Housing Choice Voucher Program (HCVP or Section 8), portability programs, moderate rehabilitation and other subsidized programs such as the Family Self Sufficiency Program and the Homeownership Program. Responsibilities include briefing applicants and landlords on rules and regulations; verifying family income; preparing case records; initiating inspections; scheduling orientation; preparing payment and income statements; conducting annual re-examinations; determining appropriate bedroom size and other occupancy activities for various housing programs. Some independent judgment is exercised in assuring tenants and landlords comply with program requirements. Supervision is received from an administrative superior who reviews work in progress and upon completion and assists with difficult or unusual problems

##### ILLUSTRATIVE TASKS

Schedules and interviews tenants, existing landlords and prospective rental property owners and examines data to ascertain and determine continuing eligibility for housing assistance.

Provides guidance and assistance to all customers regarding federal housing regulations and policies of the Housing Choice Voucher and other housing programs.

Verifies through third parties and through the Enterprise Income Verification (EIV) system and other verification systems, demographic and financial information, including employers, financial institutions, and government agencies, to determine earned and unearned income; assures citizenship, veterans and disability statuses for document completion.

Reviews initial leases, contracts and requests for lease approval including calculation of annual income and adjusted annual income, applicable utility allowances/reimbursements, participants' Total Tenant Payment (TTP) and landlords' Housing Assistance Payment (HAP); prepares and executes the HAP contract by signing the contract on behalf of Miami-Dade County; coordinates inspection between owner, tenant and inspections unit.

Offers initial contract rents with landlords and/or managers for housing units enrolled in rental subsidy and other affordable programs and processes rent increase requests as required.

Enters data in a net-worked, centralized automated housing software system and maintains hard copies of documents, including originals.

Conducts tenant re-examinations and rent adjustments on an annual basis to verify tenant's income in order to adjust tenant rental calculation, housing assistance payments and utility allowances.

Reviews lease continuations including computation of utility allowance, tenant rent and housing assistance payments; coordinates inspections between owner, tenant and inspections unit.

Conducts initial certification into the applicable Section 8 program to verify that applicant information is in compliance with program regulations governing tenant eligibility such as non-citizen rules and income limits.

Performs family move-ins or transfers; conducts change of dwellings to include verification of leases and owner and tenant compliance with

### PHCD Housing Specialist (003440)

the United States Housing and Urban Development (U.S.HUD) housing assistance contracts to include tenant damages, outstanding tenant rents and other U.S.HUD requirements; enters data for tracking of Expedited Payment Process to landlord.

Completes and reviews Request for Tenancy Approval (RFTA) for accuracy and sufficiency and approves the lease in accordance with federal and state rules and regulations and local policies and procedures; submits recommendations for termination for supervisor's review.

Performs Change of Ownership, to include approval of new owner and assignment of the HAP contract to the new owner.

Maintains a permanent caseload of clients.

Conducts fraud prevention and reports any fraud or appearance of misuse to the appropriate authorities.

Requests and checks Housing Quality Standards (HQS) Inspections for initial leasing activities; verifies status of HQS inspections for annual re-examinations and rent increase requests.

Researches property taxes and ownership; maintains copies or originals for filing.

Receives portable certificate and voucher holders from other districts; contacts initial housing agency in order to coordinate the transfer of family work papers and the arrangement of family qualifications under U.S.HUD guidelines.

Conducts public surveys for the Section 8 Housing Certificate Program to determine average rent for units in the area and negotiate accordingly.

Monitors status of outstanding vouchers, and other transactions, such as rent adjustments, change of ownership, annual re-examination and rent increases; generates reminder notices and other notices of established deadlines and takes corrective actions for missed deadlines.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of USHUD rules and regulations as well as MDPHA policies and procedures.

Knowledge of the rules, regulations and procedures of the Housing Choice Voucher Program.

Knowledge of the forms, reports and schedules used in the Housing Choice Voucher Program.

Knowledge of the content and meaning of information on residential leases and contracts.

Knowledge of public relations principles and techniques.

Knowledge of the geography of the local metropolitan area.

Ability to negotiate leases and contracts in accordance with Housing Choice Voucher Program guidelines and regulations.

Ability to perform arithmetic calculations quickly and accurately.

Ability to review complex lease and contract documents and assure their completeness.

Ability to monitor lease agreements for compliance with Housing Choice Voucher Program regulations and guidelines.

Ability to understand and carry out complex oral and written instructions.

## Human Resources Department

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### PHCD Housing Specialist (003440)

Ability to communicate clearly and concisely, both orally and in writing.

Ability to manage a caseload and establish and maintain effective working relationships.

Ability to achieve support and establish effective communication with public housing tenants.

NEW/07/26/2011

#### **Nature Of Work**

This is paraprofessional work reviewing initial leases, contracts and requests for lease approval in the Miami-Dade Public Housing Agency Section 8 division.



## Human Resources Department

### PHCD Housing Manager (003441)

#### Minimum Qualifications

Bachelor's degree. One year of experience in housing or social service programs, customer service, or financial environment is required. Additional related experience may substitute for required education on a year-for-year basis. Must obtain a Certified Occupancy Specialist (COS) or comparable certification by a national housing organization during the probationary period. Must possess a driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the provision of housing for families and individuals qualifying under the guidelines of the Housing Choice Voucher Program (HCVP or Section 8).

An employee in this class is responsible for supervising and coordinating the work of staff engaged in eligibility determination and selection of families and individuals for public housing. Emphasis of the work is on coordination of the processes of intake, determination of applicant eligibility, explanation of general leasing requirements and reaching of applicants as vacancies occur in accordance with established procedures and guidelines. Responsibilities include overseeing orientation of first time owners and tenants, and dissemination of information regarding program inquiries; supervision of staff; selection and training of new employees; preparation of reports for management; implementation of new Miami-Dade Public Housing Agency (MDPHA) regulations to meet eligibility requirements; supervision of annual re-inspections; and mediation of informal tenant and owner grievances and reviewing claims for damages/vacancy loss paid for by MDPHA. Duties require the use of considerable independent judgment to assure that regulations and priorities are followed. Supervision is exercised over a staff of paraprofessional and clerical subordinates by the assignment and review of work in progress and upon completion for compliance with regulations and procedures. Supervision is received from an administrative superior who evaluates work through personal inspection, analysis of written reports and conferences for conformity with established policies and procedures.

##### ILLUSTRATIVE TASKS

Supervises and implements all aspects of tenant selection per established eligibility requirements for selection of low income families under the guidelines of the Housing Choice Voucher and Moderate Rehabilitation Programs; oversees the orientation of first time owners and tenants, and the dissemination of information regarding program inquiries.

Supervises and coordinates the work of a group of subordinate paraprofessional and clerical staff to ensure that the work is performed in an accurate and efficient manner to include the review of all Requests for Tenancy Approvals, Housing Certificate/Vouchers and Determination of Family's Income Status; selects and trains new employees and evaluates their performance.

Prepares and submits monthly and quarterly reports to superiors regarding unit activities under the Housing Choice Voucher and Moderate Rehabilitation Programs; reviews monthly reports concerning survey and certification of Section 8 housing tenants.

Implements new MDPHA regulations and monitors their application in order to meet eligibility requirements under the Housing Choice Voucher and Moderate Rehabilitation Programs.

Supervises the coordination of the annual re-inspections in conjunction with the inspections unit.

Mediates informal grievances with owners and tenants; review claims for damages/vacancy loss that are paid by MDPHA.

Recommends changes in tenant selection policies and procedures to increase productivity.

Makes recommendations regarding hiring, discipline or promotion of subordinates; authorizes leave; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

### PHCD Housing Manager (003441)

Knowledge of the rules, regulations and procedures of the Housing Choice Voucher and the Moderate Rehabilitation Program.

Knowledge of the forms, reports and schedules used in the Housing Choice Voucher and Moderate Rehabilitation Program.

Knowledge of the content and meaning of information on residential leases and contracts.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Knowledge of the geography of the local metropolitan area.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relations with superiors, subordinates, departmental officials, housing applicants and other members of the community

Ability to enforce established rules and regulations with fairness and impartiality.

Ability to communicate clearly and concisely, verbally and in writing.

NEW/01/26/2010

#### **Nature Of Work**

This is professional supervisory work in the tenant selection process of low income families under the guidelines for the Certificate/Voucher and Moderate Rehabilitation Programs.

### PHCD Facilities & Development Contracts Specialist (003442)

**Minimum Qualifications**

Bachelor's degree. Two years of professional administrative experience to include one year in program development and implementation. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications****Nature Of Work**

This is professional administrative work coordinating, tracking and assisting in the management of Job Order Contracts for the Miami-Dade Housing Agency.

### PHCD Mortgage Services Clerk (003450)

#### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is specialized data maintenance and clerical work in the Mortgage Services Unit of the Miami-Dade Housing Agency.

Employees in this class are responsible for performing work where the emphasis is on file maintenance, the linking of documents and retrieval of information. Responsibilities include program application and software management; maintenance of loan files and database control and program application support. Duties require skilled data entry and the operation of a computer system used for loan processing and servicing. Supervision is received from an administrative superior who reviews work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Prepares new loan accounts for computer entry; orders and mails payment coupons to mortgagees; pays off processing.

Creates and maintains a database program using various computer software packages.

Performs data entry including researching, verifying and correcting information to be entered into the database; ensures data is valid and properly stored, generates reports and conducts database queries.

Updates and changes new loans to cross reference with service report.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the rules, regulations, policies and procedures of home loan mortgage servicing.

Knowledge of data entry techniques and computer systems used for loan processing and servicing.

Knowledge of routine office practices and procedures.

Knowledge of arithmetic.

Ability to establish and maintain detail computerized records for home loan processing and servicing.

Ability to read and decipher data on source documents to be entered.

Ability to enter and verify information with accuracy and a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to work with considerable independence.

Skill in data entry or typing.

NEW/June 15, 2007

#### Nature Of Work

## Human Resources Department

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### **PHCD Mortgage Services Clerk (003450)**

This is specialized data maintenance and clerical work in the Mortgage Services Unit of the Miami-Dade Housing Agency.

## Human Resources Department

### MDPHA Compliance Reviewer (003455)

#### Minimum Qualifications

High school diploma or GED. Four years of experience in assisted housing programs, investigations, internal auditing or quality assurance reviews are required. A bachelor's degree may substitute for the related experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work for the Miami-Dade Public Housing & Community Development (PHCD) Agency.

An employee in this class is responsible for coordinating and reviewing reasonable accommodation requests (RAR); and coordinating and reviewing fraud investigations and criminal background checks of applicants and participants of the Public Housing and Section 8 programs. Responsibilities include assisting in other compliance functions such as internal auditing and quality assurance reviews; Fair Housing complaints; development and implementation of policies and procedures related to HUD regulations and annual development of HUD required agency plan. General direction is received from an administrative superior who reviews work in progress and upon completion and assists with difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Reviews housing operations and applicant and tenant files in support of internal audits and quality assurance programs; identifies problem areas, evaluates effectiveness of employees' work product and margin of errors, and develops objective findings and recommendation reports; reviews the information and documents obtained during the eligibility, move-in and re-examination processes to ensure they are complete and appropriate; ensures that the calculation of family income, deductions and tenant rent are accurate; ensures the data transmission to HUD is accurate and PIC errors are corrected.

Coordinates functions related to reasonable accommodation requests (RAR) from persons with verified disabilities agency-wide to ensure compliance with the Americans with Disabilities Act (ADA), Fair Housing Act, HUD regulations, PHCD's RAR Policies and Procedures, and the county's Voluntary Compliance Agreement (VCA) with HUD; reviews RAR approvals and makes final determination for denied RAR; follows up on status of pending cases, maintains program logs and prepares VCA managerial reports; organizes and leads hearings on requested appeals for denied RAR; reconciles report with computer system's information against RAR documents; ensures approved accommodations are provided; represents the agency in ADA and VCA meetings.

Investigates fraud and criminal allegations received by the agency, performs criminal background research of public housing residents for annual re-examinations and other special internal investigations; conducts interviews, searches databases and applicable files to collect evidence; recommends termination of assistance, removal of culpable family member or issuance of warnings in accordance with HUD regulations and PHCD policies; prepares concise investigation reports with findings and recommendations in accordance of established guidelines; maintains electronic files and logs of open and closed cases; performs follow ups on recommendations provided and on status of investigations referred to the contractor managing the HCV program; notifies staff of new HUD regulations and notices; attends hearings and any other meetings related to the investigations performed.

Assists in the development of the annual Public Housing Agency (PHA) Plan, related documents, correspondence and meetings with residents; assists in revisions to the Admission and Continuing Occupancy Policy (ACOP), Section 8 Administrative Plan, Public Housing Lease and Community Policies, and any other policy or contract as needed; assists with the reviews and interpretation of federal, state and county regulations and departmental policies and procedures related to HUD regulations; notifies staff of new HUD regulations and notices; maintains electronic library of regulations.

Reviews Fair Housing complaints, appeals to the Director, requests from HUD, Legal Services and other advocacy or legal entities; gathers information and documentation and develops factual written responses including regulatory citations and back-up documentation.

Assists with other regulatory compliance functions as assigned and participates in administrative support team's tasks.

Performs related work as required.

### MDPHA Compliance Reviewer (003455)

#### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the U.S. HUD regulatory housing program regulations and procedures.

Knowledge of eligibility requirements under the guidelines and regulations for assistance in social service programs.

Knowledge of established audit program guidelines applicable to audits assigned.

Knowledge of basic investigative techniques.

Knowledge of computer software such as Excel and Word.

Ability to accurately perform arithmetic computations and compile and prepare statistical and written reports.

Ability to interpret and apply applicable laws, rules, regulations and policies.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

NEW/03/01/2012

#### **Nature Of Work**

This is administrative work in support of various compliance activities in the Miami-Dade Public Housing Agency.

### PHCD Services Representative (003462)

#### Minimum Qualifications

High school or GED. Three years of experience in mortgage collections, foreclosures or loan processing are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical mortgage servicing work in the Surtax Homeownership Loan Assistance Program.

Employees in this class are responsible for performing specialized clerical and technical mortgage servicing work in a documentary surtax loan assistance program. Responsibilities include providing mortgagees with comprehensive information on rules, procedures, insurance requirements and taxes pertaining to home loans, initiating collection letters in cases of delinquencies, providing periodic reports on delinquent loans, ordering property inspections, and ordering and filing notices of foreclosure.

Incumbents apply considerable knowledge of standard home loan procedures to mortgage servicing under a documentary surtax loan assistance program. Supervision may be exercised over subordinate clerical employees engaged in various phases of work. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for timely and effective mortgage servicing activities.

##### ILLUSTRATIVE TASKS

Initiates collection correspondence on delinquent home loans and supplements with telephone calls to mortgagor; orders property inspections of delinquent loans; provides periodic written status updates of delinquent individual loans.

Documents and maintains accurate records on inspection orders and results.

Orders, mails and files notices of foreclosure to mortgagors; monitors eviction matters.

Assures that special attention cases are distributed to proper officials; orders appropriate insurance coverage on vacant properties.

Services loans in bankruptcy status in compliance with statutory regulations; researches and handles title problems with foreclosure paralegal staff.

Handles correspondence and telephone calls concerning payoff of loans; orders and mails payoff statements.

Prepares documentation required for release of recorded mortgages on paid-off loans; requests satisfied mortgage documents on all loans paid-off by Dade County.

Routes customer inquiries, requests and complaints to appropriate employees.

Maintains mortgage servicing files.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the rules, regulations, policies and procedures of home loan mortgage servicing.

Considerable knowledge of the organization and operation of a Surtax Homeownership Loan Assistance Program.

Knowledge of standard real estate terminology and paralegal terminology related to residential mortgage lending.

Knowledge of the legal instruments used to convey title to residential real estate properties.

Knowledge of public relations practices and techniques.

Knowledge of modern office administration.

Knowledge of arithmetic.

Ability to service a large volume of home mortgages in accordance with mortgage servicing practices and procedures.

Ability to prepare reports, correspondence and various mortgage servicing documents.

Ability to conduct title searches on foreclosure properties.

Ability to maintain effective working relationships with superiors, subordinates and mortgagees.

Ability to operate modern office equipment.

NEW 6-91

#### Nature Of Work

This is specialized clerical mortgage servicing work in the Surtax Homeownership Loan Assistance Program.



### PHCD Services Representative (003462)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is paraprofessional accounting work in the review and preparation of deposits to the appropriate bank accounts; reconciliation of all bank statements; processing of non-sufficient fund checks; preparation and distribution of escrow analysis and review of insurance cancellation notices.

### PHCD Compliance Officer (003473)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business or Public Administration or a related field. One year of professional or supervisory experience in monitoring or managing a government funded housing assistance housing program is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in Section 8 New Construction and Substantial Housing Programs. Employees in this class are responsible for supervising subordinate employees engaged in performing field audits of Section 8 New Construction and Substantial Rehabilitation projects, and conducting preliminary tenant eligibility interviews. Responsibilities include conducting audit meetings with owners and project managers, processing special rent increases, preparing a variety of reports and correspondence, processing annual rent increases, monitoring deposits and withdrawals from the Replacement Reserve Fund Account, and conducting various financial analyses. Incumbents exercise considerable independent judgment in assuring compliance with U.S. H.U.D. regulations, rules, and procedures. Supervision is exercised over a staff of subordinates engaged in conducting field audits and preliminary eligibility interviews. Supervision is received from an administrative superior who reviews work through reports and personal conferences for effectiveness of housing compliance activities.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate employees engaged in performance and management field audits of Section 8 New Construction and Substantial Rehabilitation projects.

Conducts audit meetings with owners and project managers; prepares written reports detailing findings and corrective action quoting applicable federal regulations; prepares correspondence to U.S. H.U.D. for classifications and to determine proper courses of action.

Processes special rent increases for Section 8 New Construction and Substantial Rehabilitation Program; analyzes financial data to determine eligibility; prepares written recommendations to U.S. H.U.D. on behalf of project owner.

Prepares a variety of reports and correspondence; answers inquiries from owners, applicants, and tenants on Moderate Rehabilitation matters; processes management certification forms and documents as required.

Processes annual rent increases for Section 8 New Construction and Substantial Rehabilitation Program.

Monitors deposits and withdrawals from the Replacement Reserve Fund Account for each Section 8 New Construction and Substantial Rehabilitation Program Projects; approves annual budgets and analyzes financial statements.

Assists with cost certifications by conducting financial analyses and reviewing documents for requesting information from owners, financial institutions, and developers.

Processes annual rent increases for Section 8 Moderate Rehabilitation Program.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of accounting, business, and public administration.

Considerable knowledge of management auditing rules, regulations, and procedures pertaining to the audit of Section 8 New Construction and Substantial Housing Programs.

Considerable knowledge of the U.S. H. U.D. regulations pertaining to the management of Section 8 New Construction and Substantial Housing Programs.

Knowledge of the records, reports, forms, and documents required in the area of assignment.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to supervise the conduct of complex management audits of Section 8 New Construction and Substantial Housing Programs.

Ability to interpret and apply U.S. H.U.D. regulations to the management of field auditing operations.

Ability to analyze and understand a variety of financial statements.

Ability to prepare complex reports, correspondence, and various documents.

Ability to establish and maintain effective working relationships with subordinates, superiors, project managers, and property owners.

## Human Resources Department

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### PHCD Compliance Officer (003473)

NEW 6-92

#### **Nature Of Work**

This is advanced administrative and supervisory work in Section 8 New Construction and Substantial Housing Programs.

## Human Resources Department

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### Director, PHCD Contract Administration (003490)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Finance or a related field. Four years of experience in the preparation and administration of contracts to include one year of supervisory experience and U.S. HUD approved training in Section 8 programs, regulations and related subjects including housing quality standards is required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is administrative security enforcement work in the Miami-Dade County Department of Corrections and Rehabilitation.

## Human Resources Department

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### PHCD Accounting Chief (003494)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or related field. Four years of progressively responsible professional experience managing financial activities to include the preparation of monthly financial reports, enterprise fund annual budget and supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional accounting and supervisory work for the Public Housing & Community Development Department.

## Human Resources Department

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### PHCD Supply Specialist (003507)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in a warehouse operation to include purchasing, inventory control, and receipt and issuance of supplies and equipment are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the purchase of assigned commodities for the Miami-Dade County Housing Agency.

Employees in this class are responsible for purchasing various items in assigned commodity groups. Emphasis of the work is on review of purchase requests, obtaining competitive bid quotations from vendors, analysis of bids, and preparation of purchase orders. Duties include communication with vendors and departmental officials on purchasing, shipping, receiving and invoicing problems and processes. Incumbents must apply knowledge of specifications of frequently purchased commodities, sources of supply, current prices and market trends in the timely purchasing of a large volume of goods. Supervision is received from a technical or administrative superior who reviews work progress and completed work to assure conformance with established policies and procedures.

##### ILLUSTRATIVE TASKS

Stocks item to maintain adequate inventory levels; places parts, tools, materials, and other items on appropriate shelves or in various bins; notifies superiors of items in short supply.

Reviews purchase requests and contacts departmental officials to clarify amounts and/or nature of items requested; refers to current supply catalogs and references for sources of supply; enters and tracks data on Creative Computer Solutions (CCS) and spreadsheets.

Obtains competitive bid quotations from vendors; determine lowest and best bidders and prepares purchase orders; maintains files of vendors to whom purchase orders have been sent.

Schedules delivery dates and follows up on delayed deliveries; assists in the receipt, storage and issuance of commodities; checks deliveries against requisitions for accuracy and completeness.

Establishes and maintains contact with MDHA Central Procurement and with various vendors concerning orders, deliveries, prices, shortages and related matters; acts as liaison for the MDHA Central Procurement Section.

Prepares, maintains and reviews inventory and procurement records; prepares and submits vendor performance reports; processes invoices through departmental system; performs various clerical and fiscal duties; reviews and follows up with the MDHA Accounting section.

Prepares damaged or incorrect deliveries for return by contacting vendors and delivery services; repackages defective or reclaimed goods for return.

Performs other related work.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of large scale purchasing methods and procedures in an assigned commodity grouping.

Knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by the department.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

## Human Resources Department

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### PHCD Supply Specialist (003507)

Knowledge of methods used in maintaining accurate and systematic procurement records.

Knowledge of the receipt, storage and issue practices of a supply warehouse.

Knowledge of recordkeeping requirements applicable to area of assignment.

Ability to accurately receive and issue a wide variety of specialized and general supplies and materials.

Ability to enter and track data in a computerized inventory management system and spreadsheets.

Ability to analyze and process a large volume of procurement records and to perform a variety of clerical work.

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to maintain effective relationships with departmental officials and vendors.

Ability to prepare invitations to bid and to tabulate and analyze bids.

Ability to communicate effectively, verbally and in writing.

NEW/6/18/2007

#### **Nature Of Work**

This is specialized work in the purchase of assigned commodities for the Miami-Dade County Public Housing Agency.

### PHCD Structural Maintenance Technician (003508)

#### Minimum Qualifications

High school diploma or GED. One year of skilled experience in carpentry, painting, electrical, plumbing, plastering or building or refrigeration/air-conditioning maintenance is required. Must obtain a Miami-Dade County Certificate of Eligibility in Building Maintenance, Mechanical Maintenance, Maintenance Electrician or Plumbing Maintenance or a Miami-Dade County Journeyman Certificate of Competency as a Plumber, Air-Conditioning/Refrigeration Mechanic, or Electrician within the probationary period. Must possess a Driver license. Must be able to lift 50 lbs.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the construction, repair, and maintenance of structures, fixtures and equipment for the Miami-Dade Housing Agency.

Employees in this class are responsible for performing skilled general building maintenance, carpentry, painting, plastering and masonry tasks in accordance with standard practices. Work involves maintaining and repairing buildings, machinery and mechanical equipment. Supervision is received from a technical or administrative superior who periodically inspects work in progress and reviews completion for satisfactory application of skills and for adherence to job specifications.

##### ILLUSTRATIVE TASKS

Maintains and repairs buildings, machinery and mechanical equipment; replaces and/or repairs short circuits and broken wires; installs or replaces electrical fixtures, motors, switches, relays and other electro-mechanical components; replaces light fixtures, lamps, ballasts, receptacles, defective fuses, ballasts on fluorescent lights and defective circuits; unclogs stoppages in sinks, toilets, and tubs; repairs/replaces kitchen faucets, valves, P-traps and showers; performs general repairs on A/C systems such as replacement of filters, oils and lubricates, adjusts or removes belts; performs general repairs on refrigerators and troubleshoots system, such as replacing fan motors, switches, thermostats, relays and gaskets; troubleshoots repairs and/or replaces appliances such as clocks and stoves; diagnoses, repairs and replaces mechanical equipment including sewer pumps, cold and hot water systems, fire alarm systems, central TV antennas and garbage compactors used in high rise apartment buildings.

Prepares surfaces to be painted; applies paint, stains, varnishes, shellac, lacquer, primer and water-proofing to interiors and exteriors of buildings, furniture and/or equipment; operates a spray gun and uses brushes; rigs and erects scaffolding; hauls ladders and other devices to perform job; cleans brushes, spray guns and other equipment/supplies and makes minor repairs to equipment and apparatus.

Performs carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, drop ceilings, wood fixtures and furniture; constructs and repairs cabinets, furniture and shelving; builds forms; installs doors and locks.

Prepares surfaces for plastering; replaces and repairs broken metal or wood lathes; chips out broken plaster, concrete or tile; mixes plaster according to standard formula; applies plaster to walls and ceilings; spreads plaster over lathes with trowel; smoothes plastered surfaces to desired finish; molds and installs ornamental plaster panels and turns, shaping them by hand, using templates or fabricated molds; patches over cracks or deteriorations and prepares surface for painting and installs insulation and acoustic blocks.

Lays bricks and concrete blocks; applies and trims mortar; constructs and tests forms in preparation for pouring cement; assists in pouring large quantities of concrete for foundations and reinforcements; applies cement grout to patch surfaces; mixes mortar; floats and screens on poured concrete to secure specified finish and operates vibrators or rotary finishers.

Makes estimate of time and material required for assigned tasks and keeps simple records; performs preventative maintenance; shuts off gas to all appliances at the meter; uses a variety of power tools and equipment.

Performs related work as required.



### PHCD Structural Maintenance Technician (003508)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the masonry trade including stone work, plastering, cement finishing and tile setting.

Considerable knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Considerable knowledge of the standard practices, methods, tools and materials of the painting trade.

Considerable knowledge of the occupational hazards and safety precautions of the painting, carpentry and masonry trades.

Ability to read and interpret blueprints, sketches and drawings.

Ability to operate a variety of equipment used in the painting, carpentry and masonry trades.

Skill in carpentry.

Skill in the operation of carpentry tools and equipment.

Skill in masonry.

Skill in the manipulation and operation of masonry tools and equipment.

Skill in painting.

NEW/6/22/2007

#### **Nature Of Work**

This is skilled work at the journeyman level in the construction, repair, and maintenance of structures, fixtures and equipment for the Miami-Dade Housing Agency.

### PHCD Maintenance Specialist (003510)

#### Minimum Qualifications

Eighth grade. One year of skilled maintenance and repair experience in a mechanical, electrical, plumbing, electronic, building maintenance, or other general or specialty trade is required. Must possess a Miami-Dade County Certificate of Eligibility in Building Maintenance, Mechanical Maintenance, Electrical Maintenance or Plumbing Maintenance, or Miami-Dade County Journeyman Certificate of Competency as a Plumber, Air-Conditioning/Refrigeration Mechanic, or Electrician. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the repair and maintenance of structures, fixtures and appliances for the Miami-Dade Housing Agency.

Employees in this class are responsible for performing skilled general building maintenance, carpentry, plumbing, electrical, AC/Refrigeration, and plastering/dry wall installation tasks in accordance with standard practices. Work involves maintaining and repairing buildings, appliances and fixtures. Supervision is received from a technical or administrative superior who periodically inspects work in progress and reviews completion for satisfactory application of skills and for adherence to job specifications.

##### ILLUSTRATIVE TASKS

Repairs and replaces plumbing fixtures such as lavatory faucets, kitchen faucets, water closets, bathtub diverters, angle stops, hose bibs, flush-o-meters, shower heads and hoses, p-traps, supply lines, ball cocks, tank flappers, tank handles and toilet seats; hangs lavatories, unstops blockages of drain line utilizing K38, K50 and K1500 drain cleaning machines.

Repairs and replaces electrical light fixtures of various sorts such as incandescent and fluorescent; replaces rapid start ballast and bi-pins; replaces outlets, single and double pole switches, smoke alarms and emergency call systems.

Repairs refrigerators to include replacing relays, timers, thermostats, door gaskets, drain pans, handles and hardware; repairs electric ranges to include replacing elements, T blocks, switches, power cords and pilot lights; repairs A/C wall units to include replacing selector switches, T-stats, overloads, fan blades, motor, power cords and wall sleeves; sands and refurbishes appliances.

Repairs windows to include replacing balance top guides, tucker shoes, window glasses, frames and roll window screens; notches out and installs peepholes; repairs and installs bifold and accordion doors; installs door locks such as entry deadbolt single cylinder, mail box and hydraulic door closers; hangs closet rods, window shades and brackets.

Plasters small and large holes; hangs sheets of dry wall and duro rock; repairs and installs ceramic wall tiles; installs vinyl floors and cove base; seals exterior and interior wall structures.

Replaces kitchen and wall cabinets and closet shelves.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Knowledge of the standard practices, methods, tools and materials of the plumbing, electrical and A/C refrigeration trades.

Knowledge of the occupational hazards and safety precautions of the plumbing, electrical, A/C refrigeration and carpentry trades.

Ability to read and interpret blueprints, sketches and drawings.

### PHCD Maintenance Specialist (003510)

Ability to operate a variety of equipment used in the plumbing, electrical, AC/refrigeration and carpentry trades.

Skill in carpentry.

Skill in the operation of carpentry tools and equipment used in plumbing, electrical and AC/refrigeration repairs.

Skill in making plumbing repairs.

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Skill in making electrical repairs.

Skill in making AC/refrigeration repairs.

NEW/6/26/2007

#### **Nature Of Work**

This is skilled work at the journeyman level in the repair and maintenance of structures, fixtures and appliances for the Miami-Dade Public Housing Agency.

## Human Resources Department

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### PHCD Asset Project Manager (003525)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Construction Engineering, or related field. Five years of experience in the design, construction, or management of construction projects are required. A license in any of the following may substitute for the required education: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County or State of Florida General Contractor's, Miami-Dade County or State of Florida General Building Contractor, Miami-Dade County or State of Florida General Engineering Contractor's, or Miami-Dade County or State of Florida Certificate of Eligibility in General Building or General Engineering.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional and administrative work in the management of building construction projects for the county.

### PHCD Site Manager (003532)

#### Minimum Qualifications

Completion of 60 semester credits. Two years of experience in housing management or assisting in housing management are required. Additional experience may substitute for the required education on a month-for-month basis. Certification by a national public housing organization such as Institute of Real Estate Management (IREM) or National Association of Housing and Redevelopment Officials (NAHRO) must be obtained within one year of appointment. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is residential property management work in a federally-funded Metro-Dade public housing agency.

Employees in this class are responsible for the daily management, maintenance, and security of subsidised housing units for low-income families and elderly tenants. Responsibilities include supervision of office operations, conducting inspections of housing units, enforcement of lease agreements, counseling residents on a variety of issues, and development and maintenance of tenant relations. Supervision is received from an administrative superior who reviews work through written reports and personal conferences for satisfactory property management activities.

##### ILLUSTRATIVE TASKS

Manages the housing development office including records of tenant rental charges, interim rent adjustments, reconciliation of the rent roll, and maintenance of move-in and move-out transactions.

Prepares and submits resident transfer requests, reimbursement claims, and grievance hearing requests.

Counsels residents with rent delinquencies and makes special arrangements for payment of overdue accounts; initiates eviction action when residents are in violation of dwelling lease.

Conducts systematic inspections of housing units prior to occupancy and on an annual basis; requests maintenance services for vacant unit preparation, repairs and equipment replacement; inspects grounds for proper landscape maintenance.

Provides support to resident council; cooperates with department staff to encourage resident participation in various programs; develops and maintains positive relations with residents and representatives of organized resident groups.

Counsels and assists residents with proper housekeeping techniques; arranges for post-occupancy training for residents; refers residents with social or economic problems to casework staff for assistance.

Contacts law enforcement officials regarding suspected criminal activity in the development and surrounding neighborhood.

Participates in staff and resident training activities; makes recommendations for changes in departmental policies and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of public housing management principles and practices.

Considerable knowledge of public housing management policies and procedures.

Knowledge of lease agreements, tenant rent arrangements, and rent rolls for various types of public housing.

Knowledge of appropriate counseling methods and techniques applicable to public housing tenants.

Knowledge of reports, records, and forms pertaining to management of public housing facilities.

Knowledge of social service programs available to public housing tenants.

Ability to manage a public housing site.

Ability to achieve support and establish effective communication with public housing tenants.

Ability to prepare reports and keep records pertaining to the management of public housing facilities.

Ability to enforce public housing regulations with firmness, tact and impartiality.

NEW 7-92

#### Nature Of Work

This is residential property management work in a federally-funded Miami-Dade public housing agency.

## **Human Resources Department**

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**PHCD Site Manager (003532)**

## Human Resources Department

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### PHCD Resident Services Coordinator (003534)

#### Minimum Qualifications

Bachelor's degree. Three years of administrative experience in providing housing related assistance is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work providing support to the Resident Services Division to affectively address the needs of residents of multi-family rental housing complexes.

An employee in this class is responsible for performing a variety of duties in response to the needs of residents of multi-family rental housing complexes. Responsibilities include planning, designing, implementing and enforcing Section 3, minority, women and disadvantaged business enterprise compliance programs and procedures; monitoring agency and contractor compliance with federal equal opportunity requirements in contracts and funding awards; and promoting resident services programs to include community outreach and crime prevention. General supervision is received from an administrative superior who reviews work for conformity with established policies and procedures and attainment of desired objectives.

##### ILLUSTRATIVE TASKS

Provides support to the Resident Services Division to effectively address the needs of public housing residents; maintains referral relationships with local service resource agencies to assist residents; provides referral support to residents identified as being in jeopardy of eviction; establishes contact with new and existing residents to explain resident services programs.

Assists residents to facilitate tenant meetings, community-organizing activities, and social activities; identifies and assesses individual and family needs and informs residents of available resources to assist them; develops supportive professional relationships with residents to enhance their quality of life and promote self-sufficiency; coordinates training to ensure effective implementation of outreach and compliance activities.

Administers the planning, designing, implementation and enforcement of Section 3, minority, women and disadvantaged business enterprise compliance programs and procedures; coordinates with departmental procurement to monitor applicable County contracts with Section 3 requirements; ensures compliance is met by recipients and sub-recipients of United States Department of Housing and Urban Development (USHUD) funding; expands contracting, training and employment opportunities to low income residents of federal housing and to other low income residents of Miami-Dade County.

Coordinates with the PHCD Facilities and Development project team and departmental procurement on all construction projects to meet Section 3 program requirements for economic opportunities for minority and women owned businesses to include training, employment and contracting goals; attends outreach meetings with former Scott Carver residents and all pre-bid meetings; coordinates interagency workshops with residents and contracts and oversees development of agency Section 3 contracting opportunities.

Works in partnership with police departments to assist neighborhood associations and residences with crime prevention techniques and strategies to better organize neighborhood resources against crime; discuss changes within communities with the residential liaison and various police departments.

Acts as the liaison between the MDPHA and police department's community relations officer, Crime Watch programs, Crime Stoppers, Weed & Seed groups and the Family Safety-Net First Responders Service Partnerships.

Makes recommendations to improve crime prevention activities within housing developments; coordinates with police departments and develops crime prevention task forces and emergency response teams; assists police departments in preparing reports related to crime statistics; creates crime tools for residents; coordinates crime prevention meetings and trainings with the neighborhood crime prevention liaison; reviews and screens all referrals received and routes them to the Section 8 program manager or to the PHCD Investigator.

Initiates and conducts special investigations of public housing residents accused of omitting material facts which resulted in the payment of program funds in violation of fund requirements; assists with investigations of alleged fraud or wrong doing by PHCD employees to include interviewing employees and public housing residents; prepares written reports related to crime prevention task force activities for submission

## Human Resources Department

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### PHCD Resident Services Coordinator (003534)

to HUD Office of Inspection General (OIG); coordinates investigations with the State and County Attorney's Offices and the City of Miami and Miami-Dade Police departments.

Develops and provides training in various crime prevention related topics.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the goals and objectives of the Miami-Dade Public Housing and Community Development (PHCD) Department

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of local service resource agencies and the assistance they provide.

Considerable knowledge of Section 3, minority, women and disadvantaged business enterprise compliance programs and procedures.

Considerable knowledge of various community programs designed to achieve solutions to community problems and issues related to criminal activities.

Considerable knowledge of projects and programs which address crime prevention.

Considerable knowledge of public and private organizations and agencies involved in community relations activities.

Ability to make appropriate resource referrals to address the needs of public housing residents.

Ability to develop and implement complex community relations programs to resolve community problems related to criminal activities.

Ability to deal tactfully, persuasively and diplomatically with community leaders, elected and appointed officials, and the public.

Ability to keep informed on current developments in the area of community relations.

Ability to conduct public meetings, conferences and seminars concerning various community issues and problems.

Ability to communicate clearly and concisely, verbally and in writing. .

NEW 7/22/2013

#### **Nature Of Work**

This is professional administrative work in managing programs to support the needs of public housing residents.



### PHCD Rehabilitation Construction Specialist (003541)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the building construction field to include experience in cost estimating, construction plans interpretation, job inspection and materials evaluation are required. Completion of coursework in Engineering, Architecture or Construction Technology may substitute for required experience on a year-for-year basis to a maximum of two years. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is field work in the investigation, inspection and cost estimating for housing rehabilitation in a neighborhood renewal program. Employees in this class are responsible for making physical inspections of housing units to determine structural soundness and the extent of work required to meet prescribed housing standards and codes. Work involves the preparation of cost estimates for rehabilitating, remodeling and improving properties as well as assisting in the determination of design and materials to accomplish the work. Duties require the use of judgment and technical knowledge in the inspection of improvements in progress and upon completion to insure that all work meets approved plans and specifications and that materials and workmanship are acceptable as prescribed by contract. Work is performed independently in the field, with assignments and directives received from a superior inspector who reviews progress reports for compliance with local and federal requirements and assists in unusual or difficult rehabilitation projects.

##### ILLUSTRATIVE TASKS

Conducts property surveys to determine the condition of structures and the extent of work required to meet renewal standards.  
Advises on feasibility of bringing properties up to project requirements based on final surveys, modernization costs and livability standards prescribed for neighborhood development programs.  
Develops design proposals, makes cost estimates for remodeling and related property improvements; suggests materials to be used and assists owners in obtaining reasonable bids for the proposed work.  
Examines architectural drawings, improvements plans and specifications, reviews submitted cost estimates and evaluates for property owners.  
Inspects rehabilitation work in progress to insure compliance with plans, specifications and appropriate building codes; determines the acceptability of workmanship and materials; makes final inspection and certifies that job is complete.  
Cooperates closely with other rehabilitation personnel, advising on tentative designs of typical improvements for guidance and informational purposes.  
Maintains inspection records and reports, initiates various notification letters and conducts necessary correspondence.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the various building trades including construction, modification and repair methods and techniques.  
Knowledge of the various property rehabilitation requirements in renewal project areas.  
Knowledge of construction inspection techniques sufficient to detect faulty workmanship, materials and compliance with plans and specifications.  
Knowledge of construction estimating including labor, materials, equipment and design alternatives.  
Knowledge of local building and housing codes.  
Ability to determine the feasibility of property rehabilitation and to calculate accurate cost proposals.  
Ability to explain renewal requirements to contractors, engineers, architects and various tradesmen engaged in rehabilitation work.  
Ability to deal with the public tactfully and to provide information and assistance as requested.  
Ability to perform field assignments with a minimum of supervision in all types of neighborhoods.  
Ability to keep simple records and submit accurate reports of field inspection.

## Human Resources Department

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### PHCD Rehabilitation Construction Specialist (003541)

#### **Nature Of Work**

This is field work in the investigation, inspection and cost estimating for housing rehabilitation in a neighborhood renewal program.

## Human Resources Department

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### PHCD Purchasing Specialist (003546)

#### Minimum Qualifications

High school diploma or GED. Three years of large-scale purchasing and contract management experience involving a variety of commodities are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized work administering and managing the procurement process of commodities and services for the Procurement Section of the Miami-Dade Housing Department.

Employees in this classification are responsible for specialized and general commodities contract, scope development and compliance with Administrative Order 3-38, as well as fiscal adherence. Responsibilities typically include managing and administering contracts to include budget administration, RFP scope development, RFQ scope development, RFI information request, contract Bid Waivers, Sole Source contracts and one-time purchase order requisitions/contracts, Emergency Purchase Orders and processing small purchase orders. General supervision is received from an administrative superior who reviews work for conformity with established County administrative orders and departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Develop contract methods and strategies to ensure goods and services are available to facilitate operation of the department.

Coordinate with end users to establish needs, including modifications to existing contract items awarded, contract specifications and annual dollar contract allocation requirements.

Conducts Market Research for items not available on expiring contracts, this including sole source vendors, obtains required documentation and prepares justifications for the Department of Procurement Management (DPM) to pursue contract requirements, meets DPM staff to complete specialized purchasing requirements for the department.

Reviews various other contracts which may be required by end users to meet department needs including reviewing of state contracts, other county contracts as well as the ability of accessing other jurisdictions contracts.

Oversee the overall usage of small purchase orders for a commodity to ensure that commodity usage does not exceed the designated amount for the fiscal year.

Respond to departmental inquiries as to proper methods for purchases and interpretation of contracts; provides a bid summary and award sheet to staff as to contract usage;

Responds to all bid reviews upon contract OTR term; to include preparing a usage trend analysis, request contract term allocations. Issues Release Purchase Orders against Blanket Purchase orders through ADPICS (Advanced Purchasing Inventory Control System); print and mail purchase order releases to the awarded vendor and operational sites.

Maintain on going communication DPM to secure contracts, conduct quarterly review of upcoming expiring contracts and works with DPM to secure a contract extension or emergency BW to ensure that there is no service interruption.

Develop training programs and facilitate the required training for departmental staff related to purchasing procedures to ensure that proper procurement methods are exercised.

Work with DPM on accessing other contracts and establishing emergency purchase orders during critical times such as hurricanes or other types of emergencies.

Perform related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

## Human Resources Department

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### PHCD Purchasing Specialist (003546)

Considerable knowledge of large-scale procurement methods, practices and procedures.

Considerable knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by department in the area of assignment.

Knowledge of documentation requirements pertaining to County contracting processes.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

NEW 2/26/2007

#### **Nature Of Work**

This is specialized work administering and managing the procurement process of commodities and services for the Procurement Section of the Miami-Dade Public Housing Department.

## Human Resources Department

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### PHCD Procurement Contracts Officer (003547)

#### **Minimum Qualifications**

Bachelor's degree. Two years of procurement or contract related experience in a large scale governmental purchasing environment is required. Additional experience may substitute for required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional work creating and developing all scope and contract language per HUD and Miami-Dade County guidelines and administering established processes for coordinating decentralized purchasing for PHCD.

### PHCD Offer Coordinator (003549)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical and public interviewing work in determining eligibility for financial, medical or welfare assistance in a county social service program.

Employees in this class are responsible for interviewing applicants and obtaining information necessary to establish eligibility under existing statutes, ordinances, and regulations. Information obtained during interview is clearly prescribed but the manner in which facts are secured requires a degree of tact. Employees are responsible for completing necessary informational forms and recommending proper action to be taken. General supervision is received from an administrative or professional superior who reviews work generally for accuracy and completeness in obtaining the required information and who offers advice and assistance in unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Interviews applicants for public assistance to determine eligibility under existing laws and regulations; verifies information received; determines nature and amount of assistance needed, and resources available.

Interviews applicants for out-patient medical care to determine if income and residence requirements have been satisfied; records and verifies information obtained by contacting employee, landlords, other welfare agencies, and related sources; applies standard policies and procedures to classify patients as to the portion of cost to be assumed by the county; completes applicable forms.

Reviews cases periodically to evaluate continued bases for eligibility in relation to income status.

In less difficult cases, assists persons not eligible for county public assistance benefits to obtain aid from other welfare agencies in the area. Establishes payment plans, makes arrangements for transportation of patients, collects fees for laboratory services and makes emergency referrals to private convalescent homes.

Completes records indicating volume and type of services authorized and referrals to other agencies.

Performs duties at various field clinics and surplus food commodity warehouses when assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of interviewing techniques as applied to obtaining basic personal information.

Some knowledge of the laws, rules and regulations governing eligibility for welfare benefits administered under various governmental assistance programs.

Some knowledge of local public and private assistance agencies and their various eligibility requirements.

Some knowledge of the medical services provided by public health and hospital departments.

Ability to achieve rapport and establish effective relationships with applicants, their relatives, and various organizations in the community.

Ability to obtain and verify required information through interview and personal communication.

Ability to understand and carry out moderately complex oral and written instructions.

REV 5-66

#### Nature Of Work

This is advanced clerical work in assisting with public housing offers for the Miami-Dade Public Housing Agency.

## Human Resources Department

### PHCD Assistant Applicant & Leasing Center Manager (003550)

#### Minimum Qualifications

Bachelor's degree. Two years of supervisory experience in subsidized housing programs is required. Additional supervisory or administrative experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the provision of housing for families and individuals qualifying for various types of public housing.

An employee in this class is responsible for organizing, planning and administering federal guidelines and procedures regarding the applicant and leasing process for various housing programs to include Section 8 New Construction, Section 8 Rehabilitation, and Public Housing. Responsibilities include supervising the work of a staff of subordinates engaged in a variety of tenant selection functions and assisting in directing the daily operations of the Applicant & Leasing Center. The incumbent exercises independent judgment in organizing and managing tenant selection activities in conformance with established policies and directives. Supervision is exercised over a staff of clerical and technical subordinates engaged in various phases of tenant selection activities. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for achievement of tenant selection goals and objectives.

##### ILLUSTRATIVE TASKS

Reviews and monitors housing offers to ensure they are conducted in compliance with an existing consent decree and administrative guidelines; monitors the desegregation logs that include census tracts and mapping.

Develops reports to assist in making management decisions related to the security and integrity of the agency's waiting list; monitors the process of housing families in project based programs to include the transfer waiting lists.

Maintains monthly financial resources to establish the unit's budget.

Monitors the selection process for the Section 8 Housing Choice Voucher (HCV) program in accordance with the contractor's requests.

Ensures that the United States Housing and Urban Development (USHUD) Notices regarding process changes and regulatory requirements are applied and that policies and procedures are updated.

Oversees and reviews vacancy logs and vacancy notices; establishes management reports to determine status and compliance with required processing time frames.

Implements and maintains reports on releases of units; monitors and reviews existing contracts and policies to ensure management practices are in accordance with program regulations.

Implements and provides oversight of a fee for service billing system to ensure invoices for services rendered for the Section 8 New Construction Program; assists with overseeing the unit's expenses.

Assists with Asset Management Project waiting list site reviews.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of federal and departmental requirements, policies and procedures pertaining to applicants for various types of public housing.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the location and types of public housing units throughout Miami-Dade County.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce public housing tenant selection rules and regulations with firmness, tact and impartiality.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and the public.

NEW 9/27/2013

#### Nature Of Work

This is advanced professional administrative work reviewing and monitoring housing offers to ensure they are conducted in compliance with consent decree and administrative guidelines.

## Human Resources Department

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### PHCD Purchasing Technician (003553)

**Minimum Qualifications**

High school diploma or GED. One year of procurement related or relevant experience is required. Bachelor's degree may substitute for required experience.

**Job Specifications**

No Job Specification Available

**Nature Of Work**



## Human Resources Department

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### PHCD Procurement Contract Manager (003554)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Purchasing or related field. Three years of professional procurement and administrative experience to include knowledge of federal procurement/contract practices OR related managerial experience to include analytical contract work and one year of experience with the RFP and RFQ process are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional procurement work supervising and managing procurement activities for the Miami-Dade Public Housing Agency.

## Human Resources Department

### Real Estate Officer (003556)

#### Minimum Qualifications

Bachelor's degree in Real Estate, Business Administration, Public Administration, or related field. Must possess a State of Florida Real Estate Salesperson license or State of Florida Real Estate Broker license. One year of experience in the sale, acquisition, appraisal and/or commercial leasing of real estate is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical field and office work with supervisory responsibility in the acquisition of property and leasehold interests and in the disposition of excess property for the county.

Employees in this class are responsible for complex work assignments in conducting negotiations for the acquisition of real property and leasehold interests and in disposing of surplus county property. Emphasis of the work is on the responsibility for major acquisition projects or leasing functions and includes assuring clear title to acquired properties and appropriately executed lease agreements. Related responsibilities include planning, assigning and reviewing the work of subordinate employees engaged in negotiations for the acquisition of property and leasehold interests for the county and for the leasing of county property to other organizations. Incumbents exercise considerable independent judgment, tact and persuasion in negotiating the acquisition of properties and lease agreements, and in assuring that work is performed in accordance with various departmental, state and Federal requirements. Supervision is exercised over subordinate technical employees through assignment of projects and provision of assistance with difficult or unusual problems. General supervision is received from an administrative and technical superior who establishes work priorities and reviews the status of work progress and upon completion for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technical employees engaged in conducting negotiations for the acquisition of land, rights-of-way and other real property; assists with difficult or unusual problems; provides continuous training in work methods, procedures and the application of local, state and Federal rules, regulations and laws.

Prepares parcel files, verifies ownership of real property and interests of other parties and physically inspects property to be acquired; reviews title information, maps, engineering plans and appraisal reports; schedules and attends preliminary meetings with owners to advise them of the proposed purchase of the property and notify owners of their rights to compensation and relocation assistance.

Determines what legal documents are required in order to obtain clear title to property being acquired; prepares documents; conducts tax searches and requests necessary warrants for disbursement at closing.

Provides assistance and advice to businesses, owners or tenants that must be relocated due to complex property acquisitions.

Conducts negotiations on complex acquisitions of real property involving large parcels or property of a large monetary value through personal and telephone contacts and correspondence to achieve the amicable acquisition of property rights.

Schedules, attends and conducts closings with owners, their representatives and other interested parties; assures that clear title is properly conveyed to the county; collects monies due from owners and disburses monies to owners and other persons; obtains required signatures on various documents; attends and supervises closings held by subordinates and assures that clear title to property is acquired.

Processes all legal instruments obtained at closing for recording of transaction and transmits all funds collected to appropriate authorities; notifies department that initiated request for purchase of property that property has been acquired.

Plans, assigns and reviews the work of subordinates engaged in negotiations to lease property for county use or lease county property to other organizations and a variety of related property management activities.

Supervises and conducts field inspections and surveys of properties which may be suitable for leasing by the county.

Schedules, conducts and supervises negotiations for leasehold interests and for the leasing of county property to other organizations; provides assistance to various departments in interpreting provisions of lease agreements and resolves disagreements.

Conducts studies and prepares reports concerning the disposition of surplus county owned properties; prepares necessary legal documents to advertise for bids and transfer title to the highest bidder.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job related problems; evaluates and rates employee performance.

Performs related work as required.

### Real Estate Officer (003556)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the legal instruments and documents used to convey property ownership.  
Thorough knowledge of the legal procedures required to convey property ownership.  
Thorough knowledge of Federal, state and local laws effecting the conveyance of property ownership.  
Thorough knowledge of departmental policies and administrative procedures governing the preparation of legal instruments.  
Thorough knowledge of the methods and techniques of conducting real estate negotiations.  
Considerable knowledge of the content and meaning of items on lease agreements.  
Considerable knowledge of land values and land use characteristics.  
Knowledge of supervisory principles and practices.  
Knowledge of public records relating to real estate transactions.  
Knowledge of relocation assistance program plans.  
Ability to use tact and persuasion in the negotiation of complex property acquisitions and leasehold interests.  
Ability to establish and maintain effective working relationships with property owners, tenants, subordinates, superiors, attorneys, county and other officials.  
Ability to supervise and train subordinates in a manner conducive to full performance and high morale.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to prepare a variety of legal instruments and related documents.  
Ability to read and interpret engineering drawings and maps.

REV 05/98

#### **Nature Of Work**

This is advanced technical field and office work with supervisory responsibility in the acquisition of property and leasehold interests and in the disposition of excess property for the county.

## Human Resources Department

### Chief Real Estate Officer (003557)

#### Minimum Qualifications

Bachelor's degree in Real Estate, Business Administration, Public Administration, or a related field. Must possess a State of Florida Real Estate Salesperson license or State of Florida Real Estate Broker's license. Four years of experience in the sale, acquisition, or appraisal of real estate are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work with administrative responsibility in the acquisition of property and rights-of-way for the county.

An employee in this class is responsible for planning, assigning and reviewing the work of subordinates engaged in conducting negotiations for the acquisition of real property and rights-of-way. Emphasis of the work is on coordinating the acquisition of a variety of parcels of real property required for local public works projects, coordinating activities with various local and state organizations, and assuring compliance with local, state and Federal laws and regulations. Supervision is exercised over subordinate technical employees through assignment of work projects and provision of assistance with difficult or unusual problems. Supervision is received from an administrative and technical superior who provides engineering data upon which acquisition activities are predicated and who holds the incumbent responsible for the attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of technical subordinates engaged in conducting negotiations for the acquisition of land, rights-of-way and other real property and for the sale of county owned real property; assists with difficult or unusual problems; recommends possible changes in roadway alignments in order to achieve more economical acquisition of rights-of-way.

Provides training and instruction to staff members in techniques of analyzing title information and appraisal reports, applying various local, state and Federal rules, regulations and laws to acquisition activities, conducting negotiations, preparing closing statements, and maintaining proper documentation.

Supervises the preparation of parties of interest information for use in eminent domain proceedings; attends settlement conferences in eminent domain suits.

Supervises and coordinates activities involving relocation assistance for businesses, owners or tenants that must be relocated due to property acquisitions; supervises preparation of relocation plans for residential and business properties, and supervises activities of property management until displaced families are relocated and demolition is

accomplished.

Assists in the selection of sites for various county functions; supervises real estate acquisition activities necessary to fulfill real estate needs of various county departments.

Confers with various departmental officials and other local and state public officials in matters pertaining to property acquisition, dedication and condemnation proceedings; represents the department at various public hearings to explain acquisition policies and procedures involving county projects.

Completes budget requests and prepares periodic project progress reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job related problems; reviews performance evaluations prepared by subordinate supervisors; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of departmental goals and objectives related to the acquisition of real property and rights-of-way.

Thorough knowledge of the legal instruments and documents used to convey property ownership.

Thorough knowledge of the legal procedures required to convey property ownership.

Thorough knowledge of Federal, state and local laws effecting the conveyance of property ownership.

Thorough knowledge of departmental policies and administrative procedures governing the preparation of legal instruments.

Thorough knowledge of the methods and techniques of conducting real estate negotiations.

## Human Resources Department

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### Chief Real Estate Officer (003557)

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public records relating to real estate transactions.

Considerable knowledge of relocation assistance program plans.

Considerable knowledge of lease agreements and eminent domain proceedings.

Considerable knowledge of standard methods of real estate appraisal.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and various public and private officials.

Ability to read and interpret engineering construction plans.

Ability to review appraisals for pertinent information to aid in real estate negotiations.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to assure adherence to a variety of local, state and Federal requirements in real estate acquisition and relocation assistance activities.

NEW 10-80

### **Nature Of Work**

This is advanced technical and supervisory work with administrative responsibility in the acquisition of property and rights-of-way for the county.

## Human Resources Department

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### Assistant Director, PHCD Asset Management (003560)

#### Minimum Qualifications

Bachelor's degree. A minimum of four years professional administrative experience in a major component of public housing such as project management or policy development are required. Additional related experience may substitute for the required education on a year-for-year basis. Must obtain Public Housing Management Certification by a national public housing accrediting organization such as NAHRO, Nan McKay or Quadel within one year of hire.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### PHCD Operation/Administrative Analyst (003566)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two (2) years of professional administrative experience in a major component of public housing such as project management or policy development are required. Additional related experience may substitute for the required education on a year-for-year basis. Certification by a national public housing accrediting organization such as NAHRO, Nan McKay or Quadel must be obtained within one year of appointment.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work determining the needs of public housing developments.

## PHCD Investigator (003569)

### Minimum Qualifications

High school diploma or GED. Five years of experience in law enforcement and/or civil and criminal investigations are required. Bachelor's degree may substitute for a maximum of four years of the required experience.

### Job Specifications

#### NATURE OF WORK

This is specialized investigative work for the Miami-Dade County Housing Agency (MDHA).

An employee in this class is responsible for initiating and conducting special internal investigations concerning employee misconduct or misappropriation. Responsibilities include coordinating internal investigations with state and county attorney's offices and appropriate law enforcement agencies; investigating citizen or resident complaints; providing task forces with appropriate information in order to proceed with possible arrests; conducting undercover operations performing surveillance work and performing background checks on tenants and members of their household to assist in the determination of eligibility. Supervision is received from a specialized administrative superior who reviews written reports and correspondence, and evaluates performance for effective investigative and enforcement activities.

#### ILLUSTRATIVE TASKS

Initiates and conducts special investigations concerning residents of Public Housing or Section 8, or other housing assistance programs, and owners/landlords participating in Section 8 Programs, who allegedly omit material facts resulting in payment of program funds in violation of program requirements; makes inquiries to the Credit Bureau, neighbors/witnesses, other agencies, public records, head of household or family members.

Reviews and screens all referrals received; prioritizes cases, recommends action to be taken and assistance required to the division director.

Investigates allegations of fraud or wrongdoing by employees or entities doing business under MDHA authorization.

Gathers and prepares all necessary documentation to prosecute cases which cannot be resolved administratively.

Coordinates investigations, if necessary, with the State Attorney's Office, County Attorney's Office and the Miami-Dade Police Department.

Reports at the end of the investigative review the findings to the division director; discusses and decides the disposition of cases involving misrepresentation, criminal prosecution or administrative remedies.

Works with the internal audit function in the resolution of audit findings that could be the result of fraudulent acts.

Prepares written reports and testifies in court, when required.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental policies and procedures pertaining to investigations.

Considerable knowledge of Section 8 program requirements.

Knowledge of investigative techniques, methods and procedures.

Knowledge of public relations principles and techniques.

Ability to conduct investigations and maintain sound chains-of-evidence.

Ability to prioritize cases and make sound recommendations.



## Human Resources Department

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### PHCD Investigator (003569)

Ability to gather and prepare all necessary documentation to prosecute cases in court.

Ability to coordinate investigations with the State Attorney's Office, County Attorney's Office, and the Miami-Dade Police Department.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to testify in court.

NEW 06/27/2007

#### **Nature Of Work**

This is specialized investigative work for the Miami-Dade County Public Housing Agency (MDPHA).

## Human Resources Department

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### Asset Management Analyst (003571)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional administrative experience in a public housing program is required. Must possess Housing Management and Fair Housing certifications from a national public housing accredited organization.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility in the preparation and analysis of public housing program reports for compliance with HUD reporting requirements.

## Human Resources Department

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### PHCD Facilities & Development Director (003574)

#### **Minimum Qualifications**

Bachelor's degree in Building Construction, Architecture or Engineering. A minimum of four to eight years experience in the architectural, engineering and construction field to include three years in a supervisory capacity is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional managerial work overseeing and managing the Facilities & Development Division for Miami-Dade Public Housing Agency.

## Human Resources Department

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### PHCD Assistant Site Manager (003578)

#### **Minimum Qualifications**

High school diploma or GED. One year of advanced clerical experience to include assisting in housing management is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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**Director,PHCD Resident Services Division (003579)**

### **Minimum Qualifications**

Bachelor's degree. Five (5) years of progressive professional experience in grants management and administration of government policy, to include supervisory experience is required.

### **Job Specifications**

Job Specification Not Available.

### **Nature Of Work**

## Human Resources Department

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### PHCD Capital Improvements Facilities Manager (003580)

#### **Minimum Qualifications**

Bachelor's degree in Architecture or Engineering. A minimum of four to eight years of experience in public housing administration, design, construction, and management of federally funded construction projects are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional managerial work overseeing the coordination, administration, and implementation of federal funding sources from USHUD.

## Human Resources Department

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### Director, PHCD Asset Management (003581)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five years professional administrative experience in public housing or subsidized public housing programs to include performing various types of audits, internal control assessments, efficiency studies, financial/budget analysis and/or project management. Additional related experience may substitute for the required education on a year-for-year basis. Must possess certification by a national public housing accrediting organization such as NAHRO, Nan McKay or Quadel.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Assistant Director, Public Housing & Community Development 1 (003590)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or a related field. A minimum of five to ten years of progressively responsible professional and/or administrative experience in personnel/labor relations, eligibility determination of social or housing services, safety and emergency management for a large scale housing agency and human resources and information technology development are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional and managerial work planning, directing, and coordinating administrative activities for the Miami-Dade Public Housing Agency.



## Human Resources Department

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**Assistant Director, Public Housing & Community Development 2 (003591)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

## Human Resources Department

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**Assistant Director, Public Housing & Community Development 3 (003592)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

## Human Resources Department

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### Director, PHCD (003599)

#### Minimum Qualifications

Bachelor's Degree in Business Administration, Public Administration, or related field. A Master's Degree is preferred. Ten years of progressively responsible professional experience in affordable housing and assisted housing to include public housing management and Section 8 private rental housing programs, Hope VI and other housing development activities, and other housing related programs are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work planning and directing the operations of the Miami-Dade Public Housing Agency.

An employee in this class is responsible for planning, directing, and coordinating a large federally funded public housing operation. Responsibilities include directing a variety of housing programs to include public rental housing, Section 8 private rental and Hope VI programs; public housing property management, facility maintenance and affordable housing development; resident support service programs, and oversight of contracted housing programs. The incumbent exercises an extensive degree of independent judgment and professional managerial knowledge in organizing and directing housing operations. Supervision is exercised through subordinate levels of executives and managers over a large staff of professional, administrative, technical, and clerical employees engaged in various field and office operations. The incumbent reports to the Mayor through the County Manager who holds the incumbent responsible for the professional management of departmental operations and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs, through subordinate executives, managers and supervisors, departmental activities involving public rental housing, Section 8 private rental programs administered in-house as well as contracted out, maintenance and development, resident support services, administration of affordable housing programs, and financial management.

Directs through subordinate executives, managers and supervisors, a variety of departmental administrative activities including personnel management, departmental compliance with federal, state, and local regulations, housing inspections, and public housing security.

Directs the monitoring of Agency compliance with all local, state, and federal regulations pertaining to public housing and affordable housing program management; reviews, analyzes, and directs the implementation of local, state, and federal regulations.

Implements fiscal management policies and procedures for the control of expenditures and the management of revenues for all housing programs.

Directs the development and implementation of long and short range strategic planning; reviews and approves establishment of departmental goals and objectives, and monitors progress through personal conferences and written reports.

Plans, directs, and coordinates the formulation and development of housing management and operation policy in accordance with federal guidelines; develops departmental programs and functions; develops long and short range plans, goals, and objectives and monitors their achievement.

Evaluates all aspects of the department and its operations and assesses the effectiveness of meeting the housing needs of the citizens of Miami-Dade County; reviews organizational patterns, staff responsibilities, work relationships, and organizational structures

Attends meetings conferences, and seminars involving local, state, and national issues; meets with governmental, business, civic professional, media, and community groups to discuss, interpret and explain departmental policies, programs, and objectives.

Meets with executive, managerial, and administrative employees to discuss and resolve budgetary issues, review projects and programs, establish or redirect priorities, review policies and procedures and legislative proposals, and implement improvements in operations.

Coordinates Housing Agency operations with other County departments, US-HUD, and other local, state, and federal agencies.

## Human Resources Department

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### Director, PHCD (003599)

Makes decisions regarding hiring, discipline, and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles, practices, operation, and organization of public housing management.

Extensive knowledge of organization and operation of federally funded rental assistance programs and low-interest loan programs.

Extensive knowledge of federal, state, and local laws and regulations pertaining to housing operations and administration.

Extensive knowledge of the organization and operation of large-scale public housing programs.

Extensive knowledge of federal, state and local laws and regulations pertaining to public housing operations and management.

Thorough knowledge of contractual agreements with property owners and private developers pertaining to housing rehabilitation.

Thorough knowledge of the principles and practices of public housing management and administration.

Thorough knowledge of the principles of business and public administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

Ability to plan, direct and coordinate the work of a large, dispersed and diversified staff of employees through various levels of executives, managers and supervisors.

Ability to apply the principles of public housing management, business and public administration to the general management of public housing administrative and operational activities.

Ability to establish and maintain effective working relationships with subordinates, superiors, a variety of government and private officials, legislators and the public.

Ability to effectively evaluate the impact of alternate courses of action, future developments and circumstance of a new or unprecedented nature.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to analyze complex administrative and managerial problems and devise effective solutions.

REVISED 04/2009

#### **Nature Of Work**

This is highly responsible executive level work planning and directing the operations of the Miami-Dade Public Housing Agency.

## Human Resources Department

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### SBD Contractor Compliance Officer 1 (003623)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, or a related field. Advanced clerical or field experience in contract monitoring, construction, payroll, enforcement, or investigation may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative and field work in the investigation and enforcement of various ordinances as they apply to construction, procurement and professional service agreements.

## Human Resources Department

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### SBD Contractor Compliance Officer 2 (003624)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, or a related field. One year of professional experience in budget preparation, contracts compliance, auditing, or personnel administration is required. Advanced clerical or field experience in a construction, payroll, enforcement, or investigative environment may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative and field work with supervisory responsibility in the investigation and enforcement of various ordinances as they apply to construction, procurement and professional service agreements.

## Human Resources Department

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### Contract Certification Specialist 1 (003625)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, or a related field.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Contract Certification Specialist 2 (003626)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, or related field. One year of professional administrative experience in business management, contract administration, minority businesses, economic development, or related field is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**



## Contracts Monitoring & Management Supervisor (003630)

### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Finance or a related field. Three years of experience in the preparation and administration of contracts are required.

### Job Specifications

#### NATURE OF WORK

This is advanced professional and supervisory work in contract administration within a county department or agency.

An employee in this class is responsible for planning, assigning and reviewing the work of a staff of professional subordinates engaged in monitoring the performance of contracted agencies engaged in community development and/or social services activities. Responsibilities include the development of contracts, amendments and agenda packages, review and response to contract-related issues, provision of technical assistance to contracted agencies, contract management, and development of reports resulting from the contract monitoring process. The incumbent exercises considerable independent judgment in ensuring contracted agencies are in compliance with the administrative and financial requirements of various funding sources. Supervision is exercised over a staff of professional subordinates engaged in monitoring various contracted agencies, providing technical assistance, and preparing evaluation reports. General supervision is received from an administrative superior who reviews work for the professional management of contract administration activities and the achievement of established goals and objectives.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate professional employees engaged in planning and scheduling monitoring visits to assigned contracted agencies on a systematic basis, reviewing agency programmatic and fiscal performance, ensuring agency adherence to established policies and procedures, preparing monitoring reports, and resolving issues and concerns.

Supervises the preparation of Community Development Block Grant (CDBG) grantee performance reports for community-based organizations, community development corporations, and municipalities; reviews reports for completeness and accuracy.

Reviews cases where contracted agencies are not achieving contract performance goals or not following required procedures; advises superiors of necessary corrective actions.

Supervises the contract development process including negotiating programs and budgets, preparing agreements for execution by the County and agency representatives, and implementing approved contracts.

Oversees the approval or disapproval of contract budgets, budget revisions, and agency agreements for the purchase of goods and services; coordinates dissemination of pertinent documents.

Supervises the reporting of agency programmatic accomplishments, use and documentation of expenditure of funds, and provision of technical assistance.

Coordinates training for subordinate staff and subcontracted agencies; ensures communication of policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of contract administration.

Thorough knowledge of laws, rules and regulations pertaining to Community Development Block Grants and other local, state and federal community development programs.

Thorough knowledge of contract preparation and administration in Community Development Block Grants and other local, state and federal programs.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the goals and objectives of local, state and federal community development programs.

Knowledge of public relations principles and techniques.

Ability to evaluate the programmatic and fiscal activities of community development contracted agencies in comparison with the provisions of established contracts.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to ensure that contract monitoring and development, and performance report preparation for community development contracted

## Human Resources Department

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### **Contracts Monitoring & Management Supervisor (003630)**

agencies operates in accordance with established procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private officials.

Ability to provide effective technical assistance to public and private community development agencies in the preparation of contracts.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-93

#### **Nature Of Work**

This is advanced professional and supervisory work in contract administration for the Office of Community Development.

## Human Resources Department

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### Supervisor, HCD (Project Management) (003648)

#### Minimum Qualifications

Bachelor's degree. Two years of professional experience in grant/contract administration or auditing are required.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Manager, HCD (Contract Compliance) (003649)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional experience in budget/grants management, auditing, or contract compliance to include supervisory experience are required.

#### **Job Specifications**

Job Specifications Not Available.

#### **Nature Of Work**

## Human Resources Department

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### Division Director, HCD (Community and Economic Development) (003650)

**Minimum Qualifications**

Bachelor's degree and five years of professional experience in affordable housing, community development, economic development or lending experience are required.

**Job Specifications**

Job Specification Not Available.

**Nature Of Work**

### HCD Technician (003661)

#### Minimum Qualifications

High school diploma or GED. Three years of advanced clerical, customer service or customer relations to include experience with excel and/or power point are required. College coursework may substitute for the required experience on a year -for-year basis.

#### Job Specifications

Nature of Work:

This is paraprofessional administrative work supporting two divisional management teams in the daily operation of the Department of Housing and Community Development.

Employees in this class are responsible for providing administrative support to two divisions that deliver programs funded by Federal, State and Local governments. Duties include assisting with the coordination of Community Base Organization (CBO) meetings and related activities to include developing power point slides, creating, preparing, and updating reports using Excel or an appropriate software program; meeting with and greeting customers, directing customers to the appropriate program, answering program inquiries by telephone, researching, and preparing complex documents for distribution to internal and external customers. The employees exercise considerable judgment in the planning, organizing, and administration of Housing and Community Development (HCD) department activities. Supervision is received from a supervisor who reviews work in progress and upon completion for adherence to established policies, procedures, and requirements.

#### Illustrative Tasks

Provides administrative support to two divisions that manage the Federal, State and Local government programs funded by Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Documentary SURTAX, State Housing Incentive Partnership (SHIP), and the Neighborhood Stabilization Program (NSP).

Assists with the coordination of Community Based Organization Meetings and related activities including developing power point slides.

Meets and greets customers and directs community customers to the appropriate program.  
Answers inquiries by telephone about the myriad of HCD programs.

Researches and prepares complex documents for distribution to internal external customers.  
Serves as the first point of contact when visitors come to the department.

Prepares program documents in preparation for a lottery or application for participation.

Attends neighborhood meetings to provide support during informational presentation or workshops.

#### Illustrative Tasks Cont'd

Supervises subordinate work groups such as summer and year round High School Interns.

Performs inventory and records management functions.

Performs related duties as required.

#### Knowledge, Abilities and Skills

Considerable knowledge of the qualifying parameters for various funding sources including NSP, HOME, CDBG, SHIP & SURTAX.

Knowledge of government sponsored property improvement programs.

### HCD Technician (003661)

Knowledge of the established local lending sources and government agencies lending sources engaged in insuring housing improvement loans.

Knowledge of Microsoft Office and telephone protocol.

Ability to work with property owners, contractors, and various lending institutions.

Ability to interpret various governmental regulations and communicate information to potential homeowners.

Ability to assist with homebuyer education, and community outreach to Realtors, builders and non-profit agencies.

Ability to communicate effectively, verbally and in writing.

11/03/09

#### **Nature Of Work**

This is paraprofessional administrative work supporting two divisional management teams in the daily operation of the Department of Housing and Community Development.

## Human Resources Department

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### HCD Homeownership Specialist (003662)

**Minimum Qualifications**

Bachelor's degree. Minimum of four years experience in mortgage financing, residential loan processing or loan closing is required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specs available.

**Nature Of Work**

This is public assistance work in conducting financial arrangements for property improvements in a renewal project area.



## Human Resources Department

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### HCD Project Manager (003664)

**Minimum Qualifications**

Bachelor's degree. Minimum of three years experience in contract administration, financial analysis, or project management is required.

**Job Specifications**

No Job Spec available.

**Nature Of Work**

## Human Resources Department

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### Housing Asset Management Specialist (003665)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

### Business Development Specialist 2 (003677)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or related field. One year of professional administrative experience in business management, contract administration, minority businesses, economic development, or related field is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in a business development program for Miami-Dade County.

Employees in this class are responsible for performing duties in the development and implementation of measures to increase minority participation on County construction projects and in procurement activities. Responsibilities include ensuring that potential contractors are in compliance with race-conscious measures prior to contract award, assisting in conducting investigatory meetings to determine if bidder's are in compliance with program requirements, developing statistical information pertaining to contractors, and attending meetings and conferences to provide training for other government agencies concerning minority business programs. Responsibilities may include providing assistance in the implementation of an Enterprise Zone program, and employees may be assigned to various County departments and agencies. Incumbents exercise considerable independent judgment in the application of minority business regulations to a variety of minority business activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for quality of results and achievement of goals and objectives.

##### ILLUSTRATIVE TASKS

Ensures that potential contractors on County projects are in compliance with race-conscious measures prior to contract award; attends pre-bid conferences to provide information on the availability of minority business enterprises as potential sub-contractors, and to convey minority business program requirements to prime and sub-contractors.

Assists in conducting investigatory meetings to consider whether contractors bids are in compliance with requirements of the minority business program; interviews subcontractors and subvendors to determine validity of bidder's statements.

Performs calculations and analyzes statistical information pertaining to contractors concerning deficiencies and trends; provides information to other County departments and the public.

Attends meetings and conferences to provide training to officials of other County departments, municipalities and other government organizations concerning minority business program plans and legislative developments.

Assists in the implementation of an Enterprise Zone program; coordinates meetings, reviews documents for program compliance, processes tax credit applications, monitors businesses receiving tax credits for programmatic compliance, and prepares required reports to the State of Florida.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of County regulations, policies and procedures pertaining to minority and small business programs.

Considerable knowledge of certification processes required for vendors and contractors in conducting business with Miami-Dade County.

Considerable knowledge of the investigative techniques pertaining to compliance of bids with requirements of minority business programs.

Considerable knowledge of the principles of management and public administration.

Knowledge of the goals and objectives of the County's minority and small business programs.

Knowledge of current minority business programs and legislative developments.

Ability to monitor minority business plans for compliance with established regulations and procedures.

Ability to analyze minority business compliance issues and make sound recommendations for their resolution.

Ability to understand and interpret complex regulations pertaining to minority participation in County contracts.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Business Development Specialist 2 (003677)

#### **Nature Of Work**

This is advanced professional work in a business development program for Miami-Dade County.

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Construction Management, Building Construction or a related field.

Five years of experience in the design, coordination and management of construction projects are required. A

Miami-Dade County General Building Contractor license or Miami-Dade County General Engineering Contractor license may substitute for the required education.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work in assuring that the County's contract development process for small businesses is in accordance with policies established by the Board of County Commissioners.

## Human Resources Department

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### RER Supervisor (003681)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional administrative experience in contract management or minority and/or small business administration is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work with supervisory responsibility managing a section of SBD.

## Human Resources Department

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### Technical and Training Supervisor (003711)

**Minimum Qualifications**

Bachelor's degree. Three years of professional administrative experience in human resources management, training and development, grants management, fiscal management, auditing and/or forecasting are required. Must possess a Driver's license. Must successfully pass a Level 2 background screening.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing the Training and Technical Assistance Unit in Community Action Agency.

## Human Resources Department

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### Education Services Manager (003714)

**Minimum Qualifications**

Bachelor degree in Education, Early Childhood Education, or related field. Three years of professional experience in early childhood development to include one year of monitoring educational programs are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work with supervisory responsibility for Head Start and Early Head Start education services.

### CA&HSD Weatherization/Maintenance Supervisor 2 (003728)

#### Minimum Qualifications

High school diploma or GED. Five years of building maintenance, construction or rehabilitation experience including one year in a supervisory capacity are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory work in directing weatherization and maintenance activities for the Community Action Agency.

An employee in this class is responsible for supervising, through subordinate supervisors, the work of subordinates engaged in the weatherization or rehabilitation of dwelling units, and in the repair and maintenance of departmental buildings and equipment. Responsibilities include supervising subordinate supervisors and directing field activities, monitoring the completion of home repairs or maintenance work, ensuring that facilities are properly weatherized, repaired or maintained, estimating material and labor requirements, and enforcing established safety practices and procedures. The incumbent exercises independent judgment in the scheduling and execution of rehabilitation and maintenance projects to achieve program goals. Supervision is exercised through subordinate supervisors over a staff of trades employees, mechanics and laborers performing a variety of weatherization and maintenance tasks. Supervision is received from an administrative superior who reviews work for effectiveness of weatherization, maintenance and rehabilitation activities.

##### ILLUSTRATIVE TASKS

Supervises, through subordinate supervisors, the work of trades employees, mechanics and laborers engaged in weatherization, rehabilitation, and maintenance activities.

Schedules approved homes to be weatherized or rehabilitated in accordance with programmatic goals and established priorities.

Monitors completion of homes to ensure work is performed in accordance with building codes and program guidelines.

Attends meetings and training sessions to enhance knowledge of current weatherization techniques.

Attempts to resolve conflicts between clients and employees concerning work performed at client's home.

Schedules, plans and assigns rehabilitation and maintenance projects according to building maintenance priorities and requirements; directs periodic preventive and corrective maintenance of departmental buildings, machinery and equipment.

Inspects departmental facilities to determine if requested work has been completed and is satisfactory to building occupants; ensures work is in compliance with current construction standards and building codes.

Enforces established safety practices and procedures.

Makes recommendations for building repairs and improvements; estimates labor and material requirements; purchases equipment and supplies.

Expedites emergency building maintenance repairs which interfere with departmental operations or pose a danger to employees or the public. Trains supervisors, crew leaders and employees in work techniques and standards, and in proper completion of reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of standard practices, methods, tools and materials of the construction trades.

Considerable knowledge of weatherization techniques applicable to residential housing units.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of occupational hazards and safety precautions applicable to weatherization and building maintenance work.

Knowledge of current construction standards and building codes.

Ability to supervise subordinate supervisors, trades employees, mechanics and laborers in a manner conducive to full performance and high morale.

Ability to inspect weatherization and maintenance projects for compliance with specifications, construction standards, and current building codes.

Ability to communicate and enforce established safety practices and procedures.

Ability to accurately estimate time, labor and materials required for rehabilitation and maintenance projects.

Ability to train subordinates in weatherization and maintenance practices and techniques.



## Human Resources Department

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### CA&HSD Weatherization/Maintenance Supervisor 2 (003728)

Ability to follow verbal and written instructions.

NEW 10-93

#### **Nature Of Work**

This is advanced supervisory work in directing weatherization and maintenance activities for the Community Action Agency.

### Foster Grandparent Supervisor (003751)

#### Minimum Qualifications

Bachelor's degree in Sociology, Psychology, Gerontology or a related field.

#### Job Specifications

##### NATURE OF WORK

This is administrative work in a foster grandparent program for the Community Action Agency.

Employees in this class are responsible for supervising the work of foster grandparent volunteers assigned to work with special needs children in varied institutional settings. Responsibilities include assisting in the recruitment, training and placement of volunteers, providing volunteers with counseling and job-related information, and maintaining records and preparing reports on attendance, transportation and meals. Incumbents exercise some independent judgment in assisting in the achievement of program goals and objectives. Supervision is exercised over foster grandparent volunteers assigned to various institutional programs. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective supervision of foster grandparent volunteers.

##### ILLUSTRATIVE TASKS

Supervises foster grandparent volunteers engaged in working with special needs children in varied institutional settings for periods of not more than four-hours-per-day and five-days-per-week.

Explains and interprets philosophical goals and objectives of the foster grandparent program to foster grandparent volunteers; Assists in the recruitment, training and placement of foster grandparent volunteers; coordinates assignments in cooperation with staff in program settings.

Coordinates activities of foster grandparent volunteers with objectives for the children planning by institutional staff.

Maintains records and prepares reports concerning foster grandparent attendance, transportation, meals and other activities.

Attends and/or convenes meetings and conferences concerning the program.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the goals and objectives of a foster grandparent program.

Knowledge of supervisory principles and practices.

Knowledge of techniques in providing structured activities for special needs children.

Knowledge of records, reports and forms required in management of a foster grandparent program.

Knowledge of the principles of management and public administration.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare and maintain records and reports pertaining to foster grandparent program activities.

Ability to provide effective assistance in the recruitment, training and placement of foster grandparent volunteers.

NEW 10-95

#### Nature Of Work

This is administrative work in a foster grandparent program for the Community Action Agency.

## Human Resources Department

### Foster Grandparent Coordinator (003752)

#### Minimum Qualifications

Bachelor's degree in Sociology, Psychology, Gerontology, or a related field. One year of experience working with the elderly or in related social work is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in a foster grandparent program for the Community Action Agency.

An employee in this class is responsible for supervising and managing the work of Foster Grandparent Supervisors and foster grandparent volunteers assigned to work with special needs children in varied institutional settings. Responsibilities include assuring program compliance with required by funding sources and project sponsors, assigning volunteers to appropriate special needs children, conducting meetings and conferences with staff and volunteers, coordinating and facilitating service delivery efforts, assisting in grant and program development, and identifying training needs of volunteers. The incumbent exercises considerable independent judgment in managing a foster grandparent program in accordance with applicable requirements. Supervision is exercised through subordinate supervisors over a large staff of foster grandparent volunteers assigned to various program settings. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for the professional management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors engaged in supervising foster grandparent volunteers working with special needs children in varied institutional settings for periods of not more than four-hours-per-day and five-days-per-week.

Assures foster grandparent program compliance with requirements of funding sources and project sponsors.

Assists staff and site supervisors in assigning volunteers to appropriate special needs children.

Conducts meetings and individual conferences with staff and volunteers to discuss program activities.

Attends or convenes meetings with community and regional agencies to coordinate and facilitate service delivery efforts.

Encourages participation of volunteers in meetings and other activities held away from sites.

Assists in grant and program development, evaluation and modification.

Identifies training needs of volunteers and provides training as required.

Attends professional conferences, meetings and workshops.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the organization and operation of a foster grandparent program.

Considerable knowledge of the goals and objectives of a foster grandparent program.

Considerable knowledge of the structured activity requirements of special needs children.

Considerable knowledge of the records, forms and reports required in the management of a foster grandparent program.

Ability to plan and coordinate activities of a foster grandparent program to achieve established goals and objectives.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to manage a foster grandparent program in accordance with requirements of funding sources and project sponsors.

Ability to establish and maintain effective working relationships with subordinates, superiors and other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to represent the foster grandparent program to public and private organizations.

NEW 10-95

#### Nature Of Work

## Human Resources Department

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### Foster Grandparent Coordinator (003752)

This is advanced administrative work in a foster grandparent program for the Community Action Agency.

## Human Resources Department

### Senior Companion Field Supervisor (003753)

#### Minimum Qualifications

Bachelor's degree in Sociology, Psychology, Gerontology or a related field. Must possess a Driver license and have own car.

#### Job Specifications

##### NATURE OF WORK

This is administrative work in a senior companion program for the Community Action Agency.

Employees in this class are responsible for supervising the work of Senior Companions engaged in assisting frail elderly persons and disabled adults in their own homes, nursing homes and adult day care centers. Responsibilities include assisting in the recruitment, training and placement of volunteers, providing volunteers with counseling and job-related information, and preparing reports on attendance, transportation and meals. Incumbents exercise some independent judgment in assisting in the achievement of program goals and objectives. Supervision is exercised over Senior Companion volunteers assigned to various program settings. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective supervision of Senior Companion volunteers.

##### ILLUSTRATIVE TASKS

Supervises Senior Companions assisting clients in their own homes, nursing homes and adult day care centers; provides counseling and information as required.

Prepares and maintains records and reports concerning Senior Companion attendance, transportation, meals, activities, and other information from data collected from fee-for-service stations; processes Senior Companion payroll time sheets.

Assists in coordinating appropriate Senior Companion assignments and resolving problems in cooperation with staff in program settings.

Provides orientation, training and support to newly assigned station supervisors to assure that all reports and records are submitted in a timely manner.

Assists in recruitment, selection and training of Senior Companions.

Attends regularly scheduled meetings or convenes training sessions with agencies to facilitate service delivery efforts.

Attends professional conferences and workshops.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the goals and objectives of a senior companion program.

Knowledge of supervisory principles and practices.

Knowledge of appropriate methods and techniques of assisting frail elderly persons and disabled adults.

Knowledge of records, reports and forms required in the management of a senior companion program.

Knowledge of the principles of management and public administration.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and other public and private officials.

Ability to deal effectively and persuasively with senior citizens.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare and maintain records and reports pertaining to senior companion program activities.

Ability to provide effective assistance in the recruitment, training and placement of Senior Companion volunteers.

NEW 10-95

#### Nature Of Work

This is administrative work in a senior companion program for the Community Action Agency.

## Human Resources Department

### Senior Companion Coordinator (003754)

#### Minimum Qualifications

Bachelor's degree in Sociology, Psychology, Gerontology, or a related field. One year of professional experience in the administration of low income, senior citizen or volunteer programs is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in a senior companion program for the Community Action Agency.

An employee in this class is responsible for supervising and managing the work of field supervisors, and the work of senior companion volunteers assigned to assist frail elderly persons and disabled adults in their own homes, nursing homes and adult day care centers. Responsibilities include negotiating fee-for-services contracts, seeking additional governmental or private funding sources, assuring compliance with program regulations, coordinating preparation of required reports, visiting volunteer stations to conduct on-site evaluations of program operations, and coordinating senior companion volunteer program activities with other departmental functions and other community service providers. The incumbent exercises considerable independent judgment in managing a senior companion program in accordance with established requirements. Supervision is exercised through subordinate field supervisors over a large staff of senior companion volunteers assigned to various program settings. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for the professional management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate field supervisors engaged in supervising senior companion volunteers assisting clients in their own homes, nursing homes and adult day care centers.

Negotiates fee-for-services contracts with non-profit or health-related agencies.

Seeks additional government or private funding resources to maintain and expand the program; prepares funding applications and revisions; coordinates fundraising activities.

Explains and interprets program goals and objectives to senior companion volunteers, staff members and community groups.

Assures compliance with local, state and federal regulations applicable to the senior companion program.

Provides direction and support for the Senior Companion Advisory Council.

Coordinates completion of reports required by various funding sources.

Directs recruitment, selection and placement of senior companion volunteers; coordinates planning and provision of pre-service and in-service training.

Conducts staff meetings and individual conferences; participates in meetings with other departmental staff to coordinate program plans and activities.

Participates in the elderly services community network to advocate and meet the needs of the elderly.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the organization, operation and funding sources of a senior companion program.

Considerable knowledge of appropriate methods and techniques of assisting frail elderly persons and disabled adults.

Considerable knowledge of the philosophy, goals and objectives of a senior companion program.

Considerable knowledge of the records, forms and reports required in the management of a senior companion program.

Ability to plan and coordinate activities of a senior companion program to achieve established goals and objectives.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to manage a senior companion program in accordance with funding sources, and local, state and federal regulations.

Ability to establish and maintain effective working relationships with subordinates, superiors and other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Senior Companion Coordinator (003754)

Ability to represent the senior companion program to public and private organizations.

NEW 10-95

#### **Nature Of Work**

This is advanced administrative work in a senior companion program for the Community Action Agency.

## Human Resources Department

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### CAA & HSD Nutrition Services Supervisor (003755)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in the management of food programs are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional work with supervisory responsibility in the administration of the Child Care Food Program, contract management, supervision and program monitoring, nutrition assessment, and education and training.



### Service Corps Worker (003758)

#### Minimum Qualifications

Must be between the ages of 18-23, out of school, with interest in obtaining physical and social skills through volunteerism and community service, and a desire to participate in a comprehensive educational program.

#### Job Specifications

##### NATURE OF WORK:

This is a training program for young adults between the ages of 18 to 23, who have a desire to enhance their educational abilities and are not enrolled in day school

A corps member is responsible for daily participation in their assigned work experience project, education, employability, and life skills workshops for a period of six to twelve months.

Emphasis of the program is to develop participant's sense of responsibility, commitment, and work ethic through volunteerism, community service, and education. Supervision is received by the team supervisor that monitors their attendance and participation. Participants are terminated from the program for failure to comply with program requirements.

##### ILLUSTRATIVE TASKS

- Participates fully in daily physical training (PT).
- Participates fully with team members and the team supervisor on an assigned community project.
- Maintains high level of performance and support for team efforts on project-site.
- Wears appropriate GMSC issued uniform including safety boots.
- Performs assignments at an acceptable rate of speed, consistency, and quality level.
- Fully participates in assigned educational track developed by the education staff.
- Maintains journal by daily completing at least one hand written page on day's experience or subject choice.
- Adheres to established procedures and standards in regard to safety considerations; use of equipment and care of property.
- Maintains proper and constructive relationships with other Corpsmembers.
- Fulfills long and short-term Corpsmember Development goals.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Ability to participate in daily physical activities.
- Ability to regularly attend the assigned work experience project, school and workshops.
- Ability to follow rules and directions.
- Ability to show dependability and responsibility in carrying out and completing assigned tasks..
- Ability to relate well to team members, supervisors, teachers and others related to the program.

#### Nature Of Work

This is a training program for young adults between the ages of 18 to 23, who have a desire to enhance their educational abilities and are not enrolled in day school

## Human Resources Department

### Greater Miami Service Corps Center Director (003759)

#### Minimum Qualifications

Bachelor's degree. One year of professional experience in an educational, on-the-job training, or social services program is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the Greater Miami Service Corps for the Community Action Agency.

Employees in this class are responsible for supervising a Greater Miami Service Corps center engaged in preparing youthful participants for future employment and accomplishing productive service. Responsibilities include developing and managing the center and work program, establishing facility procedures, assuring that center operations are in compliance with applicable regulations, developing and implementing education and training program components, and coordinating recruitment strategies for participant enrollment. Incumbents exercise considerable independent judgment in organizing and managing center operations to achieve programmatic goals and objectives. Supervision is exercised over team supervisors and specialists engaged in center and program operations. Supervision is received from an administrative superior who reviews work for the professional management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises subordinate supervisors, program specialists and service corps participants engaged in a program of service, education and training.

Develops and manages center and work project programs in accordance with established policies and procedures to achieve program goals and objectives.

Supervises maintenance of program records, progress reporting, fiscal operations and other requirements for program management.

Establishes policies and procedures to assure effective program operations and compliance with regulations; approves requisitions for office equipment, furnishings and supplies.

Develops and implements program educational component in accordance with program requirements.

Develops and coordinates marketing and recruitment strategies for participant enrollment to achieve programmatic goals and objectives.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the programmatic goals and objectives of the Greater Miami Service Corps.

Considerable knowledge of records, forms and reports required for program management.

Considerable knowledge of local, state and national requirements for center operations.

Knowledge of strategies for the recruitment of service corps participants.

Ability to manage a Greater Miami Service Corps center in accordance with established program policies, procedures and regulations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop marketing and recruitment strategies for service corps participant enrollment.

Ability to establish and maintain effective working relationships with subordinates, superiors and the public.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### Nature Of Work

This is advanced administrative and supervisory work in the Greater Miami Service Corps for the Community Action Agency.

## Human Resources Department

### Greater Miami Service Corps Center Director (003759)

#### Minimum Qualifications

Bachelor's degree in Human Services, Sociology, Psychology or a related field. Additional experience working with young adults or military training may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the Greater Miami Service Corps for the Community Action Agency.

Employees in this class are responsible for supervising a Greater Miami Service Corps team to accomplish productive service and prepare youthful participants for future employment. Duties include motivating and coordinating a team of young people, maintaining discipline and building team work, working alongside corpsmembers, distributing work and ensuring safe work practices, monitoring progress toward program goals, and preparing written reports detailing corpsmember participation and service project activities. Supervision is received from an administrative superior who reviews work for achievement of program goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, motivates and coordinates a team of young adults in a rigorous program of service, education and training; maintains discipline and builds team work.

Works alongside corpsmembers to set work pace and establish quality of service products.

Supervises and manages team in completion of service projects such as renovation of parks, dilapidated housing and community facilities, or direct delivery of services to the elderly and disabled.

Distributes work among corpsmembers; ensures safe work practices such as proper use and maintenance of tools, vehicles and equipment.

Serves as on-site liaison with agencies sponsoring service projects.

Prepares reports of service projects, corpsmember evaluations, incident reports, and corpsmember attendance, participation and work hours.

Conducts regular team and individual meetings to discuss corpsmember' progress; counsels, motivates and disciplines individual corpsmembers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of supervisory principles and practices.

Knowledge of a variety of vocational and technical fields.

Knowledge of young adult educational theories and principles.

Knowledge of a variety of occupational hazards and safety precautions.

Knowledge of the records, reports and forms required in the area of assignment.

Ability to supervise a team of young adults to achieve service program goals and individual educational and training needs.

Ability to instruct young adults and achieve training objectives.

Ability to communicate effectively, verbally and in writing.

Ability to explain and demonstrate safe work practices.

Ability to keep records and prepare reports.

NEW 6-91

#### Nature Of Work

This is supervisory work in the Greater Miami Service Corps for the Community Action Agency.

## Human Resources Department

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### Director, CAA & HSD Greater Miami Service Corps (003764)

#### **Minimum Qualifications**

Bachelors degree. A minimum of three to five years of progressively responsible professional experience to include two years of supervisory experience in planning and coordinating social services, job training or related programs is required.

#### **Job Specifications**

#### **Nature Of Work**

### Foster Grandparent (003771)

#### Minimum Qualifications

Eighth grade. Must be sixty years of age or older and have a low income.

#### Job Specifications

##### NATURE OF WORK

This is volunteer work in a foster grandparent program for the Community Action Agency.

Employees in this class work with special needs children in varied institutional settings for periods of not more than four-hours-per-day and five-days-per-week. Responsibilities include assisting institutional site staff with structured activities for children including talking, singing and playing games. Duties include attending meetings and reporting problems related to children to the appropriate staff. Supervision is received from an administrative superior who reviews work through personal conferences and on-site visitations.

##### ILLUSTRATIVE TASKS

Serves no more than four-hours-per-day five-days-per-week with two children in an institutional setting.

Assists site staff with structured activities for special needs children including talking, singing, listening, reading, playing games and other creative activities.

Provides support and assistance to children in learning and therapy situations.

Attends meetings and training sessions as required.

Reports problems related to children to appropriate staff members.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the goals and objectives of a foster grandparent program.

Knowledge of techniques in providing structured activities for special needs children.

Ability to understand and follow instructions.

Ability to assist children in learning and creative activities.

Ability to communicate and establish rapport with children with special needs.

NEW 10-95

#### Nature Of Work

This is volunteer work in a foster grandparent program for the Community Action Agency.

### Senior Companion (003772)

#### Minimum Qualifications

Eighth grade. Must be sixty years of age or older and have a low income.

#### Job Specifications

##### NATURE OF WORK

This is volunteer work in a senior companion program for the Community Action Agency.

Employees in this class assist frail elderly persons and disabled adults in their own homes, nursing homes and adult day care centers. Responsibilities include providing assistance to clients with health and personal service needs, providing companionship, assisting clients with needed available community services, and bringing unmet needs to the attention of appropriate staff. Supervision is received from an administrative superior who reviews work through personal conferences and on-site visitations.

##### ILLUSTRATIVE TASKS

Assists clients with feeding, bathing, dressing and grooming; assists with grocery or other shopping.

Performs light housekeeping duties and laundry directly related to the client's immediate needs.

Writes letters and reads aloud.

Provides companionship, conversation and assistance with hobbies and similar recreational activities.

Accompanies clients to recreational and/or social events.

Provides information on available community services and assists client in receiving needed services.

Brings unmet needs to attention of supervisor.

Meets regularly with supervisory to review the status of each assignment; attends training sessions as required; submits all time and expense records and other records as requested.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of good nutritional and grooming practices for the elderly and disabled.

Knowledge of good housekeeping practices.

Knowledge of the goals and objectives of a senior companion volunteer program.

Ability to work persuasively and patiently with clients.

Ability to use good judgment in providing health and personal care services to clients.

Ability to communicate and establish rapport with elderly and disabled individuals.

NEW 10-95

#### Nature Of Work

This is volunteer work in a senior companion program for the Community Action Agency.

## Human Resources Department

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### CAA & HSD Self-Help Team Manager (003780)

**Minimum Qualifications**

Bachelor's degree in Social Work, Sociology or related field. Two years of professional experience in the delivery of social services is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work with supervisory responsibility in the management of the Self Help Community Enrichment Center.

## Human Resources Department

### Director, CAA & HSD Self-Help Institute Division (003782)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to eight years of progressively responsible managerial and/or administrative experience in local government programs to include experience in a supervisory capacity is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible administrative work in planning and directing the activities of the Self-Help Institute Division for the Miami-Dade County Community Action Agency.

An employee in this class is responsible for directing and supervising the operations of the self-help division, specializing in providing self-help initiatives to disadvantaged clients in the community, using Community Services Block Grant (CSBG) as the foundation for the development and implementation of various programs. Emphasis of the work is on direction and coordination of a variety of programs and staff operations within the division; developing, proposing and implementing new or revised policies and plans, developing budget proposals, maintaining liaison with various community, state, federal or local agencies and national CAA trainers; drafting grant proposals, and insuring appropriate expenditure of funds and compliance with reporting requirements from various funding and departmental sources. Incumbent exercises a considerable degree of independent judgment and professional managerial knowledge in interpreting division policies, resolving operational problems, evaluating program and fiscal elements of programs directly administered or contracted and researching for applicable funding sources. Supervision is exercised through subordinate supervisors over a varied and dispersed staff of professional, technical, administrative, specialized and clerical employees assigned to various division activities. General direction is received from and administrative superior who review work through personal conferences, inspections and various reports and hold the incumbent responsible for the attainment of desired goals and objectives and effective professional and administrative management of division operations.

##### ILLUSTRATIVE TASKS

Directs operations of neighborhood service delivery centers dispersed throughout the county; supervises professional and support staff engaged in social service case management, administration of the centers, liaison with various service providers resident at the centers and contact with center clients and community groups.

Directs various service programs for the economically disadvantaged, such as the Low Income Home Energy (LIHEAP); Emergency Food and Shelter; Family and Child Empowerment; and Youth Development projects through subordinate supervisor and support staff.

Proposes new and revision of existing policies for division operations; proposes division goals and objectives; evaluates division performance in relation to established goals and objectives.

Supervises preparation of budget proposals and presents proposed budget plans; keeps informed on division expenditures and the status of funds; insures preparation of required reports for various funding sources and departmental superiors.

Evaluates program and fiscal elements of division operations directly administered; supervises the monitoring and evaluation of activities contracted by the county from both program and fiscal standpoints; recommends or directs changes to effect improvements as considered necessary.

Assists subordinate personnel in the preparation of grant proposals, resolving of emergencies and operational problems, resolving of fiscal and personnel problems and related management considerations.

Holds staff meetings with key personnel to consider plans, priorities, operational improvements, status of funds, needed legislation and related matters; participates in staff meetings with other key office personnel and the director.

Maintains contact with community, Federal, state and local groups that interface with division operations; serves on task forces and committees as assigned; serves in an advocacy role for human services.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of public administration.

Thorough knowledge of the principles of management and their application to the administration of government activities.

Thorough knowledge of supervisory principles and practices.



## Human Resources Department

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### Director, CAA & HSD Self-Help Institute Division (003782)

Thorough knowledge of applicable county, state and federal laws, rules and regulations pertaining to division operations.  
Considerable knowledge of human service administration in the public sector in the area of assigned specialty.  
Considerable knowledge of the principles of public personnel administration and county personnel policies and procedures.  
Considerable knowledge of fiscal and budgetary principles and practices.  
Knowledge of the programs of community human service agencies in the area of assigned specialty.  
Ability to use advanced professional knowledge of the principles of management and public administration in directing division activities.  
Ability to exercise judgment and discretion in proposing changes and interpreting departmental, division and county policies, rules and regulations.  
Ability to establish and maintain effective working relationships with departmental management, officials in other county, local, state and Federal departments and community agencies.  
Ability to evaluate results in achievement of division goals and objectives and to redirect efforts and priorities as needed.  
Ability to make effective recommendations concerning budget plans and priorities and the development of division policies and plans.  
Ability to arrive at prompt and effective decisions in management of division operations.  
Ability to supervise the work of subordinates in a manner conducive to full performance and high morale.  
Ability to communicate clearly, concisely and persuasively, verbally and in writing to individuals and community groups.

### Nature Of Work

## Human Resources Department

### Director, CAA & HSD Fiscal Management Division (003785)

#### Minimum Qualifications

Bachelor's degree. Four years of progressively responsible experience in fiscal management, budget development and procurement to include two years in a supervisory capacity is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional managerial work in planning and directing financial and related activities for the Community Action Agency.

An employee in this class is responsible for managing, directing and supervising fiscal affairs of the Community Action Agency including budgeting, procurement, accounts payable and receivable. Responsibilities include serving as departmental budget coordinator, monitoring financial reports to ensure compliance with budgetary and funding requirements, supervising numerous budget reports for the different funding sources, analyzing expenditures and revenues, and managing procurement activities and accounts payable and receivable functions. The incumbent exercises considerable independent judgment and professional managerial knowledge in assuring sound financial management of department operations. Supervision is exercised over professional and clerical subordinates assisting in various phases of financial activities. General direction is received from the Director, Community Action Agency, who holds the incumbent responsible for the professional management of departmental budgetary, financial and procurement services.

##### ILLUSTRATIVE TASKS

Plans and directs the work of subordinate professional and clerical employees performing a variety of financial and procurement functions for the Community Action Agency.

Coordinates departmental budget submissions; monitors budget for errors and modifies budget during the fiscal year; monitors financial reports to ensure compliance with budgetary requirements and produces management reports.

Supervises the preparation of department's single audit work papers and fund level closing entries.

Exercises responsibility for cash balance, monitoring, balancing, redistribution and reports.

Monitors expenditures and revenues; prepares financial forecasts, trends analyses and projections.

Manages procurement and accounts payable and receivable functions; develops and implements applicable procedures for operation, petty cash disbursements, payments for contracted services, and payments for goods and services.

Supervises screening of requisitions, preparation of small purchase orders, preparation of accounts payable vouchers, reconciliation of journal entries, batching and tracking of bills; researches and resolves vendor inquiries.

Develops and implements procedures to facilitate purchasing and accounts payable functions

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of accounting, business and public administration.

Thorough knowledge of financial internal control systems and their application to the management of departmental financial activities.

Thorough knowledge of the organization, functions, goals and objectives of the Community Action Agency.

Considerable knowledge of local, state and federal laws and regulations pertaining to the funding sources and departmental financial activities.

Considerable knowledge of financial provisions of contracts between vendors and contractors with the Department.

Considerable knowledge of procurement policies, procedures and regulations.

Knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate centralized financial and procurement activities for the Department.

Ability to manage departmental financial activities to ensure all funds are properly collected, accounted for and expended in accordance with departmental policies and legal restrictions.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### **Director, CAA & HSD Fiscal Management Division (003785)**

Ability to exercise judgment and discretion in devising, installing and interpreting departmental financial and administrative policies and procedures.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other County departments and agencies.

NEW 7/2005

#### **Nature Of Work**

This is advanced responsible professional managerial work in planning and directing financial and related activities for the Community Action Agency.

## Human Resources Department

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### Director CAA & HSD Energy Programs Division (003788)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of professional administrative experience in a large-scale social or human services agency to include three years in a supervisory capacity is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing Facilities Maintenance and Home Rehabilitation activities for the Community Action Agency.

An employee in this class is responsible for directing, through subordinate supervisors, the work of employees engaged in the weatherization or rehabilitation of residential dwelling units, and in the repair and maintenance of departmental buildings. Duties include the administration of energy efficiency related repairs to low income houses, home repairs and renovations for single-family homes of low to moderate income homeowners, the installation of hurricane storm panels on the homes of low income seniors and other hurricane mitigation measures for low to moderate income homes and the maintenance and repairs of all departmental owned offices and Head Start Centers. The incumbent exercises considerable independent judgment in the supervision and management of in-house work and contractual services, the sound administration of grant funds and the adherence to all applicable policies and procedures. General direction is received from an administrative superior who holds the incumbent responsible for the effective development and implementation of comprehensive policies and procedures and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and coordinates, through subordinate supervisors, the work of professional and clerical employees engaged in departmental facilities maintenance and repair, renovation and hazard mitigation activities for low income citizens.

Makes periodic site visits to inspect the work of subordinates and subcontractors for compliance. Ensures that all rehabilitation and hazard mitigation work complies with the Blueprint for Safety guidelines and all local building codes and standards.

Supervises budget preparation and monitors expenditures; reviews and analyzes financial, budgetary and operational reports.

Prepares special reports and correspondence for superiors, represents the department in meetings and task forces.

Conducts needs assessment studies. Maintains and monitors customer satisfaction, resolves complaints and other administrative problems.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of local human service systems and affordable housing programs.

Strong knowledge of federal and state requirements and the ability to aggressively compete for grant funding.

Ability to deal effectively with the diverse community groups that are reflective of the populations CAA serves.

Working knowledge of advanced IT applications and capabilities as well as communications technology.

Thorough knowledge of the principles, practices and methods of construction, renovation and hazard mitigation.

Thorough knowledge of building materials, methods and construction systems.

Thorough knowledge of building codes and regulations and provisions of the Americans with Disabilities Act pertaining to building accessibility.

Ability to understand building plans and specifications.

Ability to formulate administrative facility maintenance programs in accordance with national standards.

Ability to conduct or coordinate complex studies of building structures and related mechanical and electrical systems.

## Human Resources Department

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### Director CAA & HSD Energy Programs Division (003788)

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing Facilities Maintenance and Home Rehabilitation activities for the Community Action Agency.

## Human Resources Department

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### Job Training Assistant (003803)

**Minimum Qualifications**

Completion of 60 semester credits. Experience in a social services delivery system or interviewing and intake for a public service agency involved in employment and job training programs may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is paraprofessional work in the recruiting, interviewing, evaluation and referral of training and employment program participants.

## Human Resources Department

### Job Developer (003806)

#### Minimum Qualifications

Bachelor's degree in Sociology, Psychology, Business Administration, Public Administration, Human Relations, Personnel Management, Social Science or related field.

#### Job Specifications

##### NATURE OF WORK

This is job development and related work in finding and creating job opportunities for enrollees and applicants in a job training and employment assistance program.

Employees in this class are primarily responsible for developing job opportunities through personal and telephone contacts with various employers in business, industry and government. Emphasis of the work is on keeping informed on local labor market conditions, maintaining contact with counselors to help assess enrollees' employment needs and provide guidance in making contacts with employers, and finding or developing job opportunities of various occupational types. Some employees in this class may also be assigned responsibility for encouraging employers in the development of subcontracts for job training. Incumbents may be assigned to job training centers or programs. Work is performed under the general supervision of an administrative or professional superior who assigns work, assists with unusual problems and evaluates completed work for effectiveness of results through conferences and written reports.

##### ILLUSTRATIVE TASKS

Develops contacts with business, commercial and industrial firms by personal visit and telephone to obtain job openings in occupational areas that correspond to the occupational training enrollees are receiving.

Keeps informed on labor trends and job openings in the local labor market area through visits, telephone contacts, office reference listings and other sources; refers to office records and makes telephone calls to determine positions that are currently available.

Keeps supervisor informed of local labor market conditions and results of job development efforts.

Discusses employment needs of enrollees with counselors and other staff members to identify occupational areas in which to concentrate job development activities; meets with enrollees to identify employment needs.

Writes orders for jobs found while in the field; completes records of field contacts in developing job openings and other records.

Contacts nonprofit agencies and governmental organizations to explain the job training program and obtain written agreement to use existing job openings for training enrollees; discusses areas of training that would be beneficial to enrollees with possibilities of developing employment that would provide upward career mobility; discusses creation of a training program to run concurrently with enrollee academic training.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of employer locations, government organizations and job openings in the area assigned.

Considerable knowledge of appropriate techniques and methods in the development of job openings.

Knowledge of labor market trends and conditions in the area of assignment.

Knowledge of established job training program procedures in job referral and placement of enrollees and applicants.

Ability to achieve rapport with employers in order to develop job openings and career ladders for enrollees and applicants.

Ability to keep informed on local labor market trends and conditions in the area assigned.

Ability to work effectively with other staff members to assist enrollees and applicants in achieving job placement objectives.

Ability to prepare records and reports on a timely and complete basis.

Ability to express ideas and information clearly and concisely, both orally and in writing.

REVISED 03/98

#### Nature Of Work

This is job development and related work in finding and creating job opportunities for enrollees and applicants in a job training and employment assistance program.

## Human Resources Department

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**Job Developer (003806)**



## Job Training Specialist (003814)

### Minimum Qualifications

Bachelor's degree.

### Job Specifications

#### NATURE OF WORK

This is professional assessment, career development work in a job training and employment program.

Employees in this class are responsible for recruiting, interviewing, evaluating and placing participants in training and employment programs both in the private and public labor market sectors. Emphasis of the work is on the recruitment and development of meaningful training and employment opportunities consistent with the needs of the population served and performing administrative and counseling tasks which require the maintenance of program and participant records. Work is performed under the supervision of an administrative superior who assigns and reviews work for adherence to Federal, state and local requirements.

#### ILLUSTRATIVE TASKS

Interviews applicants to determine eligibility for services; reviews applications for completeness; obtains additional information regarding work experience, education, employment and previous training experience(s) as needed.

Administers a variety of occupational and assessment tests to determine applicants' interests, abilities and skills; scores tests, interprets test result to formulate realistic career development plans, discusses test results with applicants; develops Employability Development Plans.

Refers eligible applicants to educational, vocational and/or employment programs; monitors the progress of enrolled participants through on-site visits and conferences; conducts group counseling sessions and provides individual counseling sessions as needed.

Determines enrollees supportive service needs and refers enrollees to appropriate social service agencies.

Develops contacts with private and public training and labor market sectors to secure training and employment opportunities through contractual agreement; implements appropriate sales techniques in recruiting employers to hire and train program enrollees.

Develops employment opportunities which are consistent with the level and type of training opportunities provided; explains program objectives to potential enrollees and service providers.

Actively recruits potential enrollees through a variety of public relations activities and campaigns.

Prepares various programmatic and statistical reports.

Maintains current documentation of daily activities, counseling forms and available placement opportunities.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of federal, state and local regulations which govern the recruitment, selection, evaluation and placement of targeted groups in training and employment programs.

Knowledge of established policies and procedures which govern the maintenance of program and participant records.

Knowledge of counseling techniques utilized in identifying and analyzing educational, supportive services and employment needs.

Knowledge of a variety of occupational inventories and tests, scoring methods and interpretation of results.

Knowledge of social service referral agencies in Dade County.

Ability to evaluate the current labor market and training trends in Dade County.

Ability to achieve rapport with participants, targeted groups and a variety of professional members of the labor market industry to facilitate program objectives.

Ability to deal effectively with instructors, supervisors and employers in assigned areas.

Ability to assist participants exhibiting social or emotional problems and make appropriate referrals.

Ability to administer a variety of occupational inventories and tests and communicate results in a clear and concise manner.

Ability to express ideas and information in a clear and concise manner, verbally and in writing.

Ability to instruct a small to moderate size group in a variety of personal and self-development subject matter.

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## Human Resources Department

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### Job Training Specialist (003814)

#### **Nature Of Work**

This is professional assessment, career development work in a job training and employment program.

## Human Resources Department

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### Contracts Officer (003820)

#### Minimum Qualifications

Bachelor's degree. One year of experience in the preparation and administration of contracts is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in the preparation, award, monitoring and evaluation of contracts negotiated with various public or private agencies by county departments.

Employees in this class are responsible for performing various duties in the preparation, award, monitoring, evaluation and reporting of contracts negotiated between the county and private or other governmental agencies. Duties or combination of duties vary, depending on the department to which assigned. Contracts are typically those of a community service or community improvement nature funded by federal, state and local sources. Emphasis of the work is on assisting grant recipients in the preparation of applications, defining of program objectives and preparation of budget proposals, and on monitoring ongoing contracts from the fiscal and/or programmatic standpoints including preparation of required evaluation reports. Incumbents frequently visit agencies under contract, work closely with their personnel and coordinate monitoring assignments with departmental accounting officials responsible for the processing of reimbursement requests and maintenance of expenditure controls. Employees operate with considerable independence of action and exercise professional judgment in the advice and assistance furnished to grant recipients and in the evaluation of their performance. General supervision is received from a professional or administrative superior who assists in the resolution of difficult problems and reviews and evaluates completed work for timely service to agencies and conformance with departmental and funding source policies and objectives.

##### ILLUSTRATIVE TASKS

Keeps informed on the preparation of requests for proposals issued for potential grant recipients; assists in preparing specifications for proposals as assigned; reviews completed proposals and discusses projects being considered; makes recommendations for award of contracts to committees responsible.

Assists personnel in agencies under contract in establishing budgets, including staffing patterns, capital improvement, supply and other costs; advises on allowability of items and expenditures and requirements in presenting modifications of budgets during the contract year; works with grant recipients to establish or redefine goals and objectives in their programs.

Plans, schedules of monitoring visits to assigned offices on a systematized basis; reviews program and fiscal performance, following established monitoring policies and procedures; reviews percentage of client load in relation to goals, status of budget expenditures and other information, and completes required monitoring reports.

Reviews reimbursement requests from agencies under contract and authorizes or disapproves expenditures within established limits; authorizes transfer of budget expenditures from one object class to another within established procedures; forwards expenditure requests which require higher level approval; authorizes budget revisions within delegated authority.

Discusses with supervisors cases where agencies are not achieving contract performance goals, or are not following required procedures so that corrective action can be taken; identifies deficiencies and advises project directors of need for corrections.

Advises on provisions of various federal and state funding guidelines and program directives as well as departmental policies and procedures during the contract term; completes required evaluation reports before termination of contract; assists internal or external auditors as needed subsequent to contract completion.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of principles and practices of contract preparation and administration in federally funded programs.

Considerable knowledge of provisions of federal and state funding source guidelines relating to the application for, preparation and

## Human Resources Department

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### Contracts Officer (003820)

administration of contracts in the area of assignment.

Considerable knowledge of federal and state legislation relating to the application for, preparation and administration of contracts in the area of assignment.

Considerable knowledge of the principles and procedures of budget preparation and justification in contract proposals.

Considerable knowledge of departmental policies, procedures and techniques in fiscal and program monitoring and evaluation of ongoing contracts.

Considerable knowledge of the detailed program and fiscal provisions of specific contracts assigned.

Knowledge of official county position classification specifications and the relationship between classes of positions.

Ability to furnish effective technical assistance to the public and agencies in the preparation of contract proposals.

Ability to plan appropriate staffing levels for grant recipients to achieve program objectives.

Ability to exercise sound judgment and apply departmental and funding source guidelines accurately in the preparation of budgets and monitoring of fiscal activities of grant recipients.

Ability to plan and schedule work so as to monitor assigned contracts as required by departmental and federal procedures.

Ability to evaluate programmatic activities of agencies under contract effectively and to readily discern ineffective performance.

Ability to deal effectively with departmental staff members, committee personnel, project directors and officials in agencies under contract.

Ability to communicate effectively, both verbally and in writing.

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### **Nature Of Work**

This is advanced professional work in the preparation, award, monitoring and evaluation of contracts negotiated with various public or private agencies by county departments.

## Human Resources Department

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### SFWIB Contracts Compliance Officer (003821)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Finance or related field. One year of experience in accounting or auditing financial records and/or contractual agreements is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional work in the preparation, award, monitoring and evaluation of contracts negotiated with various public or private agencies by county departments.

## Human Resources Department

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### SFWIB Job Training Program Specialist (003822)

#### Minimum Qualifications

#### Job Specifications

No Job Specification available.

#### Nature Of Work

This is advanced administrative work in serving as the expert between the SFWIB and career center operators and/or service providers on Youth programs, services, and activities under the Workforce Investment Act (WIA).

## Human Resources Department

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### SFWIB Customer Service/Receptionist (003823)

#### **Minimum Qualifications**

High school diploma or GED. One year of public contact experience in telephone or switchboard operations, customer service or a related field to include providing citizen information or referral services is required.

#### **Job Specifications**

#### **Nature Of Work**

This is routine and supervisory work in the operation of a private branch exchange telephone switchboard operations and customer service.

## Human Resources Department

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### Job Training Program Administrator (003824)

**Minimum Qualifications**

Bachelor's degree. Two years of professional or administrative experience in a job development, job placement, training, counseling, youth intervention or related program to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work with supervisory responsibility in the oversight of welfare transition or workforce investment act programs.



## Human Resources Department

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### SFWIB Agenda Clerk (003825)

#### **Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### SFWIB Administrative Officer 2 (003826)

#### Minimum Qualifications

Bachelor's degree. One year of experience in property management or building maintenance to include experience with vendor contracts or agreements and capital inventory/asset tracking is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional personnel management work in a County department or agency.

An employee in this class is responsible for performing specialized personnel management duties in support of a County department or agency. Emphasis of the work is on coordinating a variety of departmental personnel management activities, defining appropriate recruitment methods, initiating recruitment action and maintaining contact with central Employee Relations Department on various personnel management issues. Duties require exercise of considerable judgment and professional knowledge in the application of personnel management theories, principles and methods. Supervision may be exercised over subordinate professional and technical staff. General supervision may be received from an administrative superior who reviews work for quality of results and service.

##### ILLUSTRATIVE TASKS

Maintains contact with departmental officials on recruitment needs; monitors personnel requisitions, reviews and questions as necessary indicated qualification requirements, and identifies appropriate recruitment methods; initiates recruitment action such as use of eligible lists, direct referral or other means.

Answers inquiries and resolves problems relating to delays in recruitment or inability to recruit; researches background data as required to obtain information on problems in recruiting for specified jobs.

Obtains current data for and supervises issuance of job bulletin announcements; recommends to superior changes in qualification standards as considered necessary.

Supervises or performs audit of used eligible lists returned from departments to insure conformance with established merit policies and procedures.

Exercises immediate supervision over clerical support personnel engaged in initial interview with the public and processing of eligible lists.

Recommends use of resume applications where appropriate for recruiting; obtains background information on such positions and screens applications for eligibility; supervises the issuance of such eligible lists to departments and agencies.

Responds to a variety of telephone and correspondence inquiries relating to recruitment delays, selection from lists, lack of response to recruitment efforts and related inquiries.

Performs related duties as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general personnel management theories and principles.

Considerable knowledge of principles and procedures relating to public personnel and county merit system administration.

Considerable knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders.

Considerable knowledge of county recruitment and employment policies, regulations, techniques and procedures.

Considerable knowledge of work flow in recruitment and employment processes.

Knowledge of the functions and organization of various county departments and agencies.

Knowledge of various appropriate recruitment sources for filling of position vacancies.

Knowledge of the classification structure of the county pay system.

Some knowledge of supervisory principles and practices.

## Human Resources Department

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### SFWIB Administrative Officer 2 (003826)

- Ability to coordinate and monitor recruitment activity so as to serve department and agency needs effectively.
- Ability to take prompt an appropriate action in the event of recruitment delays or inadequate response to recruitment efforts.
- Ability to exercise good judgment in evaluating qualifications of applications for positions.
- Ability to interpret an explain county personnel policies, rules and regulations relating to recruitment, employment and retention.
- Ability to maintain effective relationships with departmental officials and other staff members.
- Ability to achieve rapport and deal effectively and persuasively with the public and county supervisors and employees.
- Ability to communicate effectively, both verbally and in writing.

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#### **Nature Of Work**

This is advanced professional personnel management work in a County department or agency.

## Human Resources Department

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### SFWIB Program Coordinator (003827)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Marketing, or related field. Three years of professional administrative experience in economic and business development, marketing or sales are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### SFWIB Facility Specialist (003829)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in the receipt, storage, inventory of materials and/or facility management is required. Must be able to lift and handle items weighing up to 50 pounds.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized clerical work in asset tracking and inventory management.

## Human Resources Department

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### SFWIB Transition Specialist (003831)

**Minimum Qualifications**

Bachelor's degree. One year of administrative experience is required. Additional administrative experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work planning, scheduling and conducting monitoring visits of assigned service contractors.

## Human Resources Department

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### SFWIB Quality Assurance Specialist (003836)

**Minimum Qualifications**

Bachelor's degree. Experience in the analysis, assessment, evaluation, or related quality performance review experience of an employment/training program may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work in the review of employment/training programs.

## Human Resources Department

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### SFWIB Quality Assurance Coordinator (003837)

**Minimum Qualifications**

Bachelor's degree. Two years of experience in the analysis and evaluation of an employment/training program to include supervisory experience are required. Experience in the analysis, assessment, evaluation, or related quality performance review experience of an employment/training program may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work in the management of field monitoring of contract Welfare Transition and Workforce Innovation Act service providers and agencies.



## Human Resources Department

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### SFWIB Youth Programs Manager (003840)

**Minimum Qualifications**

Bachelor's degree. Four years of administrative experience in planning and managing youth training programs to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work in the management of the South Florida Workforce Board and South Florida Employment and Training Consortium Youth Programs.

## Human Resources Department

### SFWIB Program Services Supervisor (003842)

#### Minimum Qualifications

Bachelor's degree. Two years of experience in Workforce programs, eligibility determination, auditing or performance monitoring is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function in a county department or agency.

Employees in this class are responsible for supervising, planning, organizing and implementing diversified administrative activities in the central administrative division of a major operating department or supervising, planning, and implementing activities in a major departmental activity. Some incumbents in the class perform advanced and responsible administrative work of comparable scope in a specialized staff capacity. Incumbents are typically located at the division head level or as assistants to administrative or operating division heads in large departments. Employees engaged in central administrative activities typically supervise cost analysis and control, revenue management, budget preparation, expenditure controls, procurement and inventory controls, personnel administration, grant proposals, information system analysis and special investigations. Assignments are broad in nature with considerable opportunity for the exercise of independent judgment, application of management knowledges and skills, analysis of administrative and clerical employees through intermediate supervisors by assignment of duties and responsibilities and review of results for conformity to departmental policies and procedures and for attainment of quality results. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate professional, administrative, specialized and clerical employees engaged in performing varied activities such as financial management of departmental operations, specialized investigations, preparation and monitoring of expense and revenue budgets in connection with the reimbursement of state and federal funds under grant provisions, and Administers, reviews and analyzes departmental and divisional budgets including general fund accounts, proprietary funds, special tax district accounts, capital improvement bond funds, departmental revenues and a variety of federally funded programs; develops narrative information required for proposed departmental and divisional budgets; prepares and obtains approval of final budget documents; attends departmental and county budget hearings to assist in justifying and defending budget requests; approves budget charges generated in accordance with approved or revised budgets; exercises responsibility for keeping various divisions within budget allocations.

Plans, directs and coordinates comprehensive cost accounting programs providing management data concerning divisional operations; supervises business management in expenditure control, equipment purchase, distribution and supply; recommends, designs and implements departmental procedures relating to auditability and control of fiscal matters; established departmental administrative orders and procedures.

Examines management information systems within a large operating department, including automated and manual systems for implementation, combination or termination; analyzes management information systems of other departments and agencies which impact on systems of assigned department; develops management information systems and report formats for submitting information to the department director to assist in making informed management decisions.

Manages personnel administration in a large operating department with a large variety of classes, complex salary supplements and a substantial payroll operation; supervises administrative, specialized and clerical personnel engaged in providing comprehensive departmental personnel services; supervises departmental safety management in heavy industrial operations, comprehensive department training programs and affirmative action programs, provides assistance as a member of management bargaining teams in labor relations negotiations and other similar activities.

Designs inventory control procedures for the receipt and distribution of materials and supplies; reviews and prepares specifications for the acquisition of a large variety of goods and services; reviews and approves fiscal transactions to assure proper funding and compliance with

## Human Resources Department

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### SFWIB Program Services Supervisor (003842)

Federal, State and county laws, rules, regulations and departmental goals and objectives; coordinates fiscal matters with administrative and supervisory personnel of the department, other government agencies and departments.

Reviews and analyzes proposed contracts, federal and state grants, professional service agreements and leases prepared by departmental staff for compliance with federal, state and county rules and regulations; provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures; prepares grant approval resolutions for action by the County Commission; examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.

Provides assistance to agencies and subcontractors in complying with State and Federal grant guidelines and procedures related to fiscal management, budgets and contracts; develops and maintains administrative policies and procedures to provide for information flow from subcontractors and programs to division and funding sources; negotiates and prepares drafts of leases, permits and agreements with vendors or potential vendors, their attorneys or representatives; obtains final agreements with vendors and prepares resolutions for approval of county commission.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of data processing and cost accounting systems.

Knowledge of public relations principles and techniques.

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to supervise a large staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures.

## Human Resources Department

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### SFWIB Program Services Supervisor (003842)

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

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#### **Nature Of Work**

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function in a county department or agency.

## Human Resources Department

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### SFWIB Human Resources Specialist (003846)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience to include personnel recruitment, payroll or related experience are required.

**Job Specifications**

Job Specification Not Available.

**Nature Of Work**

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of South Florida Workforce.

## Human Resources Department

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### SFWIB Special Projects Administrator 2 (003848)

**Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### SFWIB Assistant Controller (003857)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional or administrative experience in accounting or financial management to include supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional and supervisory work assisting in planning and directing activities of the Finance Unit of the South Florida Workforce headquarters.

## Human Resources Department

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### SFWIB Finance Administrator (003858)

**Minimum Qualifications**

Bachelor's degree in Accounting or Finance. Two years experience in the management of a budget funded by multiple funding streams and accounting practices or fiscal reporting requirements for non-profit organizations is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible managerial work managing a variety of administrative functions supporting the operations of the SFWIB.



## Human Resources Department

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### Assistant Director, SFWIB (003867)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of professional or related experience in accounting or financial management to include supervisory experience is required. Must possess a Certified Public Accountant (CPA) license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced responsible professional fiscal work in the provision of accurate and reliable financial information to the Board of Directors for the SFWIB.

## Human Resources Department

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### Community Advocacy Program Officer 1 (003884)

#### Minimum Qualifications

Bachelor's degree. A minimum of one to two years of community organization experience including one year in program administration is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible community service work for the Board of County Commissioners, Office of Community Advocacy.

Employees in the class are responsible for overseeing the implementation of numerous programs which provide assistance to the community. Responsibilities include representing the department before numerous community boards, committees and task force, and providing administrative staff support assistance; attending various meetings to discuss matters pertinent to the community groups; developing and conducting seminars and workshops; developing surveys to determine priority matters and developing educational and informational radio and television programs. The incumbent exercises considerable independent judgment in initiating program action and in coordinating efforts to serve the community. General direction is received from an administrative superior who holds the incumbent responsible for effective program administration and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Represents the department before several community boards, committees and task forces, and provides administrative staff support.

Attends meetings with individuals, community leaders, community organizations and volunteer agencies to advise/inform them of matters pertinent to the community.

Develops and conducts seminars and workshops to educate and inform the community on services available to them.

Meets with representatives of local, state and federal agencies to discuss community incidents and issues.

Performs assessment of community incidents and conflicts.

Develops and conducts surveys in cooperation with other organizations to determine priority needs within the community.  
Develops educational and informational radio and television programs for the benefit of the community.

Assists various Boards in the development of programs for the community.

Participates in the department's on-going customer service, consumer satisfaction, and internal assessment and evaluation activities.

Performs related work as required.

##### KNOWLEDGLES, ABILITIES, AND SKILLS

Thorough knowledge of the goals and objectives of the Board of County Commissioners, Office of Community Advocacy.

Thorough knowledge of economic and social conditions affecting the communities within Miami-Dade County.

Thorough knowledge of public relations principles and practices.

Thorough knowledge of community organizations and agencies.

Considerable knowledge of the development of informational programs for use by the media.

## Human Resources Department

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### Community Advocacy Program Officer 1 (003884)

Ability to advise and inform individuals, community leaders and community organizations of matters pertaining to numerous community groups.

Ability to deal tactfully, persuasively and diplomatically with community leaders, elected and appointed officials, and the public.

Ability to design and conduct surveys addressing priority needs of the community.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to provide effective assistance to individuals concerning citizenship and immigration matters.

Ability to develop educational and informational programs for radio and television

#### **Nature Of Work**

This is advanced and responsible community service work for the Board of County Commissioners, Office of Community Advocacy.

## Human Resources Department

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### Executive Director, South Florida Workforce Board (003899)

#### **Minimum Qualifications**

Bachelor's degree in Management, Social Services, Political Science, or related field. A minimum of five to nine years of progressively responsible experience in top management of a large, complex public or private organization is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing activities of the South Florida Workforce Board.

## Human Resources Department

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### Courts HR Operations Specialist 1 (003901)

**Minimum Qualifications**

High School diploma or GED. Two years of advanced clerical experience involving HR processes and/or the maintenance of personnel records are required. Completion of coursework may substitute for the required experience on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Courts HR Operations Specialist 2 (003902)

#### **Minimum Qualifications**

Bachelor's degree. One year of advanced clerical and/or technical experience involving HR processes and/or the maintenance of personnel records is required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advance clerical and/or technical work that involves HR processes and/or maintenance of personnel records in the Clerk of Courts Human Resources Division.

## Human Resources Department

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### Courts HR Supervisor (003903)

**Minimum Qualifications**

Bachelor's degree. One year of professional and/or administrative personnel or human resources experience is required.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is professional and/or administrative personnel or human resources work coordinating the activities of a section within the Clerk of Courts.

## Courts HR Officer (003904)

### Minimum Qualifications

### Job Specifications

No Job Specification Available

### Nature Of Work

This is professional managerial work coordinating the activities of a section within the Clerk of Courts.



## Human Resources Department

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### Courts Senior HR Officer (003905)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced professional managerial work coordinating the activities of sections within the Clerk of Courts.

## Human Resources Department

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### Court Operations Officer 1 (004001)

#### **Minimum Qualifications**

Associate's degree and three years of clerical experience related to legal records or courtroom procedures to include two years of related supervisory experience are required; or Completion of 75% (45 semester credits) of an Associate's degree\* and three years of clerical experience related to legal records or courtroom procedures to include two years of related supervisory experience are required. \*If selected, applicant will be required to sign an Academic Attainment Agreement with the Clerk of Courts and appointed in "trainee" status with trainee pay.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional managerial work coordinating the activities of a section within the Clerk of Courts.

## Human Resources Department

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### Court Operations Officer 2 (004002)

#### **Minimum Qualifications**

Bachelor's degree and three years of clerical experience related to legal records and courtroom procedures to include two years of related supervisory experience; or currently employed in the County service with three years of clerical experience related to legal records and courtroom procedures to include two years of related supervisory experience are required. Completion of 75% (90 semester credits) of a Bachelor's degree. If selected, employee will be required to sign an Academic Attainment Agreement with the Clerk, Circuit and County Courts, and be appointed in "trainee" status with trainee pay.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional managerial work coordinating the activities of sections within the Clerk of Courts.

## Human Resources Department

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### Courts Financial Operations Officer (004009)

**Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or related field. Two years of professional and/or administrative accounting, financial analysis, audit and/or budget and forecasting experience in a public or governmental environment to include experience in the reporting and the preparation of complex financial reports are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional managerial work assisting in the planning, organizing, implementation and oversight of diversified daily operations in COC's Strategic Management and Budget Division.

## Ex-Parte Clerk (004010)

### Minimum Qualifications

High school. Four years of advanced clerical experience are required.

### Job Specifications

#### NATURE OF WORK

This is advanced and independent clerical work in processing judgments related to delinquent child support cases or in the auditing of guardianship reports required by probate court.

Employees in this class assigned to child support duties are responsible for interpreting Florida Statutes applicable to child support rules, conducting extensive research to determine the status of cases, and determining if adjustments or legal action is required. Responsibilities include reviewing legal instruments, assuring that the provisions of Florida Statutes are followed, and processing final judgments. Employees assigned to probate duties are responsible for auditing guardianship reports submitted by court appointed guardians for wards of the court and property administered by court order in probate court. Incumbents exercises considerable independent judgment in applying knowledges of legal procedures in the processing of child support or guardianship cases. Supervision is received from an administrative superior who reviews work for conformance with established policies and procedures.

#### ILLUSTRATIVE TASKS

Interprets Florida Statutes applicable to child support rules, precedent and procedures as they pertain to delinquent accounts; conducts research and coordinates work with the State Attorney's Office, attorneys and the public to determine the status of cases.

Reviews legal instruments to assure completeness of information and conformance to applicable laws, rules, precedents and procedures relating to child support; researches, compiles, analyzes and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material.

Determines if child support accounts require delinquency notices; receives and serves notice on obligator as required by Florida Statutes; determines if final judgment should be issued against property; receives final judgments, and forwards for recording; reviews final motions contesting judgments for affected accounts; adjusts accounts in accordance with judicial court order and final rulings.

Researches, prepares, reviews and enters adjustments to child support accounts contingent upon dependents age/emancipation, modified court orders and other factors; determines if responsibilities for dependents should terminate pursuant to Florida Statutes; calculates pay-off statements in accordance with Florida Statutes.

Issues satisfaction of judgments upon receipt of payment in full of delinquent child support and fees incurred or upon receipt of an order which eliminates account balances.

Attends court hearings in cases where child support judgments are contested.

Audits guardianship reports submitted by court appointed guardians for wards of the court and property administered by court order in probate court; reviews guardianship reports and payments for expenses for consistency with court orders; prepares orders requiring filing of reports or documentation.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the provisions of Florida Statutes pertaining to child support or guardianship.

Considerable knowledge of legal documents and instruments pertaining to delinquent child support or guardianship cases.

Considerable knowledge of legal processes and procedures applicable to child support or guardianship case processing and resolution.

### Ex-Parte Clerk (004010)

Considerable knowledge of the principles of accounting.

Considerable knowledge research methods and techniques.

Ability to audit guardianship reports for consistency with court orders issued by probate court.

Ability to process judgments related to delinquent child support cases.

Ability to interpret and apply provisions of Florida Statutes pertaining to delinquent child support or guardianship cases.

Ability to review legal instruments and documents and assure the completeness and sufficiency of applicable information.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to perform arithmetic calculations with speed and accuracy.

NEW 10-96

#### **Nature Of Work**

This is advanced and independent clerical work in processing judgments related to delinquent child support cases or in the auditing of guardianship reports required by probate court.

## Human Resources Department

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### Courts Procurement Officer (004011)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in purchasing a variety of commodities in a large scale centralized purchasing operation are required. Additional course work may substitute for required experience on a year-for-year basis up to two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized work administering and managing the procurement process of commodities and services for the Procurement Section of the Clerk of Courts.

## Human Resources Department

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### Courts Senior Procurement Officer (Fiscal) (004012)

**Minimum Qualifications**

Bachelor's degree in Accounting or related field. One year of professional administrative experience to include fiscal and recordkeeping experience in a high-volume central procurement or accounting operations is required. Additional experience may substitute for education on a year-for-year basis up to two years.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**



## Human Resources Department

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### Courts Contracts & Procurement Officer (004013)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in the large scale purchasing of equipment, supplies, and/or professional services to include one year of experience involving the development, preparation, negotiation, administration, and review of contracts are required. Additional experience may substitute for the education on a year-for-year basis up to two years.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional managerial work assisting with the development of contracts and bid documents in Clerk of Courts Procurement Operations Management Section.

### Courts Mail Center Clerk (004014)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required. Must possess a Driver license. Must be able to lift and handle items weighing 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in a mail center for the Circuit and County Courts.

Employees in this class perform a variety of duties in the collection, processing and distribution of interoffice and U.S. mail for the Circuit and County Courts. Emphasis of the work is on distribution of highly confidential court documents, accurate and rapid processing of mail, use of mail processing equipment, and operation of motor vehicles. Duties occasionally involve physical exertion and exposure to adverse weather conditions. Supervision is received from an administrative superior who provides advice and assistance on difficult problems and reviews work for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Operates vehicular equipment to collect and distribute interoffice and U.S. Postal Service mail; transports registered, insured, express and other forms of signature service mail to U.S. Postal facilities; transports office supplies and materials to various court offices and facilities, and branches of the district courts.

Performs duties in the collection and distribution of highly confidential court documents to the U.S. District Court of Appeal and timely delivery of recordable documents such as deeds and mortgage satisfactions to the circuit and courts' Recording Section.

Operates standard and computerized mail processing equipment; determines proper class and zone for U.S. Postal Service mail; measures letters and packages to determine applicable U.S. mail requirements and/or surcharges; records correct budget code and transactions on daily logs.

Provides critical messenger and mail courier services to the various branches of the district courts, Metro Justice Building, Dade County Courthouse, juvenile court, record center, State Attorney's Office, Board of County Commissioners, County Manager's Office, County Attorney's Office, and other departments and agencies.

Sorts interoffice mail into destination boxes and sorts U.S. Mail prior to processing; pre-sorts bulk-rate or other forms of reduced rate mailing; separates certified, registered, insured and express mail for special mail processing; sorts metered pre-sort mail by zip codes; packages and labels pre-sorted mail in accordance with U.S. Postal Service requirements.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of U.S. Postal Service rules, regulations, rates and documentation mandatory for processing U.S. Mail.

Knowledge of the operation of standard and computerized mail processing equipment.

Knowledge of geographical location of various court offices and facilities, County departments and agencies, and U.S. Postal Service facilities.

Knowledge of the geography of Miami-Dade County including road networks and road numbering system.

Knowledge of County budget codes and transactions.

Knowledge of office practices and procedures.

## Human Resources Department

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### Courts Mail Center Clerk (004014)

Ability to read and comprehend instructional manuals, regulations and other official U.S. Postal Service materials.

Ability to operate a variety of motor vehicles in a safe manner.

Ability to lift heavy items, use hand trucks and similar equipment to transport heavy loads.

Ability to operate mail processing equipment with speed and accuracy while standing.

Ability to follow verbal and written instructions.

Ability to deal effectively with mail center customers.

Physical strength and agility sufficient to perform assigned duties.

REV 3/00

#### **Nature Of Work**

This is specialized clerical work in a mail center for the Circuit and County Courts.

## Human Resources Department

### Courts Mail Center Supervisor (004015)

#### Minimum Qualifications

High school. Two years of experience in the processing of U. S. Mail or the equivalent are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the coordination of mail center activities for the Clerk of the Circuit & County Courts.

An employee in this class is responsible for supervising mail center, court courier services and supply distribution functions for the Clerk of the Courts. Responsibilities include supervising clerical subordinates engaged in the collection and distribution of inter-office and U.S. Mail, coordinating the collection and distribution of highly confidential court documents, scheduling work of subordinates, and establishing and revising procedures for mail center functions. Supervision is exercised over a staff of clerical subordinates with assigned duties in the collection and distribution of U.S. Mail, inter-office mail, confidential court documents, and departmental supplies. Supervision is received from an administrative superior who reviews work for accuracy, timeliness, and effectiveness of mail center activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of clerical subordinates engaged in the collection and distribution of highly confidential court documents to the U.S. District Court of Appeal and timely delivery of recordable documents such as deeds and mortgage satisfactions to the Clerk's recording section.

Supervises the collection and delivery of U.S. Mail and inter-office mail to County departments and agencies; develops employee work schedules to ensure delivery schedules are met and that outgoing U.S. Mail is processed in a timely manner; monitors daily work flow and adjusts schedules to avoid delays.

Provides critical messenger and mail courier services to the various branches of the district courts, Metro Justice Building, Dade County Courthouse, juvenile court, record center, State Attorney's Office, Board of County Commissioners, County Manager's Office, County Attorney's Office, and other departments and agencies.

Purchases meter postage from the U.S. Postal Service and maintains required usage records; obtains payment checks for the U.S. Postal Service.

Establishes techniques and procedures for the proper loading, unloading and dispatching of departmental supplies and materials.

Establishes and revises mail center procedures to resolve problems and enhance operational efficiency.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental requirements for the collection and distribution of highly confidential court documents.

Considerable knowledge of U.S. Postal Service postal regulations and requirements.

Considerable knowledge of the contents and use of U.S. Postal Service manuals.

Knowledge of the geographical locations of offices of the Clerk of the Circuit and County Courts, and of other County departments and agencies.

## Human Resources Department

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### Courts Mail Center Supervisor (004015)

Knowledge of supervisory principles and practices.

Ability to supervise and coordinate a variety of mail center operations for the Clerk of the Courts.

Ability to supervise and coordinate a variety of mail center operations for the Clerk of the Courts.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop, implement and revise clerical procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other County departments and agencies.

Ability to operate modern postal machines and equipment.

Ability to schedule employees to meet established requirements for collection and distribution of U.S. Mail, inter-office mail, and confidential court documents.

NEW 10-96

#### **Nature Of Work**

This is supervisory work in the coordination of mail center activities for the Clerk of the Circuit & County Courts.

## Courts Evidence Records Specialist (004017)

### Minimum Qualifications

High school diploma or GED. Two years of law enforcement experience utilizing the rules of evidence custody; two years of advanced clerical experience in processing court records; or one year of experience in courtroom or hearing room procedures is required. Must be able to lift evidence boxes weighing up to 50 pounds. Must successfully pass a background investigation to include physical and polygraph examinations. As a condition of employment, must successfully pass periodic polygraph examinations.

### Job Specifications

#### NATURE OF WORK

This is evidence storage and retrieval work for the Clerk of the Circuit and County Courts.

Employees in this class are responsible for receiving, securing, storing and releasing various types of evidence necessary for court actions. Duties include keeping detailed records of evidence issued and received, provided security and taking precautionary measures to protect evidence, taking periodic inventories, and purging inventory in accordance with proper authority. Incumbents are expected to perform at a high level of accuracy due to the value and legal importance of items handled. Supervision is received from an administrative superior who reviews work for conformity with departmental policy and efficient operation of the storage facility.

#### ILLUSTRATIVE TASKS

Receives, secures, stores and releases various goods and items held as evidence for court trials; labels evidence and assures materials correspond to accompanying paperwork; issues receipts for evidence received.

Maintains detailed and accurate records for all property and evidence in storage.

Provides security and takes precautionary measures to protect all property from loss, damage and deterioration; answers questions from media concerning evidence in storage.

Takes periodic inventories and maintains files on all items in storage.

Takes actions required to purge inventory after cases are adjudicated according to statutory rules and court orders.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of storekeeping and supply methods and procedures.

Considerable knowledge of inventory records keeping, including use of data processing and accounting systems.

Knowledge of court procedures as they pertain to rules of evidence.

Knowledge of records, reports and forms used in courts evidence records work.

Ability to properly receive and issue materials in accordance with court procedures for rules of evidence.

Ability to provide for the security and protection of stored items of evidence.

Ability to keep accurate records and prepare reports.

Ability to complete daily activities with a minimum of supervision.

## Human Resources Department

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### Courts Evidence Records Specialist (004017)

Physical strength and agility sufficient to perform assigned duties.

NEW 6-91

#### **Nature Of Work**

This is evidence storage and retrieval work for the Clerk of the Circuit and County Courts.

## Human Resources Department

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### Courts Electronic Operations Specialist (004018)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience processing legal/public records and/or performing courtroom/public hearing procedures to include specialized E-Court/SPIRIT technical or administrative experience is required. Completion of coursework may substitute for the required experience on a year-for-year basis up to two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced technical, clerical and public contact work assisting employees of the Clerk of Courts with electronic courtroom procedures and related issues.



## Courts Auditor (004019)

### Minimum Qualifications

Bachelor's degree in Accounting. One year of professional experience in accounting or auditing of financial records for the judiciary is required. Must be eligible to take the State of Florida Certified Internal Auditor examination.

### Job Specifications

#### NATURE OF WORK

This is advanced professional auditing work with some supervisory responsibility for the Clerk of the Circuit and County Courts.

Employees in this class audit financial records of guardianship accounts and other financial records for the judiciary and the Clerk of the Circuit and County Courts. Responsibilities include performing complex auditing assignments, serving as a team leader in the conduct of small-scale routine audits of guardianship accounts, and reviewing verified inventories and annual financial returns as required by Florida Statute. Duties include reviewing and endorsing all accounting transactions filed in guardianship cases, and accounting transactions of a more complex nature in other divisions as required. Supervision is exercised over a staff of subordinate employees engaged in auditing and verifying the annual accounting of guardianship cases for compliance with court orders and generally accepted accounting principles. Supervision is received from a professional superior who reviews work for achievement of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Supervises subordinate personnel engaged in conducting audits of financial records of guardianship accounts.

Reviews inventories of initial or annual guardianship reports and returns; verifies mathematical computations; reviews and conducts periodic audits of itemized listings of all personal and real property and values, physical location, encumbrances, liens and other secured claims, cash assets, income and safety deposit box inventory sheet; verifies that annual financial returns are procedurally and financially correct.

Assists in the interpretation of court orders regarding guardianship cases; monitors reports, inventories and plans for compliance with State law.

Monitors the filing of initial or annual guardianship reports and returns for compliance with filing schedules.

Provides financial statements and reports of all reviews to the Courts; requests court orders to secure documents and records of accounts for further review or use by a general or special master appointed by the Court.

Monitors filing and processing of bonds filed by guardians pursuant to Court Order; provides reports to the judiciary as required.

Assures that reports and substantiating documents and/or records obtained through Court Order are returned to guardian upon approval of the Court.

Determines direction and thrust of audit efforts and in planning the scope of audits.

Makes verbal and written presentations to the judiciary; discusses deficiencies and weaknesses in recordkeeping procedures.

Reviews procedures governing receipt and distribution of filing fees, statutory fees and other fee collections as authorized by law.

Prepares summarizes, schedules and supporting information for presentation to Administrative Judge as requested.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of generally accepted accounting principles and internal control systems applicable to the audit of governmental accounting systems.

### Courts Auditor (004019)

Considerable knowledge of the special principles, practices and procedures if auditing applicable to public finance and governmental accounting.

Considerable knowledge of the laws and regulations pertaining to accounting for guardianship cases in the judiciary.

Considerable knowledge of departmental rules and regulations of the Clerk of the Circuit and County Courts.

Knowledge of supervisory principles and practices.

Ability to plan, organize and direct efforts to achieve audit objectives.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to perform complex auditing assignments concerning guardianship accounts and other financial operations of the Clerk of the Circuit and County Courts.

Ability to exercise judgment and discretion in making sound auditing decisions.

Ability to prepare more complex accounting reports and statements.

Ability to make arithmetic calculations rapidly and accurately.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 6-91

#### **Nature Of Work**

This is advanced professional auditing work with some supervisory responsibility for the Clerk of the Circuit and County Courts.

### Courts Senior Auditor (004020)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Three years of professional auditing or related experience to include project management experience are required. A Master's degree, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible supervisory auditing work for the Clerk of the Circuit and County Courts.

An employee in this class is responsible for planning, organizing and conducting audits of the Clerk of the Circuit and County Courts fiscal operations and ex-officio functions as required by law. Responsibilities include reviewing and evaluating internal controls and procedures, developing and implementing audit programs, reviewing financial statements and reports, analyzing charges, procedures, receipt and disbursement of funds, and conducting special auditing assignments of significant complexity. Duties require the exercise of considerable professional judgement in the application of advanced principles of accounting and techniques of fiscal auditing. Supervision may be exercised over professional and clerical employees engaged in various phases of auditing assignments. General supervision is received from the Clerk of the Circuit and County Courts who holds the incumbent responsible for the professional execution of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, organizes and supervises continuous audits of the Clerk of the Circuit and County Courts financial operations; reviews and evaluates internal operations and makes recommendations for improvement.

Reviews records of revenue, expenditures, assets and liabilities; prepares interim and annual reports of audits performed.

Assists in the preparation and review of detailed financial reports, projections and analyses of revenues; reviews final statements for adherence to County and State auditing standards.

Prepares contracts undertaken by the Clerk of the Circuit and County Courts; conducts pre and post audits of firms or individuals performing contractual services.

Prepare bid specifications for the engagement of external auditors; evaluates proposals and confers with external auditors on audit findings.

Assists Miami-Dade Police Department, State Attorney and Grand Jury with investigative audits; acts as expert witness and testifies in court as required.

Analyzes fees and charges and recommends charges in fee structures; audits recordkeeping procedures, collections and disbursements, funds deposited in the court registry, and submits detailed analyses and reports.

Determines direction and thrust of audit assignments; plans theory and scope of audits; prepares summaries, schedules and supporting documentation.

Prepares audit correspondence and performs follow-up reviews to determine if audit recommendations were adopted; makes oral presentations concerning audit findings and programs.

Oversees coordination, preparation and dissemination of departmental annual auditing financial statements and related reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

### Courts Senior Auditor (004020)

Thorough knowledge of generally accepted accounting principles and internal control systems applicable to the audit of governmental accounting systems.

Thorough knowledge of the special principles, practices and procedures of auditing applicable to public finance and governmental accounting.

Thorough knowledge of the organization and operation of financial systems of the Clerk of the Circuit and County Courts.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of State and local laws pertaining to financial records, reports and forms of the Clerk of the Circuit and County Courts.

Knowledge of public relations principles and techniques.

Ability to plan, organize, conduct and direct detailed and complex audits of financial operations of the Clerk of the Circuit and County Courts.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze and interpret accounting data, devise audit procedures, and present audit findings.

Ability to prepare complete and accurate accounting reports and statements, schedules and summaries.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 6-91

#### **Nature Of Work**

This is advanced responsible supervisory auditing work for the Clerk of the Circuit and County Courts.

## Human Resources Department

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### Courts Financial Analyst (004022)

**Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field. Three years of professional and/or administrative financial analysis experience in budgets and forecasting in a public or governmental environment to include experience in financial reporting grant administration compliance and/or reporting are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work in financial analysis for the courts.

## Human Resources Department

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### Courts Jury Pool Manager (004023)

**Minimum Qualifications**

Bachelor's degree and two years of progressively responsible professional and/or supervisory experience in the court operations or law related field are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional managerial work directing the operational activities of Criminal and Civil Jury Pool Management in the Courts Support Division of the Clerk of Courts.

## Human Resources Department

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### Records Management Specialist 2 (004025)

#### Minimum Qualifications

Bachelor's degree. One year of records management experience is required. Additional records management experience may substitute for the required education on a year-for-year basis to a maximum of three years.

#### Job Specifications

##### NATURE OF WORK

This is professional work in the design and development of countywide records and information systems.

Employees in this class are responsible for analyzing manual and automated records and information systems, researching micrographic and other records equipment and designing and developing new and revised information systems. Emphasis of the work is on studying department's existing and potential records, establishing retention schedules and researching and developing manual or automated filing systems. Independent judgment is exercised in establishing and maintaining effective working relationships with officials of county departments, agencies and superiors and in the formulation of recommendation for records and information systems. Supervision is received from a professional and administrative superior who reviews recommendations for effectiveness and thoroughness and for compliance with established state retention schedules and county guidelines.

##### ILLUSTRATIVE TASKS

Analyzes existing filing systems, establishes retention schedules and recommends changes in records systems; designs manual or automated records systems; writes procedures manuals and provides training.

Analyzes and recommends filing and cost efficient equipment and space needs.

Monitors ongoing programs for efficiency and compliance with records retention guidelines.

Participates in establishing a vital records protection program.

Prepares presentations on records and information programs for superiors and officials.

Confers with vendors on modern filing equipment, micrographics, data storage devices and supplies; assesses department's needs and recommends proper equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of records and information systems and application to forms, copy and mail management.

Considerable knowledge of micrographic and related automated equipment related to records and information systems.

Considerable knowledge of the Public Record Law as it pertains to retention schedules and micrographic specifications.

Knowledge of design and development techniques of records and information systems.

Knowledge of modern office methods, practices and procedures.

Ability to analyze record and information system needs and make effective recommendations.

Ability to work effectively with various levels of officials and employees and to exercise tact and diplomacy.

Ability to collect pertinent information on existing records and information systems.

## Human Resources Department

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### Records Management Specialist 2 (004025)

Ability to calculate retention schedules for depository records.

Ability to keep abreast of technological advances in the micrographic and other records equipment field.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 1-86

#### **Nature Of Work**

This is professional work in the design and development of countywide records and information systems.



## Human Resources Department

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### Senior Records Management Specialist (004026)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration or Records Management. Two years of records management experience to include records analysis, electronic document management, office automation, micrographics, or records center operations are required. Additional records management experience may substitute for the required education to a maximum of two years.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility in the planning, organizing and implementation of activities related to electronic records keeping for the Clerk of Courts.

## Human Resources Department

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### Court Records Specialist 1 (004029)

**Minimum Qualifications**

High school diploma or GED. Two years of clerical experience are required. Completion of coursework or business school training may substitute for the required experience on a month-for-month basis. Must be able to work all shifts and/or weekends.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized clerical and public contact work in a formal courtroom setting or in an administrative office within the Clerk of Courts.

## Human Resources Department

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### Court Records Specialist 2 (004030)

**Minimum Qualifications**

High school diploma or GED. Two years of experience as a Court Records Specialist 1 or two years of advanced clerical experience are required. Completion of coursework may substitute for the required experience on a year-for-year basis to a maximum of one year.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advance clerical and public contact work with some supervisory responsibility in a formal courtroom setting or in an administrative office within the Clerk of Courts.

## Human Resources Department

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### Courts Comptroller Administrative Aide (004034)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience are required.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.

## Human Resources Department

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### County Commission Clerk 2 (004041)

#### **Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical or public contact experience are required. Completion of coursework may substitute for the required experience on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced clerical work assisting the Clerk in the management of agency-wide activities.

Some positions may require typing score of 35 WPM.

## Human Resources Department

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### County Commission Clerk 3 (004042)

#### **Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical or public contact experience are required. Completion of coursework may substitute for the required experience on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced clerical work with administrative responsibility assisting the Clerk in the management of agency-wide activities.

Some positions may require typing score of 40 WPM.

## Human Resources Department

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### Senior County Commission Clerk (004043)

#### **Minimum Qualifications**

Bachelor's degree. Three years of progressively responsible professional administrative experience are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility assisting the Clerk in the management of agency-wide activities.

## Human Resources Department

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### Commission Reporter (004044)

#### **Minimum Qualifications**

High school diploma or GED. Five years of experience in a legislative, administrative, legal or quasi-judicial environment to include preparing summaries or excerpts of official proceedings and producing official minutes and reports are required. Completion of college coursework may substitute for the required experience to a maximum of four years. Must successfully complete a skills test during the interview selection process.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional work documenting and maintaining accounts of BCC proceedings including its councils, task forces, trusts, commissions and committees as well as special task forces and committees created by the Mayor.



## Human Resources Department

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### Clerk of the Board Administrative Aide (004045)

**Minimum Qualifications**

High school diploma or GED. Five years of experience in a legislative, administrative, legal or quasi-judicial environment to include advanced clerical experience that involves preparing reports, summaries, excerpts or minutes are required. Completion of college coursework may substitute for the required experience on a year-for-year basis.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

### **Parking Violations Bureau (PVB) Operations and IT Manager (004047)**

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional, administrative, technical and/or supervisory experience in court operations, parking enforcement operations, or related business management to include two years of associated IT project management, data processing, systems administration, and/or network management experience are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional administrative work planning, directing, administering, and supervising daily operations, Information Technology (IT) management activities in the centralized Parking Violations Bureau (PVB) of the Clerk of Courts Office.

## Human Resources Department

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### Parking Violation Bureau Systems Administrator (004049)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Courts CLERC Operations Specialist (004050)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience processing legal/public records and/or performing courtroom/public hearing procedures to include specialized Central Depository (CLERC) system technical or administrative experience is required. Completion of coursework may substitute for the required experience on a year-for-year basis up to two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced technical and clerical work in the CLERC process administration and supervision of systems electronic closing and balancing procedures.

## Human Resources Department

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### Courts Appearance Bond Specialist (004051)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience to include one year of procurement related experience are required. Completion of college coursework may substitute for the required experience on a year-for-year basis.

**Job Specifications**

No Job Specification available.

**Nature Of Work**

## Human Resources Department

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### Foreclosure & Tax Deed Operations Assistant (004052)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced clerical work with administrative responsibility in the administration of the Foreclosure and Tax Deed Section of the Clerk's Office.

## Human Resources Department

### Courts Administrative Secretary (004053)

#### Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

## Human Resources Department

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### Courts Administrative Secretary (004053)

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow.

Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various county departments.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationships with an executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other office machines with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

#### **Nature Of Work**

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.



## Human Resources Department

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### Courts Mail Operations Officer (004054)

**Minimum Qualifications**

Bachelor's degree. Two years of progressively responsible experience in the processing of United States mail in a large (or bulk) mail center operations to include two years of supervisory and one year of fiscal administration experience are required. Additional experience may substitute for the required education on a year-for-year basis. Must be able to lift and handle items weighing up to 50 pounds.

**Job Specifications****Nature Of Work**

This is supervisory work in the coordination of mail center activities for the Clerk of the Circuit & County Courts.

## Courtroom Clerk 1 (004055)

### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience; or two years of experience as a Court Records Specialist 1 are required. Completion of coursework may substitute for the required experience on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is specialized clerical and public contact work in the civil, family, probate and district areas of the circuit and county courts.

Employees in this class are responsible for performing specialized work as the court clerk to an assigned or substitute judge and for performance of related office duties. Duties include preparation for court, serving as court clerk in the courtroom and preparation of related court documents. Incumbents must exercise care and accuracy in the recording of all court actions and must work under conditions of pressure as required. Employees exercise knowledge of varied procedures, regulations and basic provisions of the Florida Statutes as related to the civil, family, probate or district areas. Work is performed under the general supervision of an administrative or technical supervisor who reviews work for satisfactory performance of assigned responsibilities.

#### ILLUSTRATIVE TASKS

Assembles and reviews case files for cases on the court calendar; ensures that jury case files are complete for court action, obtaining missing documents as necessary; places unfiled documents in appropriate case files; checks court notices to verify if parties were notified.

Makes appropriate announcements and responses to the Court regarding case files or other information as requested; records summary information on cases, such as hearing type, name of counsel and defendant, and case progress, such as motions and notices of hearing; swears in witnesses, interpreters and jurors; attends court throughout sessions; takes custody of, marks and disburses exhibits and evidence.

Enters into minutes all trial, jury and non-jury, proceedings; records in detail both verdicts and sentencing, including specific information for subsequent preparation of court orders; obtains various forms and orders needed for judge's signature.

Prepares and certifies copies orders of transportation to transport juveniles to and from areas of confinement and to transport adults from jail for dependency proceedings.

Reviews files for accuracy and completeness; follows up on court-related documents; distributes case files to designated areas for processing; instructs typists in the completion of various court orders and reviews completed documents for proper format and accuracy of detail; transmits orders for judge's signature; researches and processes orders received from judge; provides copies of court orders to defendants; docket documents filed in court.

Answers inquiries from the State Attorney's Office and the Public Defender's Office concerning the content or status of cases scheduled or in progress; acts as liaison regarding court orders and regarding the filing of various legal documents charging individuals with specific crimes.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of courtroom procedures for non-trial and jury trial proceedings.

Knowledge of established procedures and workflow in the Civil, Family, Probate or District areas of assignment.

Knowledge of regulations and provisions of statutes relating to the civil, family, probate or district court areas.

Knowledge of the form and use of various legal instruments pertinent to the civil, family, probate or district court areas.

## Human Resources Department

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### Courtroom Clerk 1 (004055)

Ability to carry out clerical detail with accuracy and speed and with independence of action.

Ability to attend court with observance of proper decorum and with necessary attention to all pertinent detail.

Ability to exercise care in the recording of court proceedings.

Ability to establish rapport with judges, State Attorney officials, law enforcement personnel, jurors, attorneys and the public.

Ability to record court orders in exact detail and insure the accurate preparation of final court order documents.

REV 6/00

### **Nature Of Work**

This is specialized clerical and public contact work in the civil, family, probate and district areas of the circuit and county courts.

## Human Resources Department

### Courtroom Clerk 2 (004056)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience processing public and/or legal records in a court, quasi-judicial, public hearing, or law enforcement environment are required. Completion of college coursework may substitute for the required experience on a year-for-year basis for a maximum of one year.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical and public contact work in criminal, domestic violence and juvenile courtrooms of the circuit and county courts.

Employees in this class are responsible for performing specialized work as the court clerk to an assigned or substitute judge in the criminal, domestic violence or juvenile court and for performance of related office duties. Duties include preparation for court, serving as court clerk in the courtroom and preparation of related court documents. Incumbents must exercise care and accuracy in the recording of all court actions and must work under conditions of pressure in non-trial and jury trial court proceedings, serving extended hours in long jury trials as required. Employees exercise knowledge of varied procedures, regulations and basic provisions of the Florida Statutes as related to the criminal, domestic violence and juvenile areas. Work is performed under the general supervision of an administrative or technical supervisor who reviews work for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Assembles and reviews case files for cases on the court calendar; ensures that jury case files are complete for court action, obtaining missing documents as necessary; places unfiled documents in appropriate case files; checks court notices to verify if parties were notified.

Makes appropriate announcements and responses to the Court regarding case files or other information as requested; records summary information on cases, such as hearing type, name of counsel and defendant, and case progress, such as motions and notices of hearing; swears in witnesses, interpreters and jurors; attends court throughout sessions; takes custody of, marks and disburses exhibits and evidence.

Enters into minutes all trial, jury and non-jury, proceedings; records in detail both verdicts and sentencing, including specific information for subsequent preparation of court orders, detention or custody release status, disposition of cases, attorneys appointed Guardian Ad Litem; obtains various forms and orders needed for judge's signature.

Prepares and certifies copies orders of transportation to transport juveniles to and from areas of confinement and to transport adults from jail for dependency proceedings.

Reviews files for accuracy and completeness; follows up on court-related documents; distributes case files to designated areas for processing; instructs typists in the completion of various court orders and reviews completed documents for proper format and accuracy of detail; transmits orders for judge's signature; researches and processes orders received from judge; provides copies of court orders to defendants; docket documents filed in court.

Answers inquiries from the State Attorney's Office and the Public Defender's Office concerning the content or status of cases scheduled or in progress; acts as liaison regarding court orders and regarding the filing of various legal documents charging individuals with specific crimes.

Trains newly appointed clerks in criminal, domestic violence or juvenile courtroom activities and office procedures; reviews completed work for accuracy.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of courtroom procedures for non-trial and jury trial proceedings.

Considerable knowledge of established procedures and workflow in the criminal, domestic violence or juvenile areas of assignment.

## Human Resources Department

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### Courtroom Clerk 2 (004056)

Considerable knowledge of regulations and provisions of statutes relating to the criminal, domestic violence or juvenile court areas.

Knowledge of the form and use of various legal instruments pertinent to the criminal, domestic violence or juvenile court areas.

Ability to carry out clerical detail with accuracy and speed and with independence of action.

Ability to attend court with observance of proper decorum and with necessary attention to all pertinent detail.

Ability to exercise care in the recording of court proceedings.

Ability to establish rapport with judges, State Attorney officials, law enforcement personnel, jurors, attorneys and the public.

Ability to record court orders in exact detail and insure the accurate preparation of final court order documents.

REV 6/00

#### **Nature Of Work**

This is specialized clerical and public contact work in criminal, domestic violence and juvenile courtrooms of the circuit and county courts

## Human Resources Department

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### Foreclosure & Tax Deed Operation Officer (004057)

#### **Minimum Qualifications**

Bachelor's degree and three years of advanced clerical or administrative experience related to legal records or courtroom procedures to include mortgage, tax deed, foreclosure, and/or land sales processing experience are required; or Completion of 75% (90 semester credits) of a Bachelor's degree\* and three years of advanced clerical or administrative experience related to legal records or courtroom procedures to include mortgage, tax deed, foreclosure, and/or land sales processing experience are required. If selected, applicant will be required to sign an Academic Attainment Agreement with the Clerk of Courts, and be appointed in "trainee" status with trainee pay. Completion of additional coursework may substitute for the required experience on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional managerial work coordinating the activities of foreclosure and tax deed operation within the Clerk of Courts.

## Human Resources Department

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### Courts Accountant 4 (004059)

**Minimum Qualifications**

Bachelor's degree in Accounting. Three years of progressively responsible experience in the preparation of financial reports and audited financial statements to include two years at the supervisory level and one year in data processing are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Court Records Supervisor 1 (004060)

**Minimum Qualifications**

High school diploma or GED. Three years of experience processing legal/public records and/or performing courtroom/public hearing procedures are required. Completion of coursework may substitute for the required experience on a year-for-year basis. Must complete the Miami-Dade County Employee Relations Department's Supervisory Certification Program.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is supervisory clerical and public contact work in a formal courtroom setting or in an administrative office of the Clerk of Courts.



### Court Records Supervisor 2 (004061)

**Minimum Qualifications**

High school diploma or GED. Three years of experience processing legal/public records and/or performing courtroom/public hearing procedures to include one year of related supervisory, advanced technical, specialized clerical or administrative experience are required. Completion of coursework may substitute for the required experience on a year-for-year basis. Must complete the Miami-Dade County Employee Relations Department's Supervisory Certification Program.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced supervisory clerical and public contact work in a formal courtroom setting or in an administrative office of the Clerk of Courts.

## Human Resources Department

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### Court Records Supervisor 3 (004062)

**Minimum Qualifications**

High school diploma or GED. Three years of experience processing legal/public records and/or performing courtroom/public hearing procedures to include two years of related supervisory, advanced technical, specialized clerical or administrative experience are required. Completion of coursework may substitute for the required experience on a year-for-year basis. Must complete the Miami-Dade County Employee Relations Department's Supervisory Certification Program.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible supervisory clerical and public contact work in a formal courtroom setting or in an administrative office of the Clerk of Courts.

## Human Resources Department

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### Code Enforcement Supervisor (004063)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience related to public records or public hearings to include one year of Code Enforcement Operations are required. Completion of coursework may substitute for the required experience on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work with some administrative responsibility in the supervision and coordination of Code Enforcement Unit operations.

## Human Resources Department

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### Records Manager (004066)

#### **Minimum Qualifications**

Bachelor's degree. Five of administrative, professional or supervisory experience in records management including experience in records analysis, micrographics, office automation or records center operations are required. Additional County records management experience may substitute for the required education on a year-for-year basis to a maximum of two years.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional administrative work developing and administering a county-wide records management program.

## Human Resources Department

### Code Enforcement Manager (004081)

#### Minimum Qualifications

Bachelor's degree. Four years of progressively responsible professional or supervisory experience in court operations or real property administration with two year of experience in formal appeals processing are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the management of code enforcement activities for the Clerk of the Circuit and County Courts.

An employee in this class is responsible for directing, supervising and coordinating the Code Enforcement Unit for the Clerk of the circuit and county courts. Responsibilities include supervising the work of subordinates engaged in processing Civil Violation Notices, payments of fines and liens, scheduling appeal hearings, and maintaining documentary evidence, transcripts and court reporters notes. Duties include maintaining state and local mandates pertaining to code enforcement operations, prioritizing work assignments, and conducting orientation meetings. The incumbent exercises considerable independent judgment in carrying out the Clerk's mandated powers and responsibilities pursuant to provisions of the Code of Miami-Dade County. Supervision is exercised over a staff of code enforcement employees with assigned responsibilities in various phases of operations. General direction is received from an administrative superior who holds the incumbent responsible for the effective management of code enforcement activities in accordance with established regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate code enforcement employees engaged in processing Civil Violation Notices, payments of fines and liens, scheduling appeal hearings, and maintaining documentary evidence, transcripts and court reporters notes.

Distributes and accounts for all Civil Violation Notices issued in book form to County code enforcement inspectors.

Receives and verifies Civil Violation Notices issued by code enforcement agencies to persons who violate the Code of Metropolitan Dade County.

Oversees the collection of civil penalties and lien payments, and the preparation of daily bank deposits and reconciliation reports.

Oversees data entry of Civil Violation Notice case creations, docketing, and hearing-related notices.

Supervises scheduling of Civil Violation Notices set for administrative review before code enforcement hearing officers; schedules hearing officers, court reporters and security personnel for code enforcement hearings.

Coordinates, schedules and participates in code enforcement orientation meetings for hearing officers, code enforcement directors and inspectors to review County mandates, policies and procedures.

Provides due process to vendors wishing to protest County recommendations that award bids to other vendors.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the provisions of the Code of Miami-Dade County pertaining to code enforcement powers and responsibilities of the Clerk of the Circuit and County Courts.

## Human Resources Department

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### Code Enforcement Manager (004081)

Considerable knowledge of the provisions of the Code of Miami-Dade County pertaining to operations of County code enforcement agencies.

Considerable knowledge of the principles and practices of business and public administration.

Considerable knowledge of the principles and techniques of modern office administration.

Considerable knowledge of public relations principles and techniques.

Knowledge of the principles of accounting.

Ability to direct and coordinate code enforcement activities in accordance with the powers and responsibilities mandated to the Clerk of the Circuit and County Courts.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to account for all revenues generated from civil penalties and liens.

Ability to establish and maintain effective working relationships with subordinates, superiors, various public and private officials, and the public.

Ability to ensure due process on all timely filed requests for administrative hearings pertaining to code enforcement cases.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is responsible professional administrative and supervisory work in the management of code enforcement activities for the Clerk of Courts.

### Value Adjustment Board (VAB) Manager (004082)

#### Minimum Qualifications

Bachelor's degree. Three years of progressively responsible professional or supervisory experience in court operations or real property administration with one year of experience in formal appeals processing are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and supervisory administrative work managing operations of the Value Adjustment Board for the Clerk of the Circuit and County Courts.

An employee in this class plans, assigns and reviews the work of County Commission Clerks assigned to the Value Adjustment Board. Responsibilities include verifying petitions filed by taxpayers who wish to contest real and personal property tax assessments, scheduling appeal hearings before VAB special masters, notifying petitioners of Board decisions, scheduling formal VAB meetings, and serving as a liaison to public and private organizations and the public. The incumbent exercises considerable independent judgement in assuring the timely completion of VAB hearings to expedite the collection of County taxes, and in preparing the VAB certification of the County tax assessment rolls. Supervision is exercised over a staff of County Commission Clerks engaged in various phases of VAB processes. General supervision is received from an administrative superior who reviews work for the efficient, effective and professional management of Value Adjustment Board activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of County Commission Clerks engaged in processing tax assessment and tax deferral petitions, scheduling appeal hearings and maintaining documentary evidence, transcripts and court reporters' notes.

Receives and verifies petitions filed by taxpayers who wish to contest their real personal property tax assessments, and the denial of their tax exemption applications by the Property Appraiser and tax deferral applications by the Tax Collector.

Schedules appeal hearings before VAB special masters; notifies petitioners of Board decisions; schedules formal VAB meetings for implementing VAB rules, powers and procedures; interviews and selects special masters and certifies the County's tax assessment rolls.

Serves as a liaison with the Board of County Commissioners, Dade County Public Schools, Property Appraiser, County Attorney, State Department of Revenue, and other legal officials, appraisal professionals and the public.

Prioritizes work assignments to assure achievement of seasonal work objectives in a timely manner.

Monitors the receipt and processing of documentary evidence, transcripts and court reporters' notes.

Monitors the receipt and processing of cash, cash management records, receipts and reports.

Establishes and monitors work standards to enhance office operations; revises office policies and procedures and verifies work products; reviews and implements quality control policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the organization and operation of the Value Adjustment Board.

## Human Resources Department

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### Value Adjustment Board (VAB) Manager (004082)

Thorough knowledge of Federal, State and local laws and regulations pertaining to property appraisal adjustment operations.

Thorough knowledge of records, reports and forms used in value adjustment administration.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of modern office administration, equipment and technical support capabilities.

Ability to manage VAB operations to assure timely completion and expedite collection of County taxes.

Ability to establish short and long-range goals and redirect priorities as necessary.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with elected officials, subordinates, supervisors and other public and private officials.

Ability to use judgment and direction in the devising, installing and interpreting of policies, procedures and regulations.

Ability to communicate clearly and concisely, verbally and in writing.

REV 04/99

#### **Nature Of Work**

This is responsible professional administrative and supervisory work in the management operations of the Value Adjustment Board (VAB) for the Clerk of Courts.



## Human Resources Department

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### Manager, Marriage License Bureau (004085)

**Minimum Qualifications**

Bachelor's degree and a minimum of two to four years of professional or supervisory experience in court operations or marriage license services are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work in the management of Marriage License Bureau operations.

## Human Resources Department

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### Clerk, Circuit and County Courts (004099)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible executive level work in planning and directing the activities of the Clerk of Courts.

## Human Resources Department

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### Firefighter (004101)

#### Minimum Qualifications

Employment Is Restricted To Certified State Of Florida Firefighters/Paramedics. Check [www.Miamidade.Gov/Erd/Test](http://www.Miamidade.Gov/Erd/Test) Or Call (305)375-Jobs After December 7, 2006 For Date, Time And Location Of Written Examination. Those Who Applied For The Position Of Firefighter In 2005 May Reapply During This Application Intake.

**NATURE OF WORK:** This is specialized work in the protection of life and property through the provision of firefighting and emergency medical rescue services or in specialized fire service functions of the Miami-Dade Fire Rescue Department (MDFR). Duties include, but are not limited to, combat firefighting, emergency medical rescue work, and fire prevention activities. Over 75% of call volume is medical related. Must be able to work variable shifts.

**MINIMUM QUALIFICATIONS:** High school diploma or GED. Official transcripts (GED test scores) must be submitted with out-of-state GED. Must possess a driver's license and be 18 years of age at time of application, State of Florida Paramedic (EMT-P) Certification , State of Florida Certified Firefighter Certification. Must possess a State of Florida Driver's License.

#### THE FOLLOWING MUST BE PRESENTED AT THE TIME OF APPLICATION:

Proof of Age such as a Birth Certificate, Certificate of Naturalization, Driver license, Passport, or State Issued Identification Card. Proof of Education. High school diploma or GED. Official transcripts (GED test scores) must be submitted with out-of-state GED. Acceptable Photo Identification such as a driver license, State Issued Identification Card, Certificate of Naturalization, or Passport. Proof of State Of Florida Certifications -- Paramedic (EMT-P) and Firefighter.

Supplemental Employment Information Including Additional Requirements For Initial And Continued Employment Will Be Distributed At The Time Of Application. Applicants Must Apply In Person And Complete An Employment Application At The Following Location During The Specified Recruitment Periods Indicated.

**APPLICATIONS ACCEPTED:** 8:30 AM to 4:00 PM Monday, November 13, 2006 to Saturday, November 18, 2006; 8:30 AM to 4:00 PM Monday, November 20, 2006 to Wednesday November 22, 2006; 8:30 AM to 4:00 PM Monday, November 27, 2006 to Wednesday, November 29, 2006 at MDRF Headquarters, 9300 NW 41st Street, Miami, Florida. Parking: Rear of the Building - Free.

**APPLICANT PROCESSING:** \*\*\* Qualified Applicants Will Be Required To Pass A Thorough Background Check And Successfully Complete The Following Steps: Written/Video Examination, Mandatory Orientation, Candidate Physical Ability Test Familiarization And Actual Examination And Medical Examination. Applicants who are conditionally offered employment must pass a pre-employment comprehensive medical evaluation which includes National Fire Protection Association (NFPA) Standards in effect at the time of the examination and alcohol and drug screening. All results from the medical examination are final and binding. ADDITIONALLY, APPLICANTS SELECTED FOR HIRE MUST BE NON-USERS OF TOBACCO PRODUCTS FOR AT LEAST ONE YEAR IMMEDIATELY PRECEDING EMPLOYMENT AND SIGN A SWORN STATEMENT ATTESTING TO THIS FACT. Once hired, all employees must remain non-users of tobacco products throughout their career in the uniformed ranks. As a condition of continued employment, certification as a State of Florida Firefighter and

## Human Resources Department

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### Firefighter (004101)

Paramedic must be maintained current and valid throughout the employee's career in the sworn personnel service. In addition, and as a condition of continued employment, employees hired through this intake process must obtain their medical protocols from the Department's Medical Director before the end of their probationary period.

**RESIDENCY REQUIREMENT:** In accordance with the provisions of Section 2-11.17 of the Code of Miami-Dade County, sworn classifications in the MDFR Department are not required to establish and maintain residency in Miami-Dade County.

**Proof of Eligibility for Veterans Preference, If Applicable.** Preference will be given to veterans and spouses of veterans when applicable.

**PLEASE DO NOT SUBMIT RESUMES FOR THIS POSITION.**

### **Job Specifications**

#### **NATURE OF WORK**

This is specialized work in the protection of life and property through combatting fires, performing emergency medical rescue duties and participating in fire prevention activities.

Employees in this class are responsible for participating in the suppressing and extinguishing of fires, providing emergency medical rescue services in a variety of medical emergency situations and participating in various fire prevention and safety programs to improve the public awareness of fire hazards. Work involves an element of personal danger and incumbents must be able to react promptly and correctly with strenuous exertion under adverse conditions. Duties include participating in combat training, maintaining equipment, inspecting buildings and fire hydrants, and recording information pertaining to activities on standard forms. Standing orders and prescribed procedures govern the performance of work but resourcefulness and teamwork are required in combatting various types of fires and in performing emergency medical rescue activities. Direct supervision is received from a senior fire officer who commands work and evaluates performance by personal observations and inspections for adherence to orders, combat procedures and emergency medical techniques.

#### **ILLUSTRATIVE TASKS**

Inspects, cleans and maintains personal gear and assigned apparatus and its' equipment in order to maintain operational readiness.

Cleans, maintains and protects the station in order to preserve the life of the property and to ensure sanitary living conditions.

Inspects buildings for fire hazards, to determine compliance with fire safety codes, to become familiar with layout of the facility and for pre-fire planning.

Inspects, tests and maintains fire hydrants to determine operational readiness and to become familiar with hydrant locations.

Reads, retains and applies during drills, firefighting information from training manuals, books and directives in order to be knowledgeable of departmental techniques.

Operates an emergency vehicle in order to safely convoy personnel and equipment to the destination in the shortest possible time.

Evaluates the scene of an emergency in order to determine how to react to the situation by utilizing the procedures learned through training.

Uses a variety of firefighting apparatus and equipment in order to contain, suppress and extinguish fires, rescue potential victims and preserve property.

Responds to a variety of emergency rescue calls that may require the use of advanced emergency medical techniques in order to sustain vital life signs of the victim until professional care is available.

Records information on standardized forms which may require a brief narrative, after emergency responses, building and hydrant inspections

### Firefighter (004101)

and apparatus inventory checks in order to account for departmental activities, equipment and supplies.

Conducts tours of fire stations and fire equipment and participates in fire prevention programs to improve public awareness of fire safety.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of modern firefighting techniques and principles.

Knowledge of basic mechanical principles in operating a variety of complex equipment and apparatus.

Knowledge of departmental regulations and operational procedures.

Knowledge of firefighting equipment and gear on assigned apparatus.

Knowledge of the fundamental principles of hydraulics.

Knowledge of emergency medical rescue practices, methods and techniques.

Knowledge of the geography of the metropolitan area.

Knowledge of fire prevention principles and programs.

Knowledge of the need for personal hygiene and clean living quarters.

Ability to react promptly and correctly in emergency situations.

Ability to assess a situation, draw valid conclusions, and take appropriate action.

Ability to read, retain and apply guidelines, regulations and policies to a variety of situations.

Ability to understand and carry out written and verbal instructions.

Ability to use basic hand and power tools.

Ability to read, interpret and comprehend diagrams, charts and gauges.

Physical strength and agility sufficient to perform assigned duties including physical tasks requiring sustained effort.

## Human Resources Department

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### Firefighter (004101)

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#### **Nature Of Work**

This is specialized work in the protection of life and property through combatting fires, performing emergency medical rescue duties and participating in fire prevention activities.

### Fire Lieutenant (004105)

#### Minimum Qualifications

Currently employed by Miami-Dade County as a Firefighter with permanent status and five (5) years of continuous full-time service from the date of hire as a Firefighter with Miami-Dade County immediately preceding the examination date. All Firefighters hired on or after October 1, 2004 are required to be a State Certified, Department Protocol Paramedic. Must be certified by the State of Florida as a firefighter in accordance with F.S. 633.35. Time served in an equal or higher uniformed Miami-Dade Fire Rescue exempt classification will be counted toward the minimum required continuous years and will be considered as continuous service as a Firefighter. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the protection of life and property through the provision of firefighting and emergency medical rescue services or in specialized fire service functions.

Employees in this class are responsible for supervising the work of a shift of firefighters assigned to a unit or station, engaged in providing either firefighting services or emergency medical rescue services, or serving in various capacities in specialized fire service activities. Assignments may include combat or rescue duty, staff training, fire prevention, inspection and enforcement activities, fire safety education, arson investigation and other fire safety functions. Work involves an element of personal danger and incumbents must be able to exercise leadership and independent judgment in combat and medical rescue situations under adverse circumstances. Supervision is exercised over subordinate firefighters assigned to a fire/rescue shift or to a fire support activity. Supervision is received from a senior fire officer who reviews work through personal conferences, inspections and conferences for adherence to departmental procedures and orders and for effectiveness in meeting assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises, participates and supports a unit of firefighters in responding to various types of alarms in order to contain, suppress and/or extinguish fires, preserve life and property and to structure the nature of the department's response.

Participates in and oversees various types of rescue activities to assure the delivery of emergency medical services and establish and maintain control of an emergency scene.

Writes, compiles and reviews various narrative and statistical reports, logs and investigative studies in order to present findings, provide information, document work activities and equipment utilization, and justify and project needs.

Assigns and assists subordinates in cleaning and checking the condition of equipment, materials, supplies and property assigned to an operational unit to maintain appropriate inventory levels and operational readiness.

Inspects commercial, industrial, residential and public properties and structures, and fire hydrants in order to assure compliance with applicable fire codes, become familiar with lay-out of existing structures, write notices of violations and issue citations where necessary.

Conducts classroom and field training sessions concerning fire safety, fire suppression and emergency medical rescue activities.

Attends various meetings, conferences and training sessions to keep abreast of developments in the firefighting field.

Reviews plans and building permit applications to assure compliance with applicable laws, codes and ordinances.

Investigates undetermined, suspicious and incendiary fire scenes to determine point of origin, causes of the fire and to gather data relevant to preventing recurrences.

### Fire Lieutenant (004105)

Disseminates fire and emergency medical rescue information through public speaking engagements, media presentations and tours of fire facilities to promote awareness of fire hazards, fire prevention practices and departmental operations.

Counsels subordinates on work related problems; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern firefighting and fire prevention techniques, practices and methods.

Considerable knowledge of modern emergency medical rescue techniques, practices and methods learned through training.

Considerable knowledge of the operation and general maintenance of the various types of apparatus and equipment used in firefighting and emergency medical rescue work.

Considerable knowledge of fire safety regulations, codes and ordinances.

Knowledge of the geography of the Miami-Dade County geographical area.

Knowledge of supervisory principles and practices.

Knowledge of the fundamental principles of hydraulics.

Knowledge of departmental regulations and procedures.

Knowledge of the various methods and styles of leadership.

Ability to lead a group of firefighters in combat situations or emergency medical rescue activities under adverse conditions.

Ability to supervise subordinate firefighters in a manner conducive to full performance and high morale.

Ability to react promptly and correctly in emergency situations.

Ability to assess a situation; draw valid conclusions and take appropriate action.

Ability to read, retain and apply guidelines, regulations and policies to a variety of situations.

Ability to understand and carry out verbal and written instructions.

Ability to work together with others as part of a team.

Ability to use basic hand and power tools.

Ability to read, interpret and comprehend diagrams, charts and gauges.

Ability to train subordinates in various specialized techniques of firefighting and fire prevention.

Ability to explain pertinent provisions of laws, codes and regulations to citizens, businessmen and other officials and enforce fire safety laws with firmness, tact and impartiality.

Ability to maintain records and prepare clear and concise reports of activities.



## Human Resources Department

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### Fire Lieutenant (004105)

Physical strength and agility sufficient to perform assigned duties including physical tasks requiring sustained effort.

REV 12/98

#### **Nature Of Work**

This is supervisory work in the protection of life and property through the provision of firefighting and emergency medical rescue services or in specialized fire service functions.

The written examination will evaluate knowledge in fire science, apparatus and equipment, emergency medical techniques, policies and procedures, basic management and supervisory practices, and labor relations. Copies of the 2008 Reading List and study materials are available at the Miami-Dade Fire Rescue Department, Training and Safety Division, Monday through Friday, 8:00 (0800) a.m. to 4:00 (1600) p.m., excluding holidays, from Monday, September 8, 2008 through Tuesday, November 18, 2008. In order to sit for the promotional examination, all applicants must apply on-line at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) from Monday, September 8, 2008 through Thursday, November 6, 2008. Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County Human Resources. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Preference will be given to veterans and spouses of veterans, when applicable. Seniority points will be added to the scores of Miami-Dade County employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum credit of ten years or six points. Location of examination: Florida International University, Roz and Cal Kovens Conference Center, Room 214, 3000 NE 151 Street, Miami, Florida. Date of examination: Wednesday, November 19, 2008. Registration time: 8:30 a.m. to 9:15 a.m. Doors to the test facility will be closed promptly at 9:15 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County Human Resources, Testing and Validation Section, prior to the written examination.

## Human Resources Department

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### Fire Captain (004110)

#### Minimum Qualifications

Currently employed by Miami-Dade County as a Fire Lieutenant with permanent status and three years of continuous full-time service as a Fire Lieutenant with Miami-Dade County immediately preceding the examination date. Must be certified by the State of Florida as a firefighter in accordance with F.S. 633.35. Time served in an equal or higher uniformed Miami-Dade Fire Rescue Department exempt classification since beginning probation as a Fire Lieutenant will be counted towards the three continuous years minimum requirement and will be considered as continuous full-time service as a Fire Lieutenant. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in the protection of life and property through command of a fire/rescue battalion or in specialized fire service functions.

Employees in this class are responsible for supervising the operation of firefighting and emergency medical rescue services in an assigned geographical area or performing specialized fire service activities such as fire prevention, fire alarm and logistical functions. Duties include traveling among fire/rescue stations to monitor operations, deploying firefighters, apparatus and materials at major fire scenes, commanding firefighters in the combat of fires and performing a variety of tasks to assist in the administration of a metropolitan fire department. Work involves an element of personal danger and incumbents must be able to exercise leadership and considerable independent judgment in combat and medical rescue situations under adverse circumstances. Supervision is exercised over Fire Lieutenants and Firefighters assigned to a group of fire/rescue stations or to subordinates assigned to a fire support activity. General supervision is received from a senior fire officer who reviews work through personal conferences, analysis of activity reports and inspection of personnel and equipment for the efficient and effective accomplishment of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Coordinates and supervises the operations of a battalion's firefighting and emergency medical rescue services or a specialized staff to deliver fire and emergency medical services or support field operations.

Deploys firefighters, apparatus and materials at major fire scenes and participates in firefighting activities in order to contain, suppress and extinguish fires and preserve life and property.

Assists in supervising emergency medical rescue services to assure efficiency in operations, adherence to legal and medical restraints and to provide effective procedural guidance for daily operations.

Consolidates, examines and composes narrative and statistical reports, logs, budget recommendations, correspondence and research summaries to present findings, provide information and substantiate needs.

Provides testimony as an expert witness to establish the chain of evidence, explain departmental objectives, directives and actions, and assist in the judicial and investigative process.

Attends various meetings and conferences to exchange, obtain and update information, establish or reestablish contacts and to explain departmental operations and policies.

Reviews plans, building permit applications, plats and water main extension plans to assure compliance with county fire codes, fire flow ordinance and other applicable rules and regulations.

Develops, directs and evaluates firefighting and emergency medical rescue training programs.

Makes recommendations regarding training and discipline of subordinates; reviews performance reports prepared by subordinates and rates

### Fire Captain (004110)

employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern firefighting and fire prevention techniques, practices and methods.

Thorough knowledge of modern emergency medical rescue techniques, practices and methods.

Thorough knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting and emergency medical rescue work.

Thorough knowledge of fire safety regulations, codes and ordinances.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of departmental rules, regulations, procedures and operations.

Considerable knowledge of the geography of the metropolitan area.

Knowledge of departmental standards, policies and objectives.

Knowledge of the fundamental principles of hydraulics.

Knowledge of the various methods and styles of leadership.

Ability to lead a group of firefighters and lieutenants in combat situations or emergency medical rescue activities under adverse conditions.

Ability to supervise groups of firefighters and lieutenants in geographically dispersed locations in a manner conducive to full performance and high morale.

Ability to react promptly and correctly in emergency situations.

Ability to assess a situation, draw valid conclusions and take appropriate action.

Ability to read, retain and apply guidelines, regulations and policies to a variety of situations.

Ability to read, interpret and comprehend diagrams, charts and gauges.

Ability to train subordinates in various specialized techniques of firefighting and fire prevention.

Ability to explain pertinent provisions of laws, codes and regulations to citizens, businessmen and other officials and enforce fire safety laws with firmness, tact and impartiality.

Ability to maintain records and prepare clear and concise reports of activities.

Ability to work together with others as part of a team.

Ability to understand and carry out verbal and written instructions.

Ability to use basic hand and power tools.

## Human Resources Department

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### Fire Captain (004110)

Physical strength and agility sufficient to perform assigned duties including physical tasks requiring sustained effort.

REV 4-81

#### **Nature Of Work**

This is responsible supervisory work in the protection of life and property through command of a fire/rescue battalion or in specialized fire service functions.

The written examination will evaluate knowledge of fire science, apparatus and equipment, emergency medical services, departmental policies and procedures, collective bargaining agreement, building construction and management/supervisory principles and practices. Copies of the Reading List and study packets are available at the Miami-Dade Fire Rescue Department, Training Division, Monday through Friday, 8:00 (0800) a.m. to 4:00 (1600) p.m., excluding holidays, from Monday, August 25, 2008 to Tuesday, November 11, 2008. The application process is separate from picking up study packets from Miami-Dade Fire Rescue Department, Training Division Office. In order to sit for the promotional examination, all applicants must apply on-line at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) from Monday, August 25, 2008 through Tuesday, October 28, 2008 (excluding August 28, 2008 - September 1, 2008). Location of examination: Firefighter's Memorial Building, 8000 NW 21st Street, Miami, Florida. Date of Examination: Wednesday, November 12, 2008. Registration time: 8:45 a.m. to 9:15 a.m. Doors to the test facility will be closed promptly at 9:15 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County Human Resources, Testing and Validation Section, prior to the written examination. Only those individuals deemed unqualified to take the examination will be notified via e-mail, as provided on the application, by Miami-Dade County Human Resources. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Seniority points will be added to the scores of employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum credit of ten years or six points.

## Human Resources Department

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### Chief Fire Officer (004111)

#### Minimum Qualifications

Currently employed by Miami-Dade County as a Fire Captain with permanent status and two continuous years of full-time service as a Fire Captain with Miami-Dade County immediately preceding the examination date. Must be certified by the State of Florida as a firefighter in accordance with F.S. 633.35. Time served in an equal or higher uniformed Miami-Dade Fire Rescue Department exempt classification since beginning probation as a Fire Captain will be counted towards the minimum requirement of two continuous years and will be considered as continuous service as a Fire Captain. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work with administrative responsibility in the coordination of large scale combatant or supportive fire protection services.

Employees in this class are responsible for the command and deployment of personnel, apparatus, and equipment for on-scene firefighting activities. Employees in the class will serve as Battalion Chiefs and respond to alarms, assume on-scene command, and direct operations for fire suppression to include ensuring the operational readiness of all apparatus, equipment, and personnel. Employees in this class are also responsible for administering and directing major activities in fire suppression, fire prevention, arson investigation, communications, logistics, fire code enforcement, training and related functions. Work involves the application of nationally accepted principles and techniques of fire service administration, as well as local ordinances and departmental policies. An additional responsibility includes assisting with research and planning activities necessary for expansion of services and coordination of functions with local governmental fire fighting agencies. Supervision is exercised over subordinate line and staff officers by review of activity reports, personal conferences and inspection of operations for effectiveness and compliance with policy and directives. General supervision is received from a superior officer who reviews assigned responsibilities for efficiency and successful accomplishment of the mission.

##### ILLUSTRATIVE TASKS

Administers technical staff services carried out through the fire safety and fire alarm bureaus; supervises the periodic inspection of fire hazard areas; enforces fire safety codes; insures that communications control center is providing complaint and dispatch services according to a coordinated operations plan.

Administers combat support services including equipment for emergency and rescue activities; maintains fire hydrants and adaptors for use in interagency operations.

Supervises administrative functions of the department; coordinates departmental training and personnel administration; develops annual budget request and recommends equipment needed.

Coordinates and administers all fire suppression and rescue operations for the department; provides for continuity of services on all shifts in all districts protected by the metropolitan fire department.

Conducts assigned special research projects in areas such as hydrant and water pressure requirements for specified geographical areas including pumping equipment and electrical controls.

Provides for systematic inspection of all fire stations to determine compliance with directives and policies.

Assists department head with planning and feasibility studies on expansion of services, assistance to municipalities and combined effort with law enforcement agencies in disaster planning.

Prepares reports and recommendations on varied phases of departmental activities; cooperates with other governmental agencies as requested.

## Human Resources Department

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### Chief Fire Officer (004111)

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of modern firefighting, rescue and fire prevention principles, practices and methods.

Extensive knowledge of state codes, local ordinances and regulations pertaining to fire safety administration.

Considerable knowledge of fire service administration policies and procedures.

Considerable knowledge of the principles of supervision and personnel management.

Considerable knowledge of recent developments, current literature and sources of information on fire safety.

Ability to analyze complex fire service problems and to exercise sound judgment in arriving at conclusions.

Ability to lead subordinate officers in fire and rescue operations and to instill confidence in their training and supervision.

Ability to communicate effectively orally and in writing.

Ability to react quickly and calmly in emergencies.

Physical strength and agility sufficient to meet high physical requirements.

REVISED 10/2008

#### **Nature Of Work**

This is responsible supervisory work with administrative responsibility in the coordination of large scale combatant or supportive fire protection services.

The written examination will evaluate knowledge of fire science, apparatus and equipment, emergency medical procedures, incident command strategy and tactics, policies and procedures, collective bargaining agreement, and management and supervisory principles and practices. Copies of the 2007 Reading List and study packets are available at the Miami-Dade Fire Rescue Department, Training and Safety Division, Monday through Friday, 8:00 (0800) a.m. to 4:00 (1600) p.m., excluding holidays, from Monday, February 26, 2007 through Tuesday, May 8, 2007. The application process is separate from picking up study materials from the Miami-Dade Fire Rescue Department, Training and Safety Division Office. In order to sit for the promotional examination, all applicants must sign up at the Miami-Dade Fire Rescue Department, Personnel Bureau. Seniority points will be added to the scores of employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class(es) indicated on this announcement to a maximum of ten years or six points. Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County Employee Relations Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim form at the time of application. Photo identification is required at the time of application. Applicants must apply in person. Applications are accepted at Miami-Dade Fire Rescue Department, Personnel Bureau, 9300 N.W. 41 Street, Miami, Florida, Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays, from Monday, February 26, 2007 through Thursday, April 26, 2007. The location of the examination is the Firefighters' Memorial Building, 8000 N.W. 21 Street, Miami, Florida. The date of the examination is Wednesday, May 9, 2007. Registration time is 8:45 a.m. to 9:15 a.m. Doors to the test facility will be closed promptly at 9:15 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County Employee Relations Department, Testing and Validation Section, prior to the written examination.

## Human Resources Department

### Fire Department Helicopter Co-Pilot (004113)

#### Minimum Qualifications

Must possess a Commercial Pilot in Rotocraft-Helicopter Certificate Operations, Commercial Pilot in Helicopter Instrument Certificate Rating and a Class 2 Medical Certificate. Completion of a minimum of 1,000 hours of rotorcraft-helicopter flight time as pilot-in-command (excluding flight instructor hours), to include 100 hours as pilot-in-command turbine rotorcraft-helicopter, 100 hours as pilot-in-command cross country rotorcraft-helicopter, 250 hours as pilot-in-command night flight-time rotorcraft-helicopter, and 10 hours rotorcraft-helicopter flight time in the preceding 12 months. Must obtain a State of Florida license as a Firefighter within the one year probationary period.

Preference may be given to Florida certified firefighters

#### Job Specifications

##### NATURE OF WORK

This is emergency rescue work in the operation of rotary-wing aircraft in the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for assisting the Fire Department Helicopter Pilot in pre-flight, in-flight, post-flight and emergency rescue mission operations on a twenty-four hour per day basis. Emphasis of the work is on assisting the Pilot in piloting, navigation, radio communications and emergency rescue activities. Responsibilities include responding to a variety of emergency rescue missions requiring air-ambulance service, hoist and sling-load operations, extrication of victims and patients from disastrous or threatening environments, and the transportation of patients and victims to appropriate trauma network facilities. Additional responsibilities include responding to firefighting missions and transporting authorized personnel, materials and supplies to aid in recovery or rescue efforts. Supervision is received from the Fire Department Helicopter Pilot who reviews work for efficiency and successful accomplishment of assigned missions.

##### ILLUSTRATIVE TASKS

Responds to alarms and assists the Fire Department Helicopter Pilot in the operation of rotary-wing aircraft in accordance with FAA Rules where applicable and in accordance with the type of situation found; assists in all pre-flight, in-flight and post-flight checks; and assists in the operation of rotary-wing aircraft in Instrument Meteorological Conditions (IMC) and in over-water situations.

Assists the Fire Department Helicopter Pilot in the operation of an Airborne Command Post (ACP); observes and reports conditions not visible from the ground at emergency incidents such as structural fires, grass fires and natural disasters.

Assists in the performance of a variety of emergency rescue operations; on-scene fighting and suppression of fires; provides emergency medical care; extricates victims from rooftops and inaccessible areas for transport to designated care facilities; uses water drop capability to hold fast moving fires or fires in inaccessible areas until ground units arrive; protects exposures; extinguishes fires; protects personnel and equipment trapped by fire; lays hose lines to inaccessible areas; and utilizes the night-sun for take-off and landing from confined areas, personnel safety and search purposes.

Assists in the performance of sling-load and hoist work operations.

Assists in transporting victims from incident sites to designated locations as determined by appropriate authority and patients from hospital-to-hospital and to specialized facilities such as decompression chamber, burn unit and spinal cord center on a case-by-case basis.

Assists in transporting blood and organs for critical recipients, high teams to attack fires in high rise buildings, triage teams and medical supplies and equipment to mass casualty situations, special agents such as METAL-X and SODA-ASH to hazardous materials incidents and delivers equipment and personnel to incident locations.

Assists in the maintenance of flight logs, maintenance records and the technical orders relative to the aircraft.

### Fire Department Helicopter Co-Pilot (004113)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of piloting rotary-wing aircraft and the capabilities and performance characteristics of rotary-wing aircraft.

Knowledge of the requirements for flying under instrument flight conditions in adverse weather, at night and in off-site landing situations.

Knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting and emergency medical rescue work.

Knowledge of modern firefighting and fire prevention techniques, practices and methods, departmental regulations, policies and procedures and fire codes and safety regulations.

Knowledge of first-aid principles and their application.

Ability to assist in the operation of rotary-wing aircraft in firefighting and rescue missions, under instrument flight conditions, in adverse weather conditions, at night and in off-site landing situations.

Ability to react promptly and correctly in emergency situations.

Ability to identify fire spread potential in buildings, open areas and conflagrations.

Ability to train in specialized techniques of firefighting and fire prevention.

Ability to maintain records and prepare clear and concise reports of activities.

Skill in piloting rotary-wing aircraft.

Physical strength, agility and ability to meet the high physical requirements necessary to become a firefighter and perform physical tasks requiring sustained effort.

REV 05/03

#### **Nature Of Work**

This is emergency rescue work in the operation of rotary-wing aircraft in the Miami-Dade Fire Rescue Department.



## Human Resources Department

### Fire Department Helicopter Pilot (004114)

#### Minimum Qualifications

Must possess a Commercial Pilot Rotorcraft-Helicopter Certificate Rating, Commercial Pilot in Helicopter Instrument Certificate Rating, Class 2 Medical Certificate, and Flight Instructor/Rotorcraft- Helicopter Certificate Rating. Completion of a minimum of 2,000 hours pilot-in-command rotorcraft-helicopter (excluding flight instructor hours), to include 500 hours rotorcraft-helicopter turbine-engine, 50 hours rotorcraft-helicopter instrument flight time (simulated or actual), 250 hours rotorcraft-helicopter night flight-time, and 50 hours rotorcraft-helicopter flight time in the preceding 12 months. Must obtain a State of Florida license as a Firefighter within the one year probationary period.

Preference may be given to Florida certified firefighters

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory and emergency rescue work in the operation of rotary-wing aircraft in the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for operating rotary-wing aircraft in response to a variety of emergency and fire rescue missions on a twenty-four hour per day basis. Emphasis of the work is on the performance of all pre-flight, in-flight and post-flight checks and the operation of rotary-wing aircraft in accordance with federal, state and local laws. Responsibilities include responding to a variety of emergency rescue missions requiring air ambulance service, hoist and sling-load operations, extrication of victims and patients from disastrous or threatening environments and the transportation of victims and patients to appropriate trauma network facilities. Additional responsibilities include responding to firefighting missions and transporting authorized personnel, materials and supplies as required. Supervision is exercised over a Fire Department Helicopter Co-Pilot who assists in pre-flight, in-flight and post-flight activities. Supervision is received from a superior who reviews work for efficiency and successful accomplishment of assigned missions.

##### ILLUSTRATIVE TASKS

Responds to alarms and operates rotary-wing aircraft in accordance with FAA rules where applicable and in accordance with the type of situation found; performs all pre-flight, in-flight and post-flight checks; operates rotary-wing aircraft in Instrument Meteorological Conditions (IMC) and in over-water situations.

Operates an Airborne Command Post (ACP); observes and reports conditions not visible from the ground at emergency incidents such as structural fires, grass fires, and natural disasters.

Supervises and evaluates the work performed by the Fire Department Helicopter Co-Pilot who assists in all emergency rescue operations.

Performs a variety of emergency rescue operations, on-scene fighting and suppression of fires; provides emergency medical care; extricates victims from rooftops and inaccessible areas for transport to designated care facilities; uses water drop capabilities to hold fast moving fires or fires in inaccessible areas until ground units arrive; protects exposures; extinguishes spot fires; protects personnel and equipment trapped by fire; lays hose lines to inaccessible areas; and utilizes the night-sun for take-off and landing from confined areas, personnel safety and search purposes.

Performs sling-load and hoist-work operations with accuracy, and sling-loads hazardous materials to safe locations.

Transports victims from incident sites to designated locations as determined by appropriate authority; transports patients from hospital-to-hospital and to specialized facilities on a case-by-case basis such as decompression chamber, burn unit and spinal cord center facilities.

Transports blood or organs for critical recipients, high teams to attack fires in high rise buildings, triage teams and medical equipment and supplies to mass casualty areas and special agents such as METAL X and SODA-ASH to hazardous materials incidents; and delivers

### Fire Department Helicopter Pilot (004114)

equipment and personnel to incident locations.

Performs preventive maintenance and system checks to ensure that aircraft is in airworthy condition.

Maintains flight logs, maintenance records, discrepancy forms and the technical orders relative to the aircraft.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of piloting rotary-wing aircraft and the capabilities and performance characteristics of rotary-wing aircraft.

Considerable knowledge of map reading, navigation, geography of Dade County and meteorology.

Considerable knowledge of the requirements for flying under instrument flight conditions, in adverse weather, at night, in off-site landing situations, in landing and operating aircraft from confined areas and in operating aircraft in firefighting and rescue missions.

Considerable knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting and emergency medical rescue work.

Considerable knowledge of firefighting services and practices, modern firefighting and fire prevention techniques and methods, fire safety laws, ordinances and regulations.

Knowledge of first aid principles and their application.

Knowledge of fire service administration including the selection, training and assignment of personnel relating to aviation and fire suppression.

Knowledge of supervisory principles and practices.

Knowledge of departmental and FAA rules, regulations, procedures and operations.

Ability to operate rotary-wing aircraft in firefighting and rescue missions, under instrument flight conditions, in adverse weather conditions, at night, in off-site landing situations and to land and operate aircraft from confined areas.

Ability to react promptly and correctly in emergency situations.

Ability to identify fire spread in buildings, open areas and conflagrations.

Ability to maintain records and prepare clear and concise reports of activities.

Ability to understand and carry out verbal and written instructions.

Ability to read, interpret and comprehend diagrams, charts and gauges.

Ability to supervise rotary-wing aircraft personnel in a manner conducive to full performance and high morale.

Skill in the operation of rotary craft helicopter operations.

Physical strength, agility and ability to meet the high physical requirements necessary to become a firefighter and perform physical tasks requiring sustained effort.

## Human Resources Department

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### Fire Department Helicopter Pilot (004114)

REV 05/03

#### **Nature Of Work**

This is responsible supervisory and emergency rescue work in the operation of rotary-wing aircraft in the Miami-Dade Fire Rescue Department.

## Human Resources Department

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### Marine Craft Technician (004116)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in marine maintenance and repair, marine electronics rigging, marine mechanics with factory accreditation from Mercury, Yamaha and OMC, boat trailer repair and maintenance are required. Must possess and maintain a Florida Drivers' License. Applicants must be able to pass the Port of Miami security background requirements.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is skilled technical work in the maintenance and repair of all Miami-Dade Fire Rescue watercraft assets.

## Human Resources Department

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### Fire Division Chief (004118)

#### Minimum Qualifications

Currently employed by the Miami-Dade Fire Rescue Department or the Aviation Department as a Chief Fire Officer, Fire Captain, Fire Department Special Assistant 2 or Fire Department Special Assistant 1 is required. Must be certified by the State of Florida as a firefighter in accordance with F.S. 633.35.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing a variety of fire suppression, fire prevention, emergency and rescue activities, and administrative functions for the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for directing, coordinating and supervising diversified divisional activities providing a variety of departmental fire-rescue services. Responsibilities include supervising and managing fire suppression, rescue and emergency medical services; air and water rescue operations; 911 dispatch center operations; telecommunications and information systems; public information and education; facility construction and maintenance; fire prevention; inspection and construction plan reviews; and county-wide emergency service operations. The incumbent exercises considerable independent judgment and professional managerial knowledge in directing divisional activities and assisting in formulating divisional policies. Supervision is exercised through subordinate levels of uniformed staff, managers and supervisors over subordinates with assigned responsibilities in various phases of operations. General direction is received from an Assistant Fire Chief who holds the incumbent responsible for the professional management of divisional operations and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises and coordinates the management of fire suppression and rescue incident operations; takes command on major emergency incidents, provides mutual aid to other fire departments on building inspections issues, provision of air rescue support, and other specialized rescue services.

Directs the provision of fire rescue services for local airports and the management of the county's emergency medical service operations.

Plans and coordinates, through subordinate supervisors, dispatching activities of emergency fire suppression and medical rescue personnel via computer-aided dispatch system.

Supervises the investigation of fire incidents to determine the causes.

Administers fire prevention activities through the review of engineering building plans and systems, safety inspections and fire investigations.

Oversees and supervises the maintenance and purchasing of medical supplies and fire suppression equipment including fire trucks, uniforms and fire apparatus.

Supervises and manages the development and implementation of all training programs for all uniform personnel.

Directs the management of all facilities, including construction and building renovation.

Manages through subordinate supervisors, logistical services including procurement practices, fleet management and warehouse activities.

Directs the development of public safety education programs; acts as liaison to the Board of County Commissioners.

Meets with line and staff officers, managers and supervisors to discuss and resolve budgetary issues, reviews fire and rescue operations, evaluates legislative proposals, reviews policies and procedures, establishes or redirects priorities, and implements enhancements in departmental activities.

Directs and coordinates the development of divisional policies and procedures and the management of disaster preparedness and response

## Human Resources Department

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### Fire Division Chief (004118)

activities at the local, national and international levels.

Ensures that goals and objectives for divisions are compatible with County policies and the needs of the citizens of Miami-Dade County.

Ensures compliance with all required local, state and federal regulations and standards for the management of a fire rescue system.

Maintains working relationships with other local, state and national emergency Fire-Rescue services and affiliated organizations.

Meets with governmental, business, professional, civic and community groups to discuss, interpret and explain departmental policies, operations and objectives; represents the department at local, state and national conferences.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the management and administration of emergency medical rescue and modern firefighting and fire prevention activities.

Thorough knowledge of modern firefighting, emergency medical rescue and fire prevention principles, practices and techniques.

Thorough knowledge of the mission, goals and objectives of the department in providing the highest level of firefighting, fire prevention and emergency medical rescue services.

Thorough knowledge of local, state and national fire codes, regulations and standards.

Considerable knowledge of the principles and practices of general management and public administration.

Considerable knowledge of supervisory principles and practices.

Ability to apply advanced professional knowledge of the principles of management, public administration and fire administration in directing, supervising and coordinating the activities of operational or administrative divisional activities.

Ability to plan, organize, direct and coordinate, through various levels of line and staff officers, managers and supervisors, the work of subordinates in a manner conducive to maximum performance and high morale.

Ability to establish and maintain effective working relationships with Senior County Management, members of the Board of County Commissioners, the Mayor's Office, and officials of other local, state and national organizations.

Ability to exercise judgment and discretion in implementing divisional policies and procedures.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to determine if divisional standards, objectives and goals are being met and to redirect priorities as necessary.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 04/05

#### Nature Of Work

This is highly responsible professional managerial work in planning and directing a variety of fire suppression, fire prevention, emergency

## Human Resources Department

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### Fire Division Chief (004118)

and rescue activities, and administrative functions for the Miami-Dade Fire Rescue Department.

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in inventory and warehousing operation to include inventory and maintenance of emergency medical equipment are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is supervisory work in the operation of a Miami-Dade Fire Rescue supply storage and distribution warehouse.

## Human Resources Department

### Fire Supply Bureau Supervisor (004120)

#### Minimum Qualifications

Bachelor's degree. Two years of progressively responsible experience in the operation of a large commodity warehouse to include supervisory and purchasing experience are required. Additional work related experience may substitute for the education on a year for year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced supply work with administrative responsibility supervising warehousing activities for the Miami-Dade Fire Rescue Department. An employee in this class is responsible for supervising the purchasing, receipt, storage and issue of supplies and materials for a large fire rescue warehousing and distribution center. Emphasis of the work is on planning the work of subordinates, reviewing methods and procedures for handling large quantities of supplies and materials, evaluating the effectiveness of specialized supplies and equipment, and reviewing purchase contracts or bids to determine product acceptability and cost effectiveness. The incumbent exercises independent judgment in the development of bureau policies and procedures and in determining warehousing methods and procedures. Supervision is exercised over a staff of supervisory, specialized and clerical employees with assigned responsibilities in various phases of supply activities. General supervision is received from a senior uniformed fire officer who holds the incumbent responsible for efficient and effective warehousing and related operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and review the work of subordinate supervisors and warehouse employees engaged in purchasing, receiving, storing, distributing and inventorying a large and varied stock of technical fire equipment, standard and specialized supplies, and other materials required for Miami-Dade Fire Rescue Department operations.

Analyzes and reviews inventory data to determine usage factors, resupply time, cost effectiveness and to assure required supplies of critical medical materials and other commodities are available for distribution to field units.

Prepares and administers bureau budget; prepares budget narratives; monitors commodity, capital and bureau expenditures and adheres to budgetary procedures and guidelines.

Analyzes quality control reports to determine effectiveness of products and commodities and makes decisions on product acceptance or rejection; evaluates purchase contracts and bids.

Reviews purchase orders and requisitions to assure compliance with inventory management procedures and policies; monitors perpetual inventory management system.

Analyzes and reviews bureau policies and objectives and formulates recommendations to improve operations; supervises warehousing program for stocking, storage, rotation, shelf-life requirements and new products; attends various conferences and meetings and represents the bureau in logistical matters.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of warehousing operations, policies and procedures of a fire supply bureau.

Thorough knowledge of the various kinds, grades, types and use of a large variety of fire equipment, supplies and materials.

Considerable knowledge of inventory control techniques and county purchasing and requisitioning procedures.



## Human Resources Department

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### Fire Supply Bureau Supervisor (004120)

Knowledge of specification writing and bid analysis.

Knowledge of supervisory principles and practices.

Knowledge of accounting principles and practices.

Knowledge of budget preparation procedures and reporting requirements.

Ability to supervise a group of subordinates in a manner conducive to full performance and high morale.

Ability to analyze product or commodity effectiveness and make sound recommendations concerning purchases.

Ability to delegate authority to subordinate supervisors necessary to complete assigned responsibilities.

Ability to establish and maintain effective working relationships with supervisors, subordinates, departmental officials and the public.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to analyze a variety of administrative problems and make sound recommendations for their solution.

NEW 10-81

#### **Nature Of Work**

This is advanced supply work with administrative responsibility supervising warehousing activities for the Miami-Dade Fire Rescue Department.

### Fire Rescue Dispatcher (004121)

#### Minimum Qualifications

High school diploma or GED. At least 18 years of age. Must be able to work rotating shifts including weekends and holidays and be available to work 24/7 during emergency activations.

Must obtain a 911 Public Safety Telecommunication Certification within the one year probationary period and maintain it throughout the employee's career.

\* Preferences: Associates or Bachelor's degree in Applied Science in Emergency Communications or related degree and Computer Aided Dispatch experience are preferred.

#### Job Specifications

##### NATURE OF WORK

This is fire dispatch work of fire and rescue personnel to emergency and routine calls from citizens and requiring the operation of two-way radio transmitting equipment in a central communications network.

Employees in this class are responsible for working rotating shift schedules and operating two-way radio transmitting equipment and state-of-the-art computer aided dispatch system to dispatch and communicate with fire rescue and emergency personnel. Duties include relaying orders and information to and from fire rescue personnel in the field, managing radio traffic, and operating computer and telecommunications equipment. Work is performed in accordance with prescribed dispatch procedures and within the scope of Federal Communications Commission regulations and departmental orders. Supervision is received from a shift supervisor who confers on difficult or unusual problems and reviews work for conformance with established departmental procedures.

##### ILLUSTRATIVE TASKS

Serves on a rotating shift schedule and operates two-way radio and computer-aided dispatch equipment to fire and emergency medical personnel to a variety of critical situations involving preservation of life and property.

Determines the appropriate dispatch of firefighting and rescue personnel to various requests from the public to correct locations.

Receives and relays requests for assistance, instructions and information from the public and fire rescue personnel in the field.

Responds to inquiries or requests information by telephone or computer to and from various police agencies, fire agencies, ambulance companies, hospitals, utility companies, alarm companies, and other agencies as well as the general public.

Monitors fire rescue scene interaction with field personnel; dispatches other services as needed.

Maintains computerized records of the locations and availability of on-duty fire rescue units.

Operates computer equipment including the accessing of local, state, and national networks; connects rescue personnel to hospital emergency room personnel as requested.

Coordinates the movements of multiple fire rescue units engaged in responding to life and death situations.

Records information received from fire rescue personnel concerning life safety incidents.

Assists in the training of new employees as requested.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

### Fire Rescue Dispatcher (004121)

Knowledge of the operating characteristics of computer-aided dispatch systems.

Knowledge of radio transmitting techniques and procedures pertaining to the dispatch of fire rescue units.

Knowledge of departmental regulations pertaining to the dispatch of fire rescue personnel.

Knowledge of the roadways and municipal boundaries of Miami-Dade County.

Ability to make swift, logical decisions and judgments in accordance with prior fire rescue dispatch knowledge or experiences.

Ability to understand and follow verbal and written instructions.

Ability to react quickly and calmly for the duration of stressful emergency radio communications.

Ability to communicate effectively, verbally and in writing, to maintain effective working relations with other employees, agencies, and the general public.

Ability to effectively prioritize duties when dealing with multiple tasks.

Ability to maintain written and computerized records.

Ability to speak clearly on police radios, using proper grammar.

Ability to understand, retain, and apply detailed written, verbal and demonstrated procedures, information and regulations to a variety of situations.

Ability to analyze information from a variety of sources, assess a situation and use sound judgment and take appropriate action in stressful situations or crises.

Skill in the operation of a computer keyboard.

NEW 03/12

### **Nature Of Work**

This is fire dispatch work of fire and rescue personnel to emergency and routine calls from citizens and requiring the operation of two-way radio transmitting equipment in a central communications network.

Must take and pass a typing test with a score of 35 net WPM, and take and pass a computer-based skills test which will evaluate the ability to follow verbal and written instructions, decision making, data entry (audio), character comparison, map reading, reading comprehension, sentence clarity, and multi-tasking. Applicants must apply online at [www.miamidade.gov](http://www.miamidade.gov) from Monday, \_\_\_\_\_, 2012 through Monday, \_\_\_\_\_, 2012. Applications must be completed and submitted by 11:59 p.m. on the closing date of this job posting.

Applicants will be screened for eligibility, and those who meet the minimum qualifications will be notified of the test date, time and location via the email address provided in your online employment application. Photo identification, such as a driver's license, is required and must be presented to take the computer skills test. **NO CELLULAR PHONES OR ANY OTHER ELECTRONIC DEVICES ARE PERMITTED IN THE TEST FACILITY.** Applicants will be subject to an extensive background check. As a condition of continued employment, the ability to handle stressful emergency communications will be assessed during the training and probationary period.

## Human Resources Department

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### Fire Rescue Dispatcher Supervisor (004122)

#### Minimum Qualifications

High school diploma or GED. Three years of experience as a Fire Rescue Dispatcher with the Miami-Dade Fire Rescue Department are required. Employees must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period.

#### Job Specifications

##### NATURE OF WORK

This is specialized communications work supervising an assigned shift of dispatchers in the Miami-Dade Fire Rescue Department.

Employees in this class are responsible for planning, scheduling and reviewing the work of a group of Fire Rescue Dispatchers engaged in dispatching fire and emergency medical personnel to a variety of critical situations involving preservation of life and property.

Responsibilities include adjusting dispatch assignments, analyzing dispatch procedures, providing training to subordinates, preparing a variety of reports and studies and assisting an administrative superior in planning and implementing bureau projects. Incumbents exercise independent judgment in resolving operational problems in accordance with established departmental rules and regulations. Supervision is exercised over a group of Fire Rescue Dispatchers by assignment of work and review of completed tasks for compliance with established procedures. Supervision is received from an administrative superior through reports, personal conferences and personal observations for satisfactory shift operations and attainment of departmental goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, schedules and reviews the work of a staff of subordinate Fire Rescue Dispatchers operating keyboard equipment and entering standardized source information following predefined job formats in the automated radio dispatching of fire and emergency medical personnel to locations of critical situations; schedules relief assignments and assigns work stations.

Trains dispatchers in basic dispatch techniques and in revised operational procedures; develops and recommends teaching aids and materials for classroom instruction of new employees; assists in classroom training.

Reorganizes and adjusts various dispatch assignments to incorporate special equipment, available units, notification table requirements, orders from senior uniform field personnel and other factors; analyzes and recommends improvements in dispatch procedures, assignments, and radio and data terminal usage; assists in analyzing dispatching system requirements.

Assists an administrative superior in analyzing and revising operational policies and procedures; compiles information and prepares status reports and studies to improve bureau operations; assists in the planning and implementation of bureau projects.

Coordinates the periodic and emergency utilization of the manual card dispatch system and the transfer to the civil defense radio center; updates necessary resource materials and maintains appropriate supplies to accomplish transfers; provides operators with training on manual and civil defense system equipment.

Receives and reviews requests for information and classification of alarm activities; verifies previously entered information by operating appropriate key combination and controls for retrieving, inserting and correcting data.

Maintains necessary documentation to update ambulance log, burning permits, station equipment deployment and other records; revises hydrant book, zone maps, and notification tables.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on work related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Fire Rescue Dispatcher Supervisor (004122)

Considerable knowledge of departmental rules, regulations and procedures utilized in the automated radio dispatching of emergency fire personnel.

Considerable knowledge of the operating characteristics of computerized dispatch systems.

Considerable knowledge of dispatch techniques and procedures used in computerized dispatch systems.

Knowledge of supervisory principles and practices.

Some knowledge of the principles and practices of modern office administration.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to react promptly and correctly in emergency situations.

Ability to train subordinates in dispatch techniques and in new and revised operational procedures.

Ability to adjust dispatch assignments in response to a variety of changing circumstances.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to analyze a variety of administrative problems and make sound recommendations as to their solution.

REV 1/00

#### **Nature Of Work**

This is specialized communications work supervising an assigned shift of dispatchers in the Miami-Dade Fire Rescue Department.

### EMS Support Clerk (004128)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in inventory control, supply and distribution are required.

Must possess a Driver's License. Must have and maintain a good driving record.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical and technical work in emergency medical services for the Miami-Dade Fire Rescue Department.

Employees in this class perform a variety of clerical and technical duties in support of emergency medical services operations. Responsibilities include maintaining specialized EMS equipment and related records, conducting equipment inventories, cleaning, and disinfecting contaminated equipment, transporting equipment, and supplies to and from various locations, and operating and maintaining support vehicles. Duties include transporting biohazardous waste from remote facilities to a central collection point for disposal. Some independent judgment is exercised in prioritizing work assignments and making schedule changes in response to system needs. Supervision is received from a technical superior who reviews work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Maintains EMS equipment repair records, and supply delivery and usage records; inventories and maintains capital equipment and oxygen consumption records; completes daily activity logs.

Prioritizes daily work assignments based on EMS system requirements and makes scheduling changes as needed.

Assists in determining Fire Rescue Department EMS supply and equipment requirements.

Provides logistical support to EMS operations during major emergencies, disasters, and special events.

Monitors levels of EMS equipment and supplies carried on support vehicles.

Operates vehicular equipment to recover EMS equipment from area hospitals; transports biohazardous waste from remote facilities to a central collection point for disposal; cleans and disinfects contaminated equipment according to established procedures; performs minor maintenance and repairs to EMS equipment.

Resupplies and maintains inventory control of oxygen depots.

Performs restocking and minor routine maintenance to support and Fire Watch vehicles.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of EMS system equipment and supply requirements.

Considerable knowledge of the location of Fire Rescue Department facilities and area hospitals.

Considerable knowledge of infection control practices and procedures.

Considerable knowledge of laws and regulations pertaining to the transport and disposal of biohazardous waste.

Knowledge of the operating characteristics and maintenance requirements of EMS equipment.

Knowledge of geography of the Dade County metropolitan area.

### EMS Support Clerk (004128)

Knowledge of office practices and procedures.

Ability to maintain equipment, supply, and usage records.

Ability to operate EMS equipment to determine its proper functioning.

Ability to safely operate heavy vehicular equipment.

Ability to follow verbal and written instructions.

Ability to follow established procedure for the collection and disposal of biohazardous waste.

Ability to make independent scheduling decisions based on changes in EMS system needs.

Physical strength and agility sufficient to perform assigned duties.

REV 1-93

#### **Nature Of Work**

This is advanced clerical and technical work in emergency medical services for the Miami-Dade Fire Rescue Department.

## Human Resources Department

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### MDFR Licensing Compliance Technician (004129)

#### **Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical experience in medical records and/or payroll administration are required.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory clerical work or independent clerical work of comparable responsibility.



### Fire & Life Safety Training Representative (004131)

#### Minimum Qualifications

Bachelor's degree. Experience in public speaking, citizen outreach and/or teaching may substitute for the required education on a year for year basis. Must be able to work a variable work schedule to include some nights and weekends.

#### Job Specifications

##### NATURE OF WORK

This is public relations and field work in a fire safety public information program in the Miami-Dade Fire Rescue Department.

Employees in this class are responsible for conducting fire safety presentations to increase the protection of property and life in a variety of settings and locations. Emphasis of the work is on the presentation of fire safety information and materials to educational, civic, commercial, industrial and health care groups, developing and expanding programs, demonstrating equipment and conducting home safety inspections. Duties may include training and supervising seasonal employees engaged in canvassing homes in high incident areas to distribute fire prevention literature. Supervision is received from an administrative superior who reviews work for accomplishment of program objectives and conformity with established policies and procedures.

##### ILLUSTRATIVE TASKS

Conducts school fire education and career programs in pre-schools and public and private schools; distributes and explains fire safety prevention and educational materials; demonstrates the use of portable fire extinguishing equipment by practical hands-on applications; presents audio/visual materials pertaining to fire safety practices, principles, procedures and prevention; explains career opportunities with the Miami-Dade Fire Rescue Department.

Conducts fire safety presentations for civic, commercial and industrial groups, for in-service training of staff at health care facilities and the public as assigned; distributes and explains fire safety prevention and educational materials; demonstrates the use of portable fire extinguishing equipment by practical hands-on applications; presents audio/visual materials pertaining to fire safety practices, principles, procedures and prevention.

Conducts fire drills at various locations; conducts home inspections and provides home fire safety instructions as required.

Develops new fire safety programs and augments existing programs utilizing publications on fire safety from various sources and other resource materials.

Trains and supervises seasonal employees as assigned; provides fire safety instructions, use of equipment and assigns work as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of methods of protecting life and property if fire occurs.

Knowledge of fire protection, detection and extinguishing equipment, its use, application and placement.

Knowledge of fire drill procedures.

Knowledge of the Miami-Dade Fire Rescue Department's hiring policies, the various career position requirements, including the basic job duties.

Knowledge of the composition of public information materials.

Ability to speak effectively before groups on topics pertaining to fire safety.

## Human Resources Department

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### Fire & Life Safety Training Representative (004131)

Ability to use special demonstration equipment and audio/visual equipment.

Ability to maintain a safe environment while conducting fire extinguishing demonstrations.

Ability to communicate in a sensitive manner with individuals of different ethnic, age and cultural backgrounds.

Ability to supervise seasonal employees in a manner conducive to full performance and high morale.

NEW 7-08

#### **Nature Of Work**

This is public relations and field work in a fire safety public information program in the Miami-Dade Fire Rescue Department.

## Human Resources Department

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### Fire Rescue Processing Specialist (004132)

**Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical experience to include public contact are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work with some administrative responsibility in the coordination of inspection and code enforcement assignments.

## Human Resources Department

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### Fire Safety Specialist 1 (004134)

**Minimum Qualifications**

High school diploma or GED. Must possess a State of Florida Fire Safety Inspector Certificate. Must possess a Driver license. Applicants will be tested for fire code knowledge and application during the interview selection process. Applicants will be subject to a thorough background investigation.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is field and office work in fire safety code inspection, investigation and compliance in the Miami Dade Fire Rescue Department.

### Fire Safety Specialist 2 (004135)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the inspection of occupancies for fire safety codes and standards are required. Must possess a State of Florida Fire Safety Inspector Certificate. Must possess a Driver license. Applicants will be subject to a thorough background investigation. Must maintain a current certificate as a condition of continued employment.

#### Job Specifications

##### NATURE OF WORK

This is supervisory field and office work in fire safety code inspection, investigation and compliance in the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for planning, assigning and reviewing the work of subordinate fire safety specialists engaged in conducting fire safety inspections to assure compliance with State and local fire safety requirements. Duties include explaining code regulations to property owners, serving as team leader in extensive occupancy inspections, conducting assigned research, and preparing a variety of narrative and statistical reports. The incumbent exercises some independent judgment and tact in explaining verbally or in writing, code regulations to property owners or their representatives. Supervision is exercised over a staff of fire safety specialists engaged in various assignments or phases of the fire safety inspection program. Supervision is received from a uniformed fire officer who reviews the status of on-going inspections through completed reports, inspections forms and regularly scheduled conferences.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of fire safety specialists engaged in performing field inspections on various occupancy group structures resulting from scheduling through the building inspection program, citizen complaint, or the fire permit removal process.

Serves as team supervisor on more extensive occupancy inspections; distributes assignments to subordinates and participates in physical inspections.

Conducts assigned research and prepares narrative and statistical reports; reviews workload reports for conformance to departmental requirements; reviews standard reporting forms for accuracy and clarity.

Reviews daily and monthly reports, citations, notices of violation and correspondence; analyzes reporting requirements, modifies existing forms or prepares new forms, as required.

Confers with superiors on technical code problems; distributes fire code interpretations to subordinates and provides necessary training.

Consults with property owners or their representatives regarding building inspection results and proposes corrective measures; prepares correspondence for superior's signature.

Makes recommendation regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of State and County fire safety codes and standards.

Considerable knowledge of supervisory principles and practices.

Knowledge of public relations principles and practices.

### Fire Safety Specialist 2 (004135)

Knowledge of basic architectural and engineering principles and practices applicable to fire safety code requirements.

Knowledge of basic construction technology.

Knowledge of the principles and practices of modern office administration.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with property owners, superiors and subordinates.

Ability to enforce pertinent fire safety codes, laws and ordinances with firmness, tact and impartiality.

Ability to examine construction plans, shop drawings and specifications to determine fire code requirements.

Ability to detect faulty and hazardous conditions that violate fire safety code requirements.

Ability to complete narrative and statistical reports.

NEW 6-91

#### **Nature Of Work**

This is supervisory field and office work in fire safety code inspection, investigation and compliance in the Miami-Dade Fire Rescue Department

## Human Resources Department

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### Imaging Records Technician (004137)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the receipt, storage, issuance and filing of records are required. Must possess a Driver license. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

#### Nature Of Work

This is advanced clerical and technical work in the coordination and processing of converting paper report data to electronic media.

### MDFR Staff Scheduler (004139)

#### **Minimum Qualifications**

High school diploma or GED. Four years of experience in public contact or handling high volume of complaints to include development of staffing schedules are required. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### MDFR Staff Scheduler Supervisor (004140)

#### **Minimum Qualifications**

High school diploma or GED. Four years of experience in development of operational schedules, statistical analysis, and extensive experience in public contact or handling high volume of complaints are required. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### MDFR Staffing Bureau Manager (004141)

#### **Minimum Qualifications**

Bachelor's degree. Two years of professional administrative experience in investigative programs, development of operation schedules, statistical analysis, and extensive experience in public contact or handling high volume of complaints are required. Additional experience in administration of investigative programs, development of operation schedules and statistical analysis may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### EMD Quality Assurance Specialist 2 (004145)

#### Minimum Qualifications

Must possess a State of Florida Paramedic certification or a State of Florida Registered Nurse license. Four years of experience in emergency medical system pre-hospital care are required. Certification as an Emergency Medical Dispatcher (EMD) through the National Academy of Emergency Medical Dispatch is required within the one year probationary period. Must become a certified Emergency Medical Dispatch Instructor within the one year probationary period.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized emergency medical dispatch work for the Miami-Dade Fire Rescue Department.

Employees in this class are responsible for performing a variety of quality assurance duties in support of an emergency medical dispatch program. Responsibilities include case review and evaluation of 911 communications tapes for protocol compliance and quality improvement, providing emergency medical dispatch training, developing a Continuing Dispatch Education (CDE) program in concert with the National Academy of Emergency Medical Dispatch (NAEMD), and reviewing and organizing emergency medical dispatch personnel quality assurance records and Continuing Dispatch Education records. Incumbents exercise independent judgment in the analysis and evaluation of 911 communications tapes to determine compliance with established protocols and effect improvements in quality. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities and achievement of quality assurance goals and objectives.

##### ILLUSTRATIVE TASKS

Conducts case reviews and evaluations of on-line randomly selected 911 communications tapes for measurement of protocol compliance, feedback to dispatchers, and reporting to communications administration.

Develops and administers departmental emergency medical dispatch orientation, training and Continuing Dispatch Education including written and practical exams in concert with the National Academy of Emergency Medical Dispatch.

Collects, reviews and organizes emergency medical dispatch personnel quality assurance and Continuing Dispatch Education records.

Coordinates emergency medical dispatch projects and research with other departmental entities and other County departments to meet State of Florida, National Academy of Emergency Medical Dispatch and departmental informational requirements.

Assists in the definition of response mode configuration and assignments; models data to determine trends in response time and resource utilization for use in optimizing response mode configuration.

Assists in establishing emergency medical dispatch standards and procedures.

Coordinates recertification processes with the NAEMD; maintains contacts with other local and regional organizations involved in emergency medical dispatch issues including standards, business processes and strategic direction; prepares grants for emergency medical dispatch purposes.

Organizes, files and disburses quality assurance and quality investigation findings and recommendations.

Keeps current on new developments and technology affecting emergency medical dispatch services.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

## Human Resources Department

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### EMD Quality Assurance Specialist 2 (004145)

Considerable knowledge of the organization and operation of a comprehensive emergency medical dispatch system.

Considerable knowledge of local and state regulations pertaining to Countywide systematic emergency medical care.

Considerable knowledge of the field of medicine as it relates to emergency medical diagnosis, treatment and care.

Considerable knowledge of research techniques and the sources and availability of information concerning emergency medical system utilization.

Considerable knowledge of quality assurance principles and practices related to improvement of an emergency medical dispatch system.

Knowledge of records, reports and forms required in the area of assignment.

Ability to analyze and evaluate 911 communication tapes for measurement of protocol compliance, dispatcher feedback and other purposes.

Ability to develop and administer emergency medical dispatch orientation, training and educational programs.

Ability to analyze data using statistical analysis techniques.

Ability to understand and interpret emergency medical dispatch standards and procedures.

Ability to coordinate recertification processes for emergency medical dispatch employees.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-95

#### **Nature Of Work**

This is advanced specialized emergency medical dispatch work for the Miami-Dade Fire Rescue Department.

### EMS Quality Assurance Administrator (004146)

#### Minimum Qualifications

Bachelor's degree in Nursing, Health Administration or a related field. Four years of progressively responsible professional administrative experience including two years of experience in the development of health care programs or health care systems and two years of experience as a quality assurance administrator or utilization administrator in the medical field are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative and professional quality assurance work in emergency medical services for the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for the design, development and implementation of an emergency medical services quality assurance program. Responsibilities include designing evaluation methodologies, developing data collection and reporting procedures, analyzing data from the emergency medical services reporting system and other sources, facilitating changes to improve emergency medical services care, completing special studies and preparing reports describing emergency medical system performance, and conducting emergency medical services system assessments. The incumbent exercises considerable independent judgment in the analysis and evaluation of the emergency medical services system and in the development of quality improvements to enhance the delivery of emergency medical care. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for the design and implementation of an effective quality improvement program.

##### ILLUSTRATIVE TASKS

Designs, develops, implements and monitors an emergency medical services quality assurance program and establishes a quality assurance database.

Monitors delivery of EMS patient care; collects, analyzes and tabulates statistical data from medical records, incident reports and other sources; identifies adverse events, sub-optimal patterns of care or utilization, optimal patterns of patient care or utilization, and patient care/physician profiles.

Analyzes data from medical records or other sources and prepares reports describing emergency medical system performance; completes special studies as required.

Designs quality improvement evaluation methodologies.

Prepares and presents quality improvement information to various committees and organizations; participates in community seminars.

Independently performs emergency medical services system assessments.

Assists in evaluating and developing emergency medical services medical procedures and quality improvement filters.

Serves as chair of the Quality Improvement Committee and coordinates EMS case reviews; monitors the status of recommendations; assists in formulating patient care goals.

Establishes and maintains working relationships with pre-hospital care providers, hospital administrators, surgeons, nurses, and members of the EMS Advisory Committee.

Analyzes educational needs of departmental health care employees and makes recommendations for appropriate training to correct deficiencies; provides training to EMS system components involved in the quality improvement program.

Performs related work as required.

### EMS Quality Assurance Administrator (004146)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the organization and operation of a comprehensive emergency medical services system.

Thorough knowledge of local and state regulations pertaining to Countywide systematic emergency medical care.

Thorough knowledge of research techniques and sources of information concerning emergency medical system utilization.

Thorough knowledge of the principles and practices of quality assurance administration as related to an EMS system.

Considerable knowledge of the field of medicine as it pertains to emergency medical diagnosis, treatment and care.

Considerable knowledge of public relations principles and techniques.

Ability to design, develop, implement and monitor an effective emergency medical services quality assurance program.

Ability to analyze complex data using statistical techniques.

Ability to understand and interpret medical terminology and systems of diagnostic coding.

Ability to prepare complex administrative and technical reports pertaining to the emergency medical services system.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with hospital administrators, physicians and other health care professionals.

NEW 10-95

#### **Nature Of Work**

This is advanced responsible administrative and professional quality assurance work in emergency medical services for the Miami-Dade Fire Rescue Department.

## Human Resources Department

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### MDFR Ocean Rescue Administrator (004147)

**Minimum Qualifications**

Bachelor's degree in Park Management, Recreation, Business Administration, Public Administration or a related field. Four years of experience in responsible supervisory lifeguarding work in a beach swimming area are required. Additional experience may substitute for the required education on a year-for- year basis up to a maximum of two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work with supervisory responsibility for lifeguards and related activities.

## Human Resources Department

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### Fire Management Analyst Administrator (004149)

#### Minimum Qualifications

Bachelor's degree. Two years of professional experience in research, productivity analysis, statistical analysis, or quality control projects are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work with supervisory responsibility in the analysis, design, and improvement of management information systems for the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for supervising the completion of detailed studies and projects in various fire/rescue areas designed to improve work methods, staffing levels, employee utilization and productivity, quality control, and resource allocation. Responsibilities include providing technical and analytical assistance in identifying and resolving Fire Department management information problems, conferring with departmental officials to define informational requirements, and coordinating the research, development, and testing for various components of the Fire Department management information system. The incumbent exercises considerable independent judgment and technical expertise in applying advanced management information system techniques to complex analytical studies. Supervision exercised over a staff of professional and clerical subordinates engaged in various phases of operations. Supervision is received from an administrative superior who reviews work for quality of results and achievement of management information system goals and objectives.

##### ILLUSTRATIVE TASKS

Assists departmental officials by providing data or data analysis, and assistance in use and interpretation of information.

Supervises subordinate professional employees engaged in the analysis, design, and development of complex management information systems studies and projects.

Produces and distributes reports related to alarm and non-alarm activity to municipal, state, and county fire departments.

Furnishes technical assistance to various fire departments in management systems analysis, statistical design special data requests, and operations research.

Applies computer simulation and management science techniques to complex allocation of limited resources to increase levels of emergency services.

Administers, provides quality control, and updates the Fire/Rescue Incident Reporting System.

Designs productivity analysis tools to measure departmental objectives and enhance Fire Rescue Department resource utilization.

Provides information services to municipal fire departments, municipalities, and other users of the unified fire data reporting system.

Maintains an MIS library of reports and information.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles of management, business and public administration, computer science and industrial engineering.

Thorough knowledge of the principles and practices of management information systems as applied to fire/rescue services.



## Human Resources Department

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### Fire Management Analyst Administrator (004149)

Considerable knowledge of mathematics and statistics including differential, and linear equations, optimization techniques, simulation, and forecasting.

Considerable knowledge of laws and regulations applicable to the design and implementation of reporting requirements for fire/rescue operations.

Knowledge of supervisory principles and practices.

Knowledge of research techniques and sources and availability of current information.

Knowledge of computer programming and systems analysis.

Ability to plan, coordinate, and direct the analysis, design and development of complex management information systems studies and projects.

Ability to perform difficult management systems engineering computations and make comprehensive recommendations on resource allocation problems.

Ability to utilize various management science techniques to improve emergency services activities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand and evaluate user information system requirements.

Ability to communicate clearly and concisely, verbally, and in writing.

NEW 7-92

#### **Nature Of Work**

This is advanced professional work with supervisory responsibility in the analysis, design, and improvement of management information systems for the Miami-Dade Fire Rescue Department.

### Occupational Health Specialist (004151)

#### Minimum Qualifications

Bachelor's degree in Nursing, Health Administration, Industrial Hygiene, Industrial Engineering, or related field. Must possess a State of Florida Registered Nurse license and a Driver license. Two years of professional experience in occupational health and safety administration including evaluating, treating and/or referring occupational illnesses and injuries and management of health records are required. OR Must possess a State of Florida Registered Nurse license and a Driver license. Four years of professional experience in occupational health and safety administration including evaluating, treating and/or referring occupational illnesses and injuries and management of health records are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional occupational health and safety work for the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for performing advanced specialized work in the investigation and prevention of job-related injuries and exposures. Responsibilities include planning and scheduling immunization programs and annual physical examinations, developing a comprehensive infection control program, maintaining medical records, responding to inquiries concerning infection control and infectious diseases, providing pre-counseling and post-counseling to exposed employees, and serving in a liaison capacity to hospitals, health departments and other facilities. The incumbent exercises considerable independent judgment and technical expertise in developing programs to minimize or eliminate job-related disease exposures and injuries by providing departmental employees with necessary information and equipment. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective development and implementation of occupational health and safety programs.

##### ILLUSTRATIVE TASKS

Develops and maintains a comprehensive infection control program; investigates all significant exposures and on-the-job-injuries for compliance with established safety procedures and follow-up treatment.

Publishes a synopsis of all on-the-job-injuries and significant exposures together with possible preventive measures.

Formulates short and long-term goals for the overall health and welfare of departmental employees.

Maintains current information on local, state and federal laws and regulations related to infectious disease.

Maintains current records on all employees concerning annual physicals and status of vaccinations.

Responds to inquiries from employees and serves as an authority on infection control and infectious diseases.

Produces occupational health information; maintains a library of materials pertaining to medical and legal issues concerning emergency response and emergency medical services and infection control.

Coordinates work with other infection control officials at other fire departments, hospitals, clinics, health departments and other facilities.

Reviews the rehabilitation and therapeutic progress of employees; recommends changes in field unit operations in engineering controls and work practices.

Provides pre- and post-counseling to exposed employees.

Serves as chair of the Infection Control Committee; reviews pre- and post-infectious disease exposure reports and makes recommendations for changes in policies.

## Human Resources Department

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### Occupational Health Specialist (004151)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of infection control methods, practices, procedures and technology.

Thorough knowledge of investigative techniques and methods used to identify causes of exposure to communicable disease.

Considerable knowledge of local, state and federal regulations pertaining to emergency response employers concerning threatening infectious diseases.

Considerable knowledge of employee physical examination records and related medical records.

Considerable knowledge of the management of a comprehensive infection control program.

Ability to effectively utilize infection control knowledges to determine and report on the risk of infection and communicable disease.

Ability to develop and maintain a comprehensive and effective infection control program.

Ability to counsel employees who have sustained job-related disease exposures and/or injuries.

Ability to coordinate work with infection control officials at hospitals, clinics, health departments and other organizations.

Ability to communicate clearly and concisely, verbally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Nursing, Health Administration, Industrial Hygiene, Industrial Engineering, or related field. Possession of a State of Florida Registered Nurse license. Two years of professional experience in occupational health and safety administration including evaluating, treating and/or referring occupational illnesses and injuries and management of health records; or Possession of a State of Florida Registered Nurse license. Four years of professional experience in occupational health and safety administration including evaluating, treating and/or referring occupational illnesses and injuries and management of health records are required.

REV 01/00

#### **Nature Of Work**

This is advanced professional occupational health and safety work for the Miami-Dade Fire Rescue Department.

### MDFR Lifeguard 1 (004158)

#### Minimum Qualifications

High school diploma or GED. Must possess certifications in adult, infant/child and two-person CPR, First Aid, DOT First Responder and lifeguarding provided by the Red Cross, YMCA, or other nationally recognized aquatic training program. Prior to the interview, qualified applicants will be scheduled for a performance test which may include distance swim and run, simulated rescue, first aid, and artificial respiration practices and procedures. Must be at least 18 years of age. Must meet Miami-Dade County physical standards, including vision standards of 20/40 in each eye uncorrected. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Continued employment requires meeting all physical standards, successfully completing performance test and maintaining all required certifications.

#### Job Specifications

##### NATURE OF WORK

This is skilled water safety work in preventing accidents and injuries at a public bathing beach or swimming pool.

Employees in this class are responsible for safeguarding patrons at a County bathing beach or swimming pool by preventing injury or loss of life through drowning and for administering first aid or artificial respiration. Work is performed in accordance with departmental rules and regulations governing the public use of swimming areas or pools, and by recognized practices of water safety. Supervision is received from a technical superior who makes work assignments and reviews work for orderliness and rule enforcement by visual inspection.

##### ILLUSTRATIVE TASKS

Maintains order and discipline among bathers and other persons at an assigned county swimming area or pool.

Rescues bathers in distress; applies resuscitation and administers first aid when necessary.

Operates a rescue boat to patrol the swimming area in the enforcement of rules and regulations and also in the rescue of persons in distress.

Assists pool managers in pool procedures such as inspection of rescue equipment and collection of water samples for tests; when assigned assists in the teaching of swimming classes or other aquatic programs.

Maintains general appearance and cleanliness of beach area or pool when able to do so without distraction from lifeguarding.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of approved water rescue methods and specific first aid techniques.

Ability to learn rules and regulations relating to pool, park, and beach activities rapidly and to exercise tact, firmness, and good judgment in enforcing such rules and regulations.

Ability to prevent dangerous situations from arising, to recognize emergencies, and to take effective action.

Skill in pool and surf swimming, lifesaving, and first aid.

Physical strength and agility and freedom from disabling defects; and ability to meet prescribed physical standards.

REV 12-63

#### Nature Of Work

This is skilled water safety work in preventing accidents and injuries at a public bathing beach or swimming pool.

### MDFR Lifeguard 2 (004159)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a lifeguard at an ocean beach swimming area are required. Must possess and maintain certifications in Adult, Infant/Child and Two-person CPR, First Aid, DOT First Responder and Lifeguarding provided by the Red Cross, YMCA or other nationally recognized aquatic training program. Must qualify and be certified by the State of Florida as an Emergency Medical Technician (EMT) within the probationary period and maintain EMT certification for continued employment. Must successfully complete an annual performance and physical examination, including vision standards for continued employment. Must possess a Driver license. Qualified applicants will be scheduled for a performance test prior to interview which will include a distance swim and run, simulated rescue, first aid, and artificial respiration practices and procedures. Vision standards are 20/40 for each eye uncorrected.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory water safety enforcement work at a large county public beach swimming area.

Employees in this class are responsible for assigning and supervising the work of subordinate lifeguards and providing assistance in difficult or unusual water safety problems. Incumbents make work assignments, review work of subordinate lifeguards by routine inspection of guard posts, and assure the maintenance of skills and physical endurance of lifeguards through regular swimming, lifesaving exercises, and tests. Supervision is received from a Lifeguard Captain or administrative superior who reviews work for adherence to established departmental and public safety policies and procedures.

##### ILLUSTRATIVE TASKS

Responds to and oversees various types of beach oriented emergencies; assures delivery of advanced first aid and/or emergency life-support systems; establishes and maintains control of an emergency scene.

Prepares a variety of incident, accident, and activity reports; provides statistical summaries; documents actions taken, and informs superiors of daily operations.

Performs inspection of surf conditions; inspects emergency life-support equipment; identifies and corrects substandard operating conditions; ensures operational efficiency.

Enforces local ordinances and general rules regarding water safety and public beach usage; maintains beach cleanliness and promotes the general welfare of beach patrons.

Substitutes for superiors or subordinates as conditions warrant; determines staffing requirements.

Reports incidents of a fire, police or medical nature to the appropriate service agency; assists in the expeditious delivery of the required service.

Supervises subordinate lifeguards through work assignment, inspection and performance evaluation; maintains employee discipline; obtains optimal utilization of manpower; meets day-to-day work priorities.

Analyzes surf conditions and crowd gatherings; warns patrons of hazards; prohibits bathing in specified areas; effectuates proper crowd control.

Conducts daily physical fitness program; ensures the maintenance of required skills and physical endurance for job assignment; trains subordinate lifeguards in new or existing lifesaving techniques and first aid methods; promotes operational effectiveness.

Answers inquiries from beach patrons and gives assistance when needed.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of established procedures for providing advanced first aid and approved emergency life-support systems for various individual emergency cases.

Considerable knowledge of various water current characteristics.

Knowledge of the use and purpose of approved life-support equipment.

Knowledge of emergency plans and procedures.

Knowledge of supervisory methods.

### MDFR Lifeguard 2 (004159)

knowledge of training principles and methods.  
knowledge of public relations practices.  
knowledge of the physical layout of the assigned facility.  
Knowledge of effective manpower utilization procedures.  
Knowledge of the nature and symptoms of various injuries, illnesses, and diseases which commonly occur to patrons.  
Knowledge of international marine distress signals.  
Knowledge of a limited variety of marine animal life indigenous to the coastal waters of South Florida.  
Ability to react promptly and correctly in emergency situations.  
Ability to perform a variety of physical tasks requiring sustained effort.  
Ability to swim in adverse surf or weather conditions.  
Ability to apply advanced first aid techniques including cardio-vascular pulmonary resuscitation.  
Ability to assume direction of personnel during surf rescue and other emergency activities.  
Ability to make visual inspections.  
Ability to determine manpower needs and requirements.  
Ability to work independently.  
Ability to work under stress.  
Ability to recognize international marine distress signals, hazardous water conditions, and hazardous animal or plant life.  
Ability to successfully complete the necessary training and state certification for emergency medical technician personnel.  
Skill in the application of advanced first aid services including cardio-pulmonary resuscitation.  
Skill in surf rescue techniques.

REV 10-78

#### **Nature Of Work**

This is skilled and supervisory water safety enforcement work at a large county public beach swimming area.

## Human Resources Department

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### Manager, Fire Rescue Building Maintenance & Security (004160)

#### Minimum Qualifications

Bachelor's degree in Property Management, Construction Management, Maintenance Management, Business Administration, Public Administration or a related field. Three years of experience managing multiple site building maintenance and security to include service contracts and facility budgeting are required. Additional experience in managing multiple site building maintenance and security may substitute for the required education on a year-for-year basis.

#### Job Specifications

#### Nature Of Work

This is specialized and responsible administrative and supervisory work in the operation and maintenance of highly complex county owned buildings managed by the General Services Administration.

## Human Resources Department

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### Manager, MDFR Training and Development (004161)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of experience in planning, developing, implementing and/or conducting training programs or employee development programs is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional work with supervisory responsibility in the management of employee training and development programs for Miami-Dade Fire Rescue.



## Human Resources Department

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### MDFR Training and Development Specialist (004162)

#### **Minimum Qualifications**

Bachelor's degree. Two year of experience in developing and facilitating fire rescue training programs are required.  
Must possess a valid Florida Fire Service Instructor III certificate.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Fire Code Compliance Administrator (004164)

#### **Minimum Qualifications**

Bachelors degree. Four years of experience in the inspection of occupancies for fire safety codes and standards, to include supervisory experience are required. Must possess a State of Florida Fire Safety Inspector Certificate. Must possess a Driver license. Applicants will be subject to a thorough background investigation. Must maintain a current certificate as a condition of continued employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing the Miami-Dade Fire Rescue's Code Compliance and Enforcement Bureau.

### Fire Plans Processor (004165)

#### **Minimum Qualifications**

Must possess a State of Florida Professional Engineer license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a State of Florida Registered Architect license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a state certified General Contractor license, five years of experience under the jurisdiction of the Building Code and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must be a certified Fire Official or Fire Plans Examiner with five years of experience in life safety and/or fire protection systems plans review and approval, under the jurisdiction of the Florida Fire Prevention Code and/or South Florida Fire Prevention Code; or Must possess a Miami-Dade County Certificate of Competency in Fire Sprinkler under Mechanical Specialty Licensure with three years experience in fire plan sprinkler review and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes. This modification criteria shall apply only to individuals holding one of the following: A General Contractor license issued by the Florida Construction Industry Licensing Board, Certificate and/or license must be in good standing with Miami-Dade County's Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional engineering work in the examination of complex construction plans for Miami-Dade Fire Rescue building construction projects.

## Human Resources Department

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### MDFR Logistics Service Manager (004166)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, or related field. Four years of experience in business plan development, strategic planning, finance, procurement and/or personnel management is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Fire Special Operations Budget Manager (004167)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Finance, Accounting, Economics, or related field. Three years of progressively responsible professional or administrative experience in budget preparation, budget administration, financial forecasting, or related management services are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional administrative work in the development of operating and capital budgets, performance measurement and procurement for Miami-Dade Fire Rescue's Special Operations Division.

### MDFR Senior Legal Liaison (004168)

**Minimum Qualifications**

Juris Doctorate degree. Current membership in the State of Florida Bar Association is required. A minimum of seven years of progressively responsible legal experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Emergency Management Coordinator (004170)

#### Minimum Qualifications

Bachelor's degree and two years of full-time professional administrative experience in the field of Emergency Management are required. Successful completion of the Federal Emergency Management Agency's (FEMA) Independent Study (IS) Programs IS-1, IS-100, IS-200, IS-700, and IS-800 or FEMA recognized equivalents are required. Must be able to respond to emergencies on a 24-hour basis and must possess a valid driver's license.

Certified Florida Professional Emergency Manager (Florida Emergency Preparedness Association) or Certified Emergency Manager (International Association of Emergency Managers) is highly preferred.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized administrative work for the Office of Emergency Management within the Miami-Dade Fire Rescue Department.

Employees in this class are responsible for assisting in the development of local government plans for preparedness, response, mitigation and recovery from unusual emergencies. Responsibilities include developing various components of emergency management programs, including resources management, damage assessment, food supplies, fuel and energy resources, economic stabilization, sanitary engineering, transportation, and continuity of government services. Considerable independent judgment and initiative are required in all phases of emergency management planning and in dealing with the public, business and military organizations, and civic groups. Supervision may be exercised over technical, clerical, and volunteer employees. Supervision is received from an administrative superior who evaluates the effectiveness of planning activities through personal conferences and written reports.

##### ILLUSTRATIVE TASKS

Advises and assists the Director, Office of Emergency Management on operational and technical matters in major phases of planning for unusual emergencies.

Prepares applications for federal funds to provide expansion of facilities and services; researches feasibility of projects and prepares reports.

Reviews requirements for volunteer auxiliaries and for emergency operations; encourages the enrollment and assignment of groups and individuals.

Works with state and federal government agencies in the development and execution of coordinated planning for unusual emergencies.

Develops standards and written instructions for the training of full-time and part-time personnel in emergency management activities.

Establishes procedures for the reporting of data on population, resources, and community facilities suitable for emergency management utilization, and assists in their implementation.

Determines emergency care resources and the number of evacuees who can be processed and given assistance in a specified geographic sector.

Develops the procedures necessary for the coordination of the local food program with other emergency programs, including consumer rationing, mass feeding and public transportation.

Promotes activities to provide the public with information on emergency measures for water treatment and waste disposal.

Supervises activities of the Emergency Operations Center, and mobile command posts necessary to assure operational readiness of fixed and mobile facilities and their special equipment.

Supervises the receipt, storage, maintenance and operation of a variety of mobile and stationary equipment.

## Human Resources Department

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### Emergency Management Coordinator (004170)

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, methods, and techniques of emergency management planning.

Considerable knowledge of the components of a wide variety of emergency management programs.

Considerable knowledge of state and federal emergency management organizations and operations.

Knowledge of research techniques and sources and availability of current information.

Knowledge of the principles of management and public administration.

Knowledge of public relations principles and techniques.

Ability to effectively participate in the development of comprehensive plans for unusual emergencies.

Ability to perform research and prepare pertinent reports.

Ability to establish and maintain effective working relationships with governmental agencies, civic groups, and various public and private officials.

Ability to communicate clearly and concisely, verbally, and in writing.

Ability to prepare written instructions for the training of personnel in emergency management activities.

REV 02/00

#### **Nature Of Work**

This is advanced specialized administrative work for the Office of Emergency Management.



## Human Resources Department

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### Manager, Department of Emergency Management (004174)

#### Minimum Qualifications

Bachelor's degree.

A minimum of three years of progressively responsible full time professional experience in emergency management, to include supervisory experience, is required.

Must possess either a Florida Professional Emergency Manager (Florida Emergency Preparedness Association) or a Certified Emergency Manager (International Association of Emergency Managers) certification.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible managerial level work in emergency planning, managing and supervising activities of the Department of Emergency Management (DEM). This position reports to the Deputy Director of DEM.

An employee in this class is responsible for supervising and managing a Bureau within DEM and for directing the various emergencies and disaster planning, response, recovery, and mitigation services provided by the department; in addition to administering an emergency management program of their own.

Work involves policy development, planning, organizing, directing, and coordinating diversified professional activities.

##### ILLUSTRATIVE TASKS

The incumbent is required to exercise a high degree of innovation, resourcefulness, independent judgment, and professional managerial knowledge in the implementation of department priorities.

The incumbent is responsible for establishing goals and objectives, budget development and coordination, and expenditure monitoring and projection within their assigned bureau.

In the absence of the DEM Director and Deputy Director, the incumbent serves as the Acting Director in accordance with established county procedural guidelines.

The incumbent provides assistance to the Department Director and Deputy Director in planning departmental activities and defining goals and objectives for their assigned bureau; reviews and evaluates department operations and devises new policies and procedures to improve effectiveness.

The incumbent plans, assigns and reviews the work of staff engaged in providing professional services including special projects and the review of administrative orders; determines scope and direction of departmental services through interaction with Department Directors, government officials and various public and private sector organization's leadership.

The incumbent assists in evaluating departmental performance in relation to departmental goals and objectives. The incumbent makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; completes performance reports and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the principles, methods, and techniques of emergency management planning.

Considerable knowledge of the components of a wide variety of emergency management programs.

## Human Resources Department

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### Manager, Department of Emergency Management (004174)

- Considerable knowledge of state and federal emergency management organizations and operations.
- Considerable knowledge of local, state and federal regulations pertaining to disaster preparedness
- Knowledge of research techniques and sources and availability of current information.
- Knowledge of the principles of management and public administration.
- Knowledge of the organization and operation of local and regional emergency management programs.
- Knowledge of supervisory principles and practices
- Knowledge of public relations and educational principles and techniques
- Ability to establish and maintain effective working relationships with stakeholders
- Ability to plan, direct and coordinate complex emergency management programs to achieve desired goals
- Ability to delegate authority to subordinates necessary to complete responsibilities in varied activities
- Ability to supervise the work of employees in a manner conducive to full performance and high morale
- Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals
- Ability to coordinate and direct the development of improvements within emergency management programs
- Ability to react calmly and quickly in emergency and disaster situations
- Knowledge of public relations principles and techniques.
- Ability to effectively participate in the development of comprehensive plans for unusual emergencies.
- Ability to perform research and prepare pertinent reports.
- Ability to prepare written instructions for the training of personnel in emergency management activities

#### **Nature Of Work**

This is highly responsible managerial level work in emergency planning, managing and supervising activities of the Department of Emergency Management (DEM).

## Human Resources Department

### Emergency Management Planner (004175)

#### Minimum Qualifications

Bachelor's degree and three years of progressively responsible full-time professional experience working directly in the field of Emergency Management, specifically for a local government emergency management agency are required.

Must possess and maintain certification as a Florida Professional Emergency Manager (Florida Emergency Preparedness Association) or able to obtain and maintain certification within 1 year of employment is required.

Certified Emergency Manager (International Association of Emergency Managers) is highly preferred. Must be able to respond to emergencies on a 24-hour basis and must possess a valid driver's license.

#### Job Specifications

##### NATURE OF WORK:

This is advanced, specialized, certified professional work in County's emergency management agency involving the development and enhancement of emergency operations plans and programs in a manner consistent with current County, State, and Federal Emergency Management regulations and guidelines. This position reports to a member of the Agency's management team.

The incumbent is required to exercise a high degree of innovation, resourcefulness, independent judgment, and professional emergency management expertise in the accomplishment of assigned objectives.

An employee in this class is responsible for the development and enhancement of strategies, plans, and programs that ensure the ongoing identification and engagement of stakeholders throughout the whole community to improve local abilities to prepare for, respond to, recover from, and mitigate against terrorism, technical disasters, and natural disasters.

An employee in this class may be privy to sensitive and protected information regarding the hazards faced by the community and the community's ability to respond to those hazards.

Work involves the development and ongoing utilization of diverse planning teams to ensure for the representation of the whole community that include but are not limited to: government agencies, civic leaders, businesses; as well as social, faith-based, humanitarian, education, advocacy, and professional community based organizations.

##### ILLUSTRATIVE TASKS:

The incumbent is required to follow the planning process outlined in Federal Emergency Management Agencies' (FEMA) Comprehensive Preparedness Guide (CPG) 101 to develop (author) and enhance a variety of emergency operations plans and procedures.

The incumbent is required to identify and document community threats, hazards, and capability gaps in a manner consistent with local, state, and federal guidance.

The incumbent is required to conduct and document situational and risk assessments in a manner consistent with applicable guidance.

The incumbent is required to identify, type, and document community capabilities to ensure consistence with applicable local, state, and federal guidance.

The incumbent is required to provide guidance and coordination to a variety of community and governmental partners in the implementation of developed plans and procedures.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, methods, and techniques of emergency management planning as outlined in FEMA's CPG-101.

Considerable knowledge of the components of a wide variety of emergency management programs.

## Human Resources Department

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### Emergency Management Planner (004175)

Considerable knowledge of local, state, and federal regulations (and guidelines) pertaining to emergency and disaster planning preparedness, response, recovery and mitigation.

Knowledge of research techniques, sources, and availability of current information

Knowledge of the principles of management and public administration

Knowledge of public relations principles and techniques

Ability to establish and maintain effective working relationships with stakeholders

Ability to develop and author emergency operations plans in the manner outlined in FEMA's CPG-101.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to react calmly and quickly in emergency and disaster situations

#### **Nature Of Work**

This is advanced, specialized, certified professional work in County's emergency management agency involving the development and enhancement of emergency operations plans and programs in a manner consistent with current County, State, and Federal Emergency Management regulations and guidelines. This position reports to a member of the Agency's management team.

## Human Resources Department

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### Manager, MDR Purchasing Services (004176)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of professional experience in purchasing, inventory management, contract development and administration and/or specification development to include supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work planning, directing and coordinating procurement functions for Miami-Dade Fire Rescue.

## Human Resources Department

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### MDFR Investigations Specialist (004178)

#### **Minimum Qualifications**

Miami-Dade Fire Rescue Department is seeking to fill seven (7) Investigations Specialist positions for its Background Investigations Section. This paraprofessional position performs confidential background investigations of applicants seeking employment. Investigation Specialists are responsible for reviewing criminal histories, employment and educational records, and transcripts; interviewing previous and current employers; verifying health information; confirming biographical data; and secure any other information required to make employment decisions. Employees will work a 4/10 (four days per week/10 hours per day) schedule with Saturdays and Sundays off.

The candidate must meet the minimum requirements for this position: High School diploma or GED with two years of experience in law enforcement, military, governmental or private organization, and a Driver license. Applicants will be subject to an extensive screening process to include background, criminal and fingerprint check and alcohol and drug screening.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is paraprofessional work performing confidential background investigations of applicants seeking employment with Miami-Dade Fire Rescue.

## Human Resources Department

### Fire Department Special Assistant 2 (004181)

#### Minimum Qualifications

Two years of experience as a permanent Firefighter with the Miami-Dade Fire Rescue Department are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative work in an executive office of the Miami-Dade Fire Rescue Department.

Employees in this class are responsible for managing, planning, organizing and implementing various administrative activities for a fire department official in an executive office. Emphasis of the work is on preparing budgets and comprehensive cost accounting programs, assisting in the development and implementation of program objectives, management information systems and inventory control procedures, preparing a variety of technical and statistical reports of departmental operations, resolving personnel matters, attending meetings and coordinating special projects. Incumbents serve as special assistants to the executive staff and exercise considerable independent judgment in the application of management principles and analysis of administrative problems. General supervision is received from an executive official who reviews work through conferences and review of reports for adherence to departmental policies.

##### ILLUSTRATIVE TASKS

Assists in planning and preparing departmental, divisional and project budgets; reviews budget procedures and guidelines, develops narrative and statistical information; attends departmental and county budget hearings to assist in justifying and defending budget requests.

Plans, directs and coordinates comprehensive cost accounting programs providing management data concerning departmental, divisional and project operations; designs and implements departmental procedures relating to auditability and control of fiscal matters; establishes departmental administrative orders and procedures.

Assists in planning departmental objectives; analyzes problems and makes recommendations as needed.

Develops management information systems and report formats for submission to an administrative superior to assist in making informed management decisions.

Consolidates, examines and prepares narrative and statistical reports, logs, budget recommendations, correspondence and research summaries; prepares a variety of technical reports and researches reports and documents such as resolutions and agreements for submission to the County Manager's Office and the Board of County Commissioners.

Designs inventory control procedures for the receipt and distribution of equipment, materials and supplies; reviews and prepares specifications for the acquisition of equipment, materials and supplies; reviews and approves fiscal transactions to assure proper funding and compliance with departmental goals and objectives; coordinates fiscal matters with administrative and supervisory personnel within the department, other government agencies and county departments.

Provides assistance as a member of management bargaining teams in labor relations negotiations and other similar personnel matters; analyzes problems and presents recommendations.

Attends a variety of meetings to exchange, obtain and update information regarding departmental operations and policies.

Schedules and coordinates special projects, functions and meetings as required.

Responds to alarms as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Fire Department Special Assistant 2 (004181)

Considerable knowledge of the principles of general management, public and business administration and their application to departmental administration.

Considerable knowledge of the policies and procedures used in budget preparation, justification, monitoring and reporting.

Considerable knowledge of state and county laws and regulations pertaining to departmental operations.

Considerable knowledge of county personnel policies and procedures.

Considerable knowledge of basic accounting principles and their application to governmental computerized accounting systems, and the use of data processing and cost accounting systems.

Considerable knowledge of research techniques and the sources and availability to current information in the area of assignment.

Considerable knowledge of inventory control and county procurement and requisitioning procedures.

Ability to prepare clear and concise reports of departmental project operations, activities and practices.

Ability to exercise independent judgment in interpreting department or countywide rules, regulations and procedures.

Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental, divisional and project goals have been met.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the public.

NEW 10-86

#### **Nature Of Work**

This is advanced and responsible administrative work in an executive office of the Miami-Dade Fire Rescue Department.



## Human Resources Department

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### Fire Rescue Personnel Manager (004183)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible professional managerial work managing activities of the Personnel Service Section of Miami-Dade Fire Rescue.

## Human Resources Department

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### MDFR Program & Staff Review Division Manager (004184)

**Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of progressively responsible professional experience in business plan development, strategic planning, organizational review or analysis, budget management, fiscal management, personnel management, procurement or general management to include supervisory experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### MDFR Financial Resources Division Manager (004185)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly advanced professional and administrative work directing activities of the Financial Resources Division of Miami-Dade Fire Rescue.

## Human Resources Department

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### Fire Rescue Senior Division Manager (004186)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Architecture, Construction Management or a related field. A minimum of five to ten years of progressively responsible professional experience in facilities and construction management, to include construction management for large capital projects is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible engineering work in the coordination and management of the capital improvement construction program and facilities maintenance for Miami-Dade Fire Rescue.

## Human Resources Department

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### Fire Rescue Division Manager (004187)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of progressively responsible professional experience in business plan development, strategic planning, organizational review or analysis, budget management, fiscal management, personnel management, procurement or general management to include supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional administrative work in the planning and management of activities of a Miami-Dade Fire Rescue division.

## Human Resources Department

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### **MDFR Public Relations/Media Events Coordinator (004189)**

#### **Minimum Qualifications**

Bachelor's degree. One year of media relations, news writing, editing, advertising, public relations or events coordination is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Assistant Director, Fire Emergency Management (004190)

#### Minimum Qualifications

Minimum requirements include a Bachelor's Degree and a minimum of six years of progressively responsible managerial experience in emergency planning and disaster operations. Related management experience in a military, first response or equivalent large scale operation will be considered as qualifying experience.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning, directing and coordinating emergency management activities, utilizing an all-hazardous approach, for Miami-Dade County.

An employee in this class is responsible for managing, directing and coordinating natural or man-made disaster planning and preparedness. Responsibilities include directing the development, implementation, and the administration of the County's Comprehensive Emergency Management Plan (CEMP) and Domestic Preparedness Strategy; coordinating the County's all-hazardous disaster planning, preparedness, response, mitigation and recovery programs; maintaining working relationships and dialogue with county agencies, as well as local, state and federal government agencies engaged in emergency management coordination activities; and conducting public presentations, education and community outreach activities. The incumbent exercises an extensive degree of independent judgment in directing and coordinating administration and improvement of emergency management planning. Supervision is exercised through subordinate executives and supervisors over professional, technical and clerical employees engaged in various phases of operations. General direction is received from the Fire Chief and the County Manager who hold the incumbent responsible for professional management of emergency management functions and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs, plans and coordinates, through subordinate supervisors, the development, administration and revision of the County's emergency management and domestic preparedness programs.

Creates strategic plan for all-hazardous disaster preparedness and remediation; establishes measurable initiatives and performance criteria.

Directs and coordinates, through subordinate supervisors, the activities of professional employees in the planning, mitigation, response and recovery efforts in natural or manmade disaster situations such as evacuation, sheltering, mass feeding, accommodation of people with special needs, distribution of emergency supplies, sanitation methods and disease control.

Administers and directs development, maintenance and revision of the County's Comprehensive Emergency Management Plan.

Ensures compliance and training of County agencies and staff in the National Incident Management System.

Administers and directs development, maintenance and revision of the County's Domestic Preparedness Strategy to continually assess threat, risk and capabilities in order to develop projects and organize local resources to increase preparedness for catastrophic incidents.

Administers and directs development, maintenance and revision of the Caribbean Mass Migration Plan.

Confers with governmental, civic and health officials, volunteer agencies, and other providers to ensure development, improvement, coordination and readiness of the various planning, mitigation, response and recovery efforts in natural or manmade disaster situations.

Oversees the development of informational and educational materials; plans, supervises and makes public presentations and conducts community outreach activities related to emergency management services system.

Plans, develops, trains and implements Community Emergency Response Teams (CERT) to enhance disaster assistance and response.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates

## Human Resources Department

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### Assistant Director, Fire Emergency Management (004190)

employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the geographical and demographical components of Miami-Dade County.

Extensive knowledge of the organization and operation of local and regional emergency management programs.

Extensive knowledge of the principles, methods and techniques of all-hazardous emergency management planning and execution.

Thorough knowledge of local, state and federal regulations pertaining to disaster preparedness.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations and educational principles and techniques.

Ability to establish and maintain effective working relationships with senior County management staff, members of the Board of County Commissioners, the Office of the Mayor, the Office of the County Manager, and officials of other local, state and national organizations.

Ability to plan, direct and coordinate complex emergency management programs to achieve desired goals.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied activities.

Ability to supervise the work of employees in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and officials of other public and private organizations.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to coordinate and direct the development of improvements in the emergency management program.

Ability to react calmly and quickly in emergency and disaster situations.

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#### **Nature Of Work**

This is highly responsible executive level work in planning, directing and coordinating emergency management activities, utilizing an all-hazardous approach, for Miami-Dade County.



## Human Resources Department

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### MDFR Assistant Medical Protocol Physician (004191)

#### **Minimum Qualifications**

Must be a State of Florida Licensed Medical Doctor. Certificate from the Federal Drug Enforcement Administration (FDA) or ACLS certificate or equivalent is preferred. Twelve years of professional medical experience to include seven years of emergency management experience are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Manager, Fire Rescue Media & Public Relations (004192)

#### Minimum Qualifications

Bachelor's degree in Journalism, Communications, Public Relations, Marketing, English or related field. A minimum of four to seven years of professional experience in journalism, advertising, marketing or public relations is required.

#### Job Specifications

#### Nature Of Work

This is responsible professional communications work directing the operations of the Miami-Dade Fire Rescue Media and Public Relations division.

## Human Resources Department

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### MDFR Medical Protocol Physician (004193)

#### **Minimum Qualifications**

Must be a State of Florida Licensed Medical Doctor. Certificate from the Federal Drug Enforcement Administration (FDA) or ACLS certificate or equivalent is preferred. Twelve years of professional medical experience to include seven years of emergency management experience are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Assistant Fire Chief (004195)

#### Minimum Qualifications

Currently employed by the Miami-Dade Fire Rescue Department as Fire Division Chief. Must be certified by the State of Florida as a firefighter in accordance with F.S. 633.35.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing assigned activities of the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for planning, directing, coordinating and supervising diversified activities in support of a variety of departmental services. Responsibilities include directing, through subordinate levels of executives, managers and supervisors, the operations of all fire suppression and specialized rescue services, emergency medical services, fire prevention, training, trauma and emergency management activities, logistical services, labor relations, fire communications, facilities management, community and public relations activities and a variety of financial and administrative support functions. The incumbent exercises extensive independent judgment and professional managerial knowledge in directing divisional activities and assisting in formulating departmental policies. Supervision is exercised through subordinate levels of executives, managers and supervisors over a large staff of uniformed line and staff officers, professional, technical, administrative and clerical employees. General direction is received from a Deputy Fire Chief who holds the incumbent responsible for the professional management of departmental operations and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates, through subordinate executives, managers and supervisors, the administration of fire suppression and rescue incident operations, provision of mutual aid to other fire departments, building inspections and provision of air rescue support and other specialized rescue services.

Directs and coordinates, through executives, managers and supervisors, the development of divisional policies and procedures and the management of disaster preparedness and response activities at the local, national and international levels.

Supervises and coordinates, through subordinate executives, managers and supervisors, the development and implementation of all training programs for the department; all labor relations activities, the provision of fire rescue services for the airports and the management of emergency medical services operations.

Plans and coordinates through subordinate executives, managers and supervisors, the dispatching activities of emergency fire suppression and medical rescue personnel via computer-aided dispatch system, directs the departmental automation and computer services and the management of all facilities, including construction and building renovation.

Manages through subordinate executives, managers and supervisors logistical services including procurement practices, fleet management and warehouse activities.

Administers fire prevention activities through the review of engineering building plans and systems, safety inspections and fire investigations.

Directs through subordinate executives, managers and supervisors, the development of public safety education programs; acts as liaison to the Board of County commissioners and the Clerk of the Board of Fire Commissioners.

Provides direction in defining and formulating divisional policies, programs and objectives.

Maintains working relationships with other local, state and national emergency services and affiliated organizations.

Ensures that goals and objectives for divisions are compatible with County policies and the needs of the citizens of Miami-Dade County.

Ensures compliance with all required local, state and federal regulations and standards for the management of a fire rescue system.

## Human Resources Department

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### Assistant Fire Chief (004195)

Meets with governmental, business, professional, civic and community groups to discuss, interpret and explain departmental policies, operations and objectives; represents the department at local, state and national conferences.

Reviews organizational patterns, work relationships and staff responsibilities; structures the organization of the divisions to effectively achieve organizational goals.

Meets with line and staff officers, managers and supervisors to discuss and resolve budgetary issues, review fire and rescue operations, evaluate legislative proposals, review policies and procedures, establish or redirect priorities, and implement enhancements in departmental activities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the management and administration of emergency medical rescue and modern firefighting and fire prevention activities.

Extensive knowledge of modern firefighting, emergency medical rescue and fire prevention principles, practices and techniques.

Thorough knowledge of the mission, goals and objectives of the department in providing the highest level of firefighting, fire prevention and emergency medical rescue services.

Thorough knowledge of local, state and national fire codes, regulations and standards.

Thorough knowledge of the principles and practices of general management and public administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, public administration and fire administration in directing, supervising and coordinating a large and complex metropolitan fire and rescue system.

Ability to plan, organize, direct and coordinate, through various levels of line and staff officers, managers and supervisors, the work of subordinates in a manner conducive to maximum performance and high morale.

Ability to establish and maintain effective working relationships with senior County management, members of the Board of County Commissioners, members of the Board of Fire Commissioners, the Mayor's Office, and officials of other local, state and national organizations.

Ability to exercise judgment and discretion in developing and implementing divisional and/or departmental policies and procedures.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to determine if divisional standards, objectives and goals are being met and to redirect priorities as necessary.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Assistant Fire Chief (004195)

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#### **Nature Of Work**

This is highly responsible executive level work in planning and directing assigned activities of the Miami-Dade Fire Rescue Department.

#### **Minimum Qualifications**

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible executive level work planning and directing budget and planning activities.

## Human Resources Department

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### Fire Chief (004199)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven years of experience in firefighting and emergency medical rescue operations to include managerial experience is required. Must be certified as a firefighter in accordance with s. 633.35 F.S. Applicants qualifying for employment will be subject to extensive background check, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by state and federal law. The security clearance required by state and federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the complex operations and activities of the Miami-Dade Fire Rescue Department.

An employee in this class is responsible for planning, directing and coordinating extensive and complex firefighting and emergency medical rescue services throughout the metropolitan area. Responsibilities include directing, through subordinate levels of executives and managers, fire and emergency medical rescue operations, fire prevention activities, air rescue operations, logistical services, facilities management, fire alarm operations, community and public relations activities, and a variety of financial and administrative support functions. The incumbent exercises extensive independent judgment and professional managerial knowledge in the administration of a large and complex fire and rescue system to provide the highest level of protection and service to the citizens of Miami-Dade County. Supervision is exercised through subordinate levels of executives, managers and supervisors over a large staff of uniformed line and staff officers, professional, technical, administrative and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates, through subordinate executives and line and staff officers, the command of fire and rescue incident operations, provision of mutual aid to other fire departments and agencies, management of fire rescue operations at Miami International Airport and Opa-Locka Airport, provision of air rescue support for fire and rescue operations, conduct of building inspections to promote fire safety, and review of construction plans for compliance with applicable building codes and standards.

Directs and coordinates, through executives and managers, logistical services and facilities management functions including planning for new and replacement facilities, conducting construction and renovation projects, procurement and supply of materials required for support of fire and emergency medical rescue operations, maintenance of fire stations and other department facilities, and management of mobile equipment required for all operations.

Supervises and coordinates, through executives and supervisors, the development of departmental medical and safety policies.

Directs, through executives and supervisors, fire prevention activities to reduce the incidence of injuries, death and property loss attributed to fire through the review of engineering building plans and systems, safety inspections, and fire investigations; training activities in fire suppression, rescue training, water rescue, and hazardous materials; and the dispatch of emergency units through a computer-aided dispatch system.

Supervises and directs, through executives and supervisors, community service activities, public relations functions, research and development activities, and a variety of administrative and financial services including personnel management, budget preparation and administration, computer services, and accounting.

Defines and formulates department policy, programs, objectives and direction; coordinates fire and rescue policy with the Mayor's Office, Board of County Commissioners, and other County departments and agencies.

Maintains working relationships with other local, state and national emergency services and affiliated organizations; identifies trends and new developments applicable to the fire rescue service.

## Human Resources Department

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### Fire Chief (004199)

Ensures that goals and objectives for fire and rescue operations are compatible with County policies and the needs of the citizens of Miami-Dade County.

Ensures compliance with all required local, state and federal regulations and standards for the management of a fire rescue system.

Meets with governmental, business, professional, civic and community groups to discuss, interpret and explain departmental policies, operations and objectives; represents the department at local, state and national conferences.

Reviews organizational patterns, work relationships and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Meets with line and staff officers, executives, managers and supervisors to discuss and resolve budgetary issues, review fire and rescue operations, evaluate legislative proposals, review policies and procedures, establish or redirect priorities, and implement enhancements in departmental activities.

Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the management and administration of emergency medical rescue and modern firefighting and fire prevention activities.

Extensive knowledge of modern firefighting, emergency medical rescue and fire prevention principles, practices and techniques.

Extensive knowledge of the organization, interrelationships and operations of the Miami-Dade Fire Rescue Department.

Extensive knowledge of the mission, goals and objectives of the department in providing the highest level of firefighting, fire prevention and emergency medical rescue services.

Thorough knowledge of local, state and national fire codes, regulations and standards.

Thorough knowledge of the principles and practices of general management and public administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, public administration and fire administration in directing, supervising and coordinating a large and complex metropolitan fire and rescue system.

Ability to plan, organize, direct and coordinate, through various levels of line and staff officers, executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with senior County management, members of the Board of County Commissioners, the Mayor's Office, and officials of other local, state and national organizations.

Ability to exercise judgment and discretion in devising and installing departmental rules and regulations.



### **Fire Chief (004199)**

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to determine if departmental standards, objectives and goals are being met and to redirect priorities as necessary.

Ability to communicate clearly and concisely, verbally and in writing.

Bachelor's degree. A minimum of seven to ten years of experience in firefighting and emergency medical rescue operations to include managerial experience is required. Must be certified as a firefighter in accordance with s. 633.35 F.S. Applicants qualifying for employment will be subject to extensive background check, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by state and federal law. The security clearance required by state and federal law is a continuing condition of employment.

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the complex operations and activities of the Miami-Dade Fire Rescue Department.

## Human Resources Department

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### Police Officer (004201)

#### Minimum Qualifications

For Certified Police Officers: Possession of a current active Basic Recruit Certificate of Compliance from the State of Florida or its equivalent.

A variety of additional Pay Supplements and Pay Incentives are available.

The following required documents must be presented at the time of orientation: Social Security Card, Acceptable Photo Identification (such as Drivers license, Proof of U.S. Citizenship, and Basic Recruit Certificate of Compliance from the State of Florida or its equivalent (for Certified Police Officers Only).

Applicants must meet minimum County medical standards. Must possess visual acuity not exceeding 20/100 uncorrected, corrected to 20/30 or better. Contact lenses are permitted. Applicants must be able to distinguish between the colors red, green, and yellow. Weight must be in proportion to height. Applicants successfully completing a background investigation will be administered a psychological evaluation to determine suitability and compatibility to perform the basic job functions.

#### Job Specifications

##### NATURE OF WORK

This is general law enforcement and public safety work in the protection of life and property and in the execution of orders issued through the authority of the Miami-Dade Police Department.

An employee in this classification may perform varied assignments in motorized patrol, traffic control and enforcement, accident investigation, preliminary and follow-up investigation at crime scenes, serving writs in criminal proceedings, and assisting in public safety education programs. Work involves an element of personal danger and high levels of physical, emotional, and mental stress to deal with people in various situations. Incumbents must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Situations often arise where incumbents will have the responsibility for making decisions regarding the use of deadly force in protecting citizens and themselves without the opportunity for prior supervisory advice or assistance. Routine assignments are received from superior officers who review work methods and results through reports, inspections, and discussions. Police Officers generally work one eight-hour shift per 24-hour period, but will be subject to recall to on-duty status as the department warrants. In addition, Police Officers are required to respond to any emergency and/or criminal situation that they observe while off duty and function as a Police Officer until relieved by regular on-duty units.

##### ILLUSTRATIVE TASKS

Patrols the unincorporated area of Miami-Dade County in a radio equipped car or motorcycle to preserve law and order.

Responds to a variety of calls that require several intervention approaches ranging from personal counselling techniques to the use of physical or deadly force. Police Officers respond to accidents, domestic disturbances, various misdemeanors and felonies, traffic and crowd problems, etc.

At crime scenes or accidents, Police Officers administer first aid, conduct preliminary investigations, locate evidence, obtain information from witnesses, complete reports, make arrests and escort prisoners to jail.

Testifies in court concerning work activities.

Serves Criminal and Metropolitan writs; conducts search and surveillance to determine whereabouts of person to be served; arrests fugitives and returns person to proper authority.

Serves as instructor in the teaching of traffic safety to civic and school groups; broadcasts traffic information through commercial radio

### Police Officer (004201)

stations.

Assists in departmental programs and cooperates with other agencies in dealing with social, medical, and psychological problems such as domestic crises, alcoholism, attempted suicides, and other emotional disturbances.

On assignment, participates in underwater search and recovery missions, mobile crime laboratory investigations, undercover surveillance, civil defense exercises, rescue operations, marine patrol, and vice raids.

Assists in the presentation of departmental training programs.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of state statutes, local ordinances, and departmental regulations governing search and seizure of property, arrest, and admissibility of evidence.

Knowledge of Miami-Dade County geography and its road network.

Knowledge of law enforcement methods and procedures.

Knowledge of first aid principles and skill in their application.

Knowledge of basic human relations techniques.

Ability to understand and carry out oral and written instructions.

Ability to develop skill in the use and care of firearms.

Ability to work independently with minimal direct supervision.

Ability to enforce the law firmly, impartially, and with respect for individual rights.

Ability to prepare accurate reports of work activities.

Ability to assess an emergency or criminal situation and respond promptly and appropriately, often without direct supervision.

Ability to deal effectively and equitably with all people under various circumstances.

Ability to adapt to changing social conditions.

Ability to respond to training programs designed to develop proficiencies in work areas.

Physical strength and agility, and ability to meet physical requirements.

Emotional stability and the necessary capacity to cope with a wide range of inter-personal situations.

Personal character necessary to withstand frequent assaults on ethical and legal integrity.

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#### Nature Of Work

## Human Resources Department

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### **Police Officer (004201)**

This is general law enforcement and public safety work in the protection of life and property and in the execution of orders issued through the authority of the Miami-Dade Police Department.

Please access [www.miamidade.gov/erd/test](http://www.miamidade.gov/erd/test) or call (305) 375-0297 next Monday to obtain your test date, time, and location.

The following documents must be presented at the time of the test: Social Security Card; valid Driver's license; HS Diploma, GED, or official transcripts if applicable; birth certificate, passport, or naturalization certification; and proof of Veterans' preference (DD214 Member 4), if applicable. Not providing the above documentation will result in rescheduling of the examination.

Applicants who previously applied for the Police Officer classification and who are currently active on the eligible list may not sign up for this recruitment until your name has been removed from the list.

### Police Sergeant (004202)

#### Minimum Qualifications

For Police Officers hired prior to March 2, 2010

Currently employed by Miami-Dade County as a Police Officer with permanent status. Three years of continuous full-time service as a Police Officer immediately preceding the examination date; or two and one-half years of continuous full-time service as a Police Officer immediately preceding the examination date and completion of 60 semester credits; or two years of continuous full-time service as a Police Officer immediately preceding the examination date and a Bachelor's degree are required. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

For Police Officers hired on or after March 2, 2010

Currently employed by Miami-Dade County as a Police Officer with permanent status and five years of continuous sworn full-time employment immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

#### Job Specifications

##### NATURE OF WORK

This is supervisory law enforcement work directing a squad of police officers in the protection of life and property or in specialized staff activities for the Miami-Dade Police Department.

Employees in this class are responsible for supervising a squad of police officers engaged in various law enforcement activities, or serving in various capacities in specialized crime prevention and public safety functions. Responsibilities include reviewing reports prepared by subordinates, assisting in motorized patrols, traffic control and enforcement and accident investigations, investigating accidents, crimes and alleged criminal activities, testifying in court, making arrests, and providing information to the public concerning police activities. Work involves an element of personal danger and high levels of physical, emotional and mental stress in dealing with people under various circumstances. Incumbents must be able to exercise considerable independent judgment in meeting emergencies and in making decisions regarding the use of deadly force in protecting citizens and themselves without the benefit of immediate supervisory advice or assistance. Supervision may be exercised over a squad of police officers or a group of other employees depending upon the unit of assignment. Supervision is received from a superior who reviews work through personal conferences, written reports and personal inspections for adherence to departmental regulations and established law enforcement practices and for satisfactory provision of police services to the public.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a squad of subordinate Police Officers engaged in a variety of law enforcement activities such as motorized patrol, traffic control and enforcement, accident investigation and crime scene investigation; determines proper course of action to be taken in day-to-day activities, emergencies or complex law enforcement situations.

Conducts roll call, inspects personal appearance and equipment of personnel, makes work and equipment assignments, conducts informal training sessions, discusses activities in area of assignment, and provides advice to subordinates.

Accounts for all equipment, materials, supplies and vehicles assigned to the specific operating unit to ensure proper inventory levels and operational readiness.

Performs duties of subordinates in order to supplement staff during personnel shortages to enforce laws and ordinances and make arrests; acts in the absence of superiors as required to provide continuity of operations.

## Human Resources Department

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### Police Sergeant (004202)

Reviews a variety of reports prepared by subordinates and other departmental personnel for adequacy and completeness, in order to comply with departmental directives, ascertain trends, detect unusual cases and identify problem areas.

Prepares various narrative and statistical reports to present findings, recommend solutions, provide information and document work activities, equipment utilization and operations.

Receives verbal and written complaints and inquiries from the public and other government agencies and provides information on departmental regulations and procedures, explains courses of action that will or have taken place, and refers complaints to other departmental authorities.

Investigates individuals, accidents, crimes and alleged criminal activities; gathers information and evidence, makes arrests, provides police protection and determines if criminal activities are or have taken place.

Serves and/or enforces a variety of writs in order to carry out specific court orders or provisions of local ordinances.

Provides security services for an assigned facility to protect officials, the public, case evidence and the designated building.

Interviews or interrogates witnesses, informants, suspects, prisoners and others to obtain and gather information and to determine the nature and extent of individual involvement with specific criminal activities.

Testifies in court, before grand juries and hearings concerning police activities, to provide information from evidence gained through investigations and assist in case prosecutions.

Attends various training courses and reads materials pertinent to the law enforcement field to keep abreast of current developments; identifies training needs, prepares lesson plans and conducts formal training sessions.

Makes verbal presentations to schools, the media, community groups and other organizations to improve the public awareness of police activities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of state and local laws, codes and ordinances governing search and seizure of property, arrest, admissibility of evidence and law enforcement activities.

Considerable knowledge of departmental rules, regulations and procedures.

Considerable knowledge of law enforcement methods, practices and techniques.

Considerable knowledge of the geography of the Miami-Dade County.

Knowledge of basic human behavioral characteristics and human relations techniques.

Knowledge of supervisory principles and practices.

Knowledge of first aid principles and skill in their application.

## Human Resources Department

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### Police Sergeant (004202)

Knowledge of the structure and function of various law enforcement and government agencies.

Knowledge of the care and use of firearms.

Ability to plan, assign and review the work of subordinate police officers or other employees in a manner conducive to full performance and high morale.

Ability to enforce laws with firmness, impartiality and respect for individual rights.

Ability to react promptly and correctly in emergency or complex law enforcement situations.

Ability to utilize subordinates, equipment and materials to effectively provide police services for the public in the area of assignment.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to deal persuasively and effectively with a variety of people in a variety of circumstances.

Ability to obtain information through interview, interrogation and observation.

Ability to review reports prepared by subordinates and to prepare clear and concise reports.

Skill in the care and use of firearms.

Physical strength and agility sufficient to perform assigned duties.

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### **Nature Of Work**

This is supervisory law enforcement work directing a squad of police officers in the protection of life and property or in specialized staff activities for the Miami-Dade Police Department.

The promotional process will consist of two parts:

**PART I:** (53%) The written examination will evaluate technical job knowledge and will be based on the sources designated on the reading list. Copies of the reading list are available at the Miami-Dade Police Department, Personnel Management Bureau, Employee Relations Section, Monday through Friday, from 8:30 a.m. to 4:00 p.m., from Monday, February 9, 2009 until Tuesday, June 9, 2009. Only those applicants qualifying on the written examination will be scheduled for Part II.

**PART II:** (47%) The assessment portion of the process will evaluate the following performance dimensions: leadership, decision making, interpersonal, decisiveness, perception and analysis, organizing and planning, adaptability, oral and written communication. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum credit of ten years of service or six points. Time served as a Corporal will be calculated at the rate of .07846 per pay period to a maximum credit of five years of service or ten points. The maximum points given to an employee who served in combination of Police Officer and Corporal is ten points. Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County, Human Resources Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled.

Applicants must apply in person at the Miami-Dade Police Department, Personnel Management Bureau, using the online application process from Monday, February 9, 2009 to Monday, May 11, 2009 from 8:30 a.m. to 4:00 p.m. Photo identification is required at the time of application. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veterans' Preference Claim Form at the time of application.

## Human Resources Department

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### **Police Sergeant (004202)**

Location of examination: Doubletree Miami Mart Exhibition Center, 711 NW 72 Avenue, Miami, Florida 33126. Date of examination: Wednesday, June 10, 2009. Registration time: 8:45 a.m. to 9:30 a.m. Doors to the test facility will close promptly at 9:30 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a driver's license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County, Human Resources Department, Testing and Validation Section, prior to the examination date.



### Police Lieutenant (004203)

#### Minimum Qualifications

For Police Sergeants hired prior to March 2, 2010:

Currently employed as a Police Sergeant by Miami-Dade County with permanent status and two continuous years of full-time service as a Police Sergeant with Miami-Dade County immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent period to be eligible for the examination.

For Police Sergeants hired on or after March 2, 2010:

Currently employed as a Police Sergeant by Miami-Dade County with permanent status and five years of continuous sworn full-time employment, two of which must be as a Police Sergeant immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory law enforcement work directing a shift of police personnel in the protection of life and property or in specialized staff activities for the Miami-Dade Police Department.

Employees in this class are responsible for supervising a shift of police officers and sergeants engaged in a variety of law enforcement and crime prevention activities, or serving in various capacities such as special criminal investigative units or in specialized support activities. Responsibilities include supervising and coordinating a specific functional police activity, reviewing a variety of reports and written materials, preparing reports and studies, providing information to the public and other government agencies, testifying in court, making arrests, and performing other duties to assist in the administration and operation of the department. Incumbents are required to perform at an advanced level of proficiency and are responsible for demonstrating specialized police techniques in the area of assignment. Work involves an element of personal danger and employees must be able to exercise considerable independent judgment and professional knowledge in making decisions regarding the use of deadly force in protecting citizens and themselves without the benefit of immediate supervisory assistance or advice. Supervision may be exercised over a shift of police officers and sergeants or a group of other employees depending upon the unit of assignment. Supervision is received from a superior who reviews work through personal conferences, written reports and personal inspections for adherence to departmental regulations and established law enforcement practices and for satisfactory provision of police services to the public.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a shift of police officers and sergeants, organized into groups of squads, and engaged in various law enforcement and crime prevention activities, such as motorized patrols, traffic control and enforcement, accident and crime scene investigations, and other investigations of alleged criminal activities.

Supervises and participates in a variety of special criminal investigative units or specialized support activities including staff training, vice, narcotics and criminal intelligence investigations, internal review functions, court service and licensing activities, communications operations, investigations of robberies, homicides and other crimes, and other similar duties.

Conducts roll call and inspects personal appearance and equipment of personnel; determines courses of action to be taken during shift, emergencies or complex law enforcement situations; discusses activities in area of assignment with subordinate supervisors and provides assistance and advice to subordinates.

Reviews a variety of reports, correspondence, memoranda and files prepared by subordinates and other departmental personnel for adequacy and completeness, to comply with departmental directives, ascertain trends, detect unusual cases, determine cases to be investigated and

### Police Lieutenant (004203)

identify problem areas.

Prepares various narrative and statistical reports, studies and budgets to present findings, provide information, justify and project needs, recommend solutions and document work activities, equipment utilization and operations.

Receives verbal and written complaints and inquiries from the public, media, other government agencies and department personnel and provides information on departmental regulations and procedures, explains courses of action that will or have taken place, and refers complaints to other departmental authorities.

Accounts for all equipment, materials, supplies and vehicles assigned to the specific operating unit to ensure proper inventory levels and operational readiness.

Performs duties of superior in order to provide continuity of operations, as necessary.

Attends various departmental and non-departmental meetings and training courses; reads materials pertinent to the law enforcement field to keep abreast of current developments; identifies training needs, prepares lesson plans and conducts formal training sessions.

Testifies in court, before grand juries and hearings concerning police activities, to provide information from evidence gained through investigations and assist in case prosecutions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of state and local laws, codes and ordinances governing search and seizure of property, arrest, admissibility of evidence and law enforcement activities.

Thorough knowledge of law enforcement methods, practices and techniques.

Considerable knowledge of traffic and criminal investigation procedures, techniques and problems.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of departmental rules, regulations and procedures.

Considerable knowledge of the geography of the metropolitan area.

Considerable knowledge of basic human behavioral characteristics and human relations techniques.

Considerable knowledge of the structure and function of various law enforcement and government agencies.

Knowledge of first aid principles and skill in their application.

Knowledge of care and use of firearms.

Ability to plan, assign and review the work of subordinate police officers, sergeants and other employees in a manner conducive to full performance and high morale.

Ability to enforce laws with firmness, impartiality and respect for individual rights.

### Police Lieutenant (004203)

Ability to react promptly and correctly in emergency or complex law enforcement situations.

Ability to utilize subordinates, equipment and materials to effectively provide police services or the public in the area of assignment.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to deal persuasively and effectively with a variety of people in a variety of circumstances.

Ability to obtain information through interview, interrogation and observation.

Ability to review reports prepared by subordinates and to prepare clear and concise reports.

Ability to establish and maintain effective working relationships with subordinates, superiors, department officials, officials of other government agencies and the public.

Ability to read, retain and apply various state and local laws, codes and ordinances to a variety of law enforcement activities.

Skill in the care and use of firearms.

Physical strength and agility sufficient to perform assigned duties.

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#### **Nature Of Work**

This is responsible supervisory law enforcement work directing a shift of police personnel in the protection of life and property or in specialized staff activities for the Miami-Dade Police Department.

The promotional process will consist of two parts:

Part I: (39%) The written examination will evaluate technical job knowledge and will be based on the sources designated on the reading list, which is as follows:

Florida Law Enforcement Handbook-2009 (Legal Guidelines, State Procedural Laws)

Miami-Dade Police Department Manual (as per the changes indicated in Revisions 1 through 14)

Legal Bulletins: 2008-1 through 4

Legal Notes: 2008-1 through 14, and 2009-1 through 4

PBA Rank and File Unit Collective Bargaining Agreement -Effective 10/01/05 through 9/30/08

PBA Supervisory Unit Collective Bargaining Agreement-Effective 10/01/05 through 9/30/08

AFSCME 199 General Employees Collective Bargaining Agreement-Effective 10/01/05 through 9/30/08

<http://www.miamidade.gov/hr/cba.asp>

Miami-Dade County Leave Manual (selected sections as follows):

<http://www.miamidade.gov/hr/leave.asp>

Administrative Leave, Annual Leave, Bereavement Leave, Compensatory Leave, Court Witness Leave, Disability Leave, Domestic Leave,

## Human Resources Department

### Police Lieutenant (004203)

Educational Leave, Emergency Sick Leave, Holiday Leave, Jury Duty Leave, Leave Without Pay, Military Active Duty Leave, Military Reserve Leave, and Sick Leave.

Note: The Collective Bargaining Agreements and selected sections of the Leave Manual may be accessed through the web sites as indicated above.

Only those applicants qualifying on the written examination will be scheduled for Part II. PART II: (61%) The assessment portion of the process will evaluate the following performance dimensions: leadership, decision making, interpersonal, decisiveness, perception and analysis, organizing and planning, adaptability, oral and written communication. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum credit of ten years of service or six points. Time served as a Master Sergeant will be calculated at the rate of .07846 per pay period to a maximum credit of five years of service or ten points. The maximum points given to an employee who served in combination of Sergeant and Master Sergeant is ten points.

Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County, Human Resources Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled.

If you are claiming veterans' preference, you must provide the required information in the Veterans' Preference section of the employment application, prove eligibility, and request the preference within the specified time period. In accordance with Florida Statutes, Veterans' Preference documents must be submitted on time and will not be accepted on the day of the written examination. Copies of your documents must be received by the Human Resources Department no later than Monday, July 20, 2009. Copies should be marked to show the job posting number and classification for which you are claiming preference. Veterans' Preference documents may be submitted in one of the following ways: Email to [vets@miamidade.gov](mailto:vets@miamidade.gov), fax to (305) 679-VETS (7545), or mail or hand-deliver to Miami-Dade County, Human Resources Department, Personnel Services Division, 111 N.W. 1st Street, Suite 2020, Miami, FL 33128-1906.

Applicants no longer have to report to Miami-Dade Police Department Personnel Management Bureau (PMB) to register. Applicants must apply using the Online Employment Application process. TO APPLY, visit [www.miamidade.gov](http://www.miamidade.gov); go to "Find County Jobs"; then go to "Current County Employees"; it will bring you to "Welcome to Miami-Dade County e-jobs", then follow the prompts. If you are unable to properly register online, please report in person to PMB, Monday-Friday, 8 a.m.-4:30 p.m. prior to the closing of the recruitment, for assistance. Applications for the examination will be accepted from Monday, April 6, 2009 until Monday, June 1, 2009 and Friday, June 12, 2009 until Friday, July 17, 2009.

To obtain information regarding the promotional process, applicants must access

[http://www.miamidade.gov/MDPD/forms/notice\\_of\\_info\\_promo\\_process.pdf](http://www.miamidade.gov/MDPD/forms/notice_of_info_promo_process.pdf)

This information is designed to advise you of the procedures regarding both the testing component and the assessment component of your promotional process. You will be required to comply fully with these procedures.

**LOCATION OF EXAMINATION:** Florida International University, Roz and Cal Kovens Conference Center, Bayview Room 214, 3000 NE 151 Street, Miami, Florida. Date of examination: Wednesday, August 5, 2009. Registration time: 9:00 a.m. to 9:30 a.m. Doors to the test facility will be closed promptly at 9:30 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County, Human Resources Department, Testing and Validation Section, prior to the examination date.

## Human Resources Department

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### Police Captain (004204)

#### Minimum Qualifications

Currently employed by Miami-Dade County as a Police Lieutenant with permanent status and two continuous years of full-time service as a Police Lieutenant with Miami-Dade County immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory police work with administrative responsibility in directing a principle law enforcement function for the Miami-Dade Police Department.

Employees in this class are responsible for administering and coordinating department activities in command level positions within police districts, supervising a primary section of the detective bureau, commanding major investigative units, and performing specialized staff level assignments or commanding comprehensive police support activities. Work involves the direct application of management policy in the administration of complex law enforcement activities. Additional responsibilities include the continuous inspection and review of law enforcement methods and procedures to recommend improvements and increase efficiency. Supervision is exercised over subordinate police and support personnel by review of activity reports, personal conferences and the successful accomplishment of the assigned law enforcement objective. General supervision is received from a law enforcement superior who reviews work by analysis of criminal activity data, satisfactory conclusion of investigations and effectiveness of the assigned departmental element.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of uniformed police activities which include criminal investigations, traffic accident investigations, patrol functions, special police situations, underwater recoveries, traffic enforcement and crime prevention and the element which impounds property and logs and releases impounded automobiles; responds to letters from the public, and traffic complaints; reviews reports prepared by subordinates; issues special orders and procedures for district-level, bureau or specialized operations.

Commands major offense sections of the Headquarters Detective Bureau, which include investigations of homicide, robbery, sexual battery, auto theft, arson, economic crimes as well as unattended natural deaths and suspicious deaths; responsible for major crimes investigations which occur within numerous municipalities.

Cooperates with municipal law enforcement agencies in suppressing criminal activities and apprehending suspected offenders.

Conducts operational inspections of all organizational units; reviews compliance with departmental regulations and policies; submits recommendations for the modification of existing orders, operational plans and the development of new procedures for all phases of public safety.

Supervises the Civil Process Bureau in the service and execution of civil writs and similar papers of the courts; reviews papers for proper legal form, assigns subordinates to the attachment and removal of persons and the impounding of property, the collection of funds and the delivery of legal instruments such as the subpoena, jury summons, arrest warrant and similar civil writs.

Reviews reports prepared by subordinate officers; recommends techniques for special investigations; makes recommendations for changes in procedures or policies to increase effectiveness.

Prepares and submits preliminary budget estimates; reviews requisitions for supplies and equipment; evaluates subordinate staff and recommends promotion, reassignment, training and disciplinary actions; involved in labor relations activities within unit of assignment; work consistent with organizational placement is performed as required.

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### Police Captain (004204)

Serves as Executive Officer of a police district; coordinates the activities of uniform and general investigations lieutenants; ensures district administrative functions are carried out consistent with policy and procedure.

Coordinates the activities of elements involved in the training function such as in-service, out-service, firearms, specialized and others.

Supervises a major element involved in investigation of organized criminal activity, intelligence, or narcotics use and sale.

Responsible for investigation of employee misconduct or investigation of criminal offenses by departmental members.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of state statutes, local ordinances, and departmental regulations governing search and seizure, arrest and admissibility of evidence.

Extensive knowledge of practices and methods employed in crime detection, criminal and accident investigation, the techniques of interrogation and of the identification and preservation of physical evidence.

Considerable knowledge of criminal prosecution techniques as related to the presentation of evidence.

Considerable knowledge of recent developments, current literature and sources of information in public safety administration and law enforcement.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Ability to analyze complex police problems and to exercise independent judgment in arriving at conclusions.

Ability to train and supervise subordinates in the various specialized techniques used to solve crimes and apprehend offenders.

Ability to present court testimony clearly and concisely and impartially, with respect for individual rights.

Ability to write and speak effectively.

Ability to logically prepare detailed reports and correspondence.

Ability to construct and deliver training programs in all facets of public safety administration.

Ability to react quickly and calmly in emergencies.

Skill in the use and care of firearms.

Physical strength and agility, and ability to meet high physical requirements.

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#### **Nature Of Work**

This is responsible supervisory police work with administrative responsibility in directing a principle law enforcement function for the Miami-Dade Police Department.

The promotional process will consist of two parts:

Part I: (39%) The multiple-choice written examination will evaluate technical job knowledge and will be based on the sources designated on the reading list as follows:

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### Police Captain (004204)

Miami-Dade Police Department Manual (as per the changes indicated through Revision 19)

2010 Florida Law Enforcement Handbook: Legal Guidelines and State Procedural Laws

Legal Bulletins: 2009-1 through 2009-3

Legal Notes: 2009-1 through 2009-8; 2010-1 through 2010-2

PBA Rank and File Unit Collective Bargaining Agreement - 10/01/08 to 09/30/11

PBA Supervisory Unit Collective Bargaining Agreement - 10/01/08 to 09/30/11

AFSCME 199 General Employees Collective Bargaining Agreement - 10/01/08 to 09/30/11

Miami-Dade County Leave Manual (selected sections as follows):

Administrative Leave, Annual Leave, Bereavement Leave, Compensatory Leave, Court Witness Leave, Disability Leave, Domestic Leave, Educational Leave, Emergency Sick Leave, Holiday Leave, Jury Duty Leave, Leave Without Pay, Military Active Duty Leave, Military Reserve Leave, and Sick Leave.

Part II: (61%) The multiple choice video-based job simulation examination will be based on information presented in an in-basket booklet and a video presentation. The exam will measure the ability to deal with information and incidents typically handled by Miami-Dade Police Department Police Captains.

The in-basket component will include such tasks as processing paperwork (reports, memoranda, and letters from citizens), analyzing information and prioritizing items.

The video presentation will include such tasks as dealing with problem situations, responding to critical incidents and dealing with subordinates/citizens.

Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement. These standard seniority points have no maximum. Time served as a First Lieutenant will be calculated at the rate of .07846 per pay period to a maximum credit of five years of service or ten points.

Only those individuals deemed unqualified to take the examination will be notified in writing by Miami-Dade County Human Resources. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled.

Applicants claiming veterans' preference must provide the required information in the Veterans' Preference section of the employment application, prove eligibility, and request the preference within the specified time period. In accordance with Florida Statutes, Veterans' Preference documents must be submitted on time and will not be accepted on the day of the written examination. Copies of your documents must be received by Human Resources no later than Thursday, January 27, 2011. Copies should be marked to show the job posting number and classification for which you are claiming preference. Veterans' Preference documents may be submitted in one of the following ways: Email to [vets@miamidade.gov](mailto:vets@miamidade.gov), fax to (305) 679-VETS (7545), or mail or hand-deliver to Miami-Dade County, Human Resources, Recruitment, Compensation and Testing Division, 111 NW 1 Street, Suite 2020, Miami, FL 33128-1906.

Applicants must apply using the Online Employment Application process. TO APPLY, visit [www.miamidade.gov](http://www.miamidade.gov); go to "Find County Jobs"; then go to "Current County Employees"; it will bring you to "Welcome to Miami-Dade County e-jobs", then, follow the prompts. Applications for the examination will be accepted from Monday, October 25, 2010 to Monday, January 24, 2011.

Location of Examination: Florida International University, Roz and Cal Kovens Conference Center, Bayview Room 214, 3000 NE 151

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### Police Captain (004204)

Street, Miami, Florida. Date of examination: Wednesday, February 9, 2011. Registration time: 8:30 a.m. to 9:00 a.m. Doors to the test facility will be closed promptly at 9:00 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County, Human Resources, Testing and Validation Section, prior to the examination date.



## Human Resources Department

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### Police Major (004205)

#### Minimum Qualifications

Bachelor's degree. A minimum of four of administrative/managerial experience to include permanent status as a Police Lieutenant or in a higher sworn command level is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial and supervisory police work with administrative responsibility in directing a law enforcement function for the Miami-Dade Police Department.

Employees in this class are responsible for the direction, operation and control of a major organizational law enforcement function within the Miami-Dade Police Department. Work involves establishing and implementing task directed policies and procedures and ensuring that departmental goals and objectives are met. Additional responsibilities include coordinating the activities of a specialized bureau, establishing goals and objectives, monitoring achievements, planning and directing investigations through review of administrative and special reports, directing police staff in the preparation of budget requests to support bureau operations, establishing procedures that ensure bureau budgetary compliance, and ensuring police bureau mission is responsive to overall departmental direction. Supervision is exercised over subordinate police and support personnel by review of activity reports, conferences, in-the-field-command, and the successful accomplishment of assigned law enforcement objectives. General supervision is received from a Division Chief, Assistant Director or the Director who reviews work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Directs through subordinates the work of uniform and non-uniform police activities which include robbery, narcotics, special patrol, investigative support, public corruption, professional compliance, economic crimes, criminal intelligence, police operations, domestic crimes, and police district operations including the pursuit, apprehension and arrest of law violators.

Reviews and evaluates reports prepared by subordinates and issues special orders and procedures for district-level, bureau or specialized operations.

Directs and coordinates the activities of police bureaus or specialized operations through the use of enforcement and administrative processes; reviews established goals and objectives and monitors achievements.

Reviews and evaluates the development of divisional policies and procedures and ensures the department is operated in full compliance with all applicable laws and statutory mandates for Miami-Dade County and State of Florida.

Prepares and submits preliminary budget estimates; reviews requisitions for supplies and equipment; evaluates subordinate staff and recommends reassignment, training and disciplinary actions; participates in labor relations activities within unit of assignment.

Presents oral reports on crime statistics and deploys resources of the department to impact reductions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of law enforcement statutes, local ordinances, and departmental regulations.

Thorough knowledge of practices and methods employed in crime detection, criminal and accident investigation, arrests, interrogation and identification and preservation of physical evidence.

Thorough knowledge of criminal prosecution techniques as related to the presentation of evidence.

Considerable knowledge of recent developments, current literature and sources of information in public safety administration and law enforcement.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of department rules, regulations, procedures and operations.

### Police Major (004205)

Knowledge of departmental standards, policies and objectives.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Ability to analyze complex police problems and to exercise independent judgment in arriving at conclusions.

Ability to react promptly and correctly in emergency situations.

Ability to read, retain and apply guidelines, regulations and policies to a variety of situations.

Ability to train and supervise subordinates in the various specialized techniques used to solve crimes and apprehend offenders.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private officials.

Ability to present court testimony clearly, concisely and impartially with respect for individual rights.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to logically prepare detailed reports and correspondence.

Ability to construct and deliver training programs in all facets of public safety administration.

Ability to use and care for firearms.

Ability to perform assigned duties including physical tasks requiring sustained physical strength and ability.

### Nature Of Work

### Fingerprint Analyst 1 (004220)

#### Minimum Qualifications

Bachelor's degree. Experience in fingerprint identification may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the classification, evaluation, and identification of fingerprints. Employees in this class are responsible for classifying fingerprints, searching files to locate prior records, entering fingerprint records into an automated system, and fingerprinting and palming persons as directed. Duties include maintaining accurate files, photographing arrestees, processing items of physical evidence, and testifying in court regarding fingerprint identifications. Incumbents apply technical fingerprinting skills following established departmental policies and procedures. Supervision is received from a technical superior who reviews work for quality and accuracy.

##### ILLUSTRATIVE TASKS

- Classifies fingerprints to prescribed formulas and standard classification codes; searches files to locate prior records.
- Compares and identifies fingerprints in original form or from optical disc display or facsimile machine.
- Enters fingerprint records into the Automated Fingerprint Identification System for conversion of manual files to automation, and for searching for prior fingerprint record.
- Fingerprints and palmprints persons as directed.
- Enters and retrieves computer data by accessing the criminal justice information system.
- Maintains accurate files by purging sealed records of deceased fingerprint cards and consolidating duplicate records.
- Testifies in court regarding fingerprint identifications.
- Photographs arrestees and prepares copies of pictures and negatives.
- Processes items of physical evidence.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of modern principles and methods of fingerprint classification, searching, and identification.
- Knowledge of proper techniques in obtaining legible fingerprints, palmprints, toe, and footprints.
- Knowledge of departmental office practices, procedures, and equipment.
- Knowledge of courtroom procedures and rules of evidence as applied to fingerprint identification.
- Knowledge of photographic equipment used in criminal and civilian identification programs.
- Knowledge of computerized fingerprint identification systems and personal computers.
- Ability to maintain files and classify documentary material for filing purposes.
- Ability to accurately identify fingerprints through comparison methods.
- Ability to understand and carry out written and oral instructions.

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#### Nature Of Work

This is technical work in the classification, evaluation, and identification of fingerprints.

### Fingerprint Analyst 2 (004221)

#### Minimum Qualifications

Bachelor's degree. One year of experience in fingerprint identification is required. Additional experience in fingerprint identification may substitute for the required education on a-year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the classification, evaluation, and identification of fingerprints.

Employees in this class are responsible for classifying fingerprints, searching files to locate prior records, entering fingerprint records into an automated system, and fingerprinting and palming persons as directed. Duties include maintaining accurate files, photographing arrestees, processing items of physical evidence, and testifying in court regarding fingerprint identifications. Incumbents apply technical fingerprinting skills following established departmental policies and procedures. Supervision is received from a technical superior who reviews work for quality and accuracy.

##### ILLUSTRATIVE TASKS

Classifies fingerprints to prescribed formulas and standard classification codes; searches files to locate prior records.

Compares and identifies fingerprints in original form or from optical disc display or facsimile machine.

Enters fingerprint records into the Automated Fingerprint Identification System for conversion of manual files to automation, and for searching for prior fingerprint record.

Fingerprints and palms persons as directed.

Enters and retrieves computer data by accessing the criminal justice information system.

Maintains accurate files by purging sealed records of deceased fingerprint cards and consolidating duplicate records.

Testifies in court regarding fingerprint identifications.

Photographs arrestees and prepares copies of pictures and negatives.

Processes items of physical evidence.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern principles and methods of fingerprint classification, searching, and identification.

Considerable knowledge of equipment, materials, and techniques used in lifting and preserving latent fingerprints and palmprints.

Considerable knowledge of departmental and bureau rules, procedures, and policies.

Knowledge of the rules of evidence as applied to fingerprints and other related records.

Knowledge of the various chemicals and equipment used in developing latent fingerprints.

Knowledge of computer technology as related to fingerprint identification, and personal computers.

Ability to conduct inspections and accurately compare fingerprint and identification data.

Ability to supervise technical subordinates and provide expertise in an operational environment.

Ability to effectively present court testimony.

Ability to learn the legal, administrative, and procedural regulations applicable to the area of assignment.

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#### Nature Of Work

This is technical work in the classification, evaluation, and identification of fingerprints.

### Latent Fingerprint Examiner (004222)

#### Minimum Qualifications

Bachelor's degree. One year of experience in fingerprint identification is required. Additional experience in fingerprint identification may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work with responsibility in the classification, evaluation and identification of latent fingerprints. Employees in this class are responsible for identifying fingerprints, preparing court exhibits, and providing testimony in courts of law. Duties include utilization of an Automated Fingerprint Identification System (AFIS), performing latent chemical processes on items of physical evidence, providing latent identification services for other jurisdictions, and reviewing and verifying latent print identifications. Incumbents apply advanced technical fingerprinting skills following established departmental policies and procedures. Supervision is received from a technical and administrative superior who reviews work for quality and accuracy.

##### ILLUSTRATIVE TASKS

Develops, evaluates, compares and identifies latent prints; prepares court exhibits and renders testimony in courts of law.

Evaluates, enters, compares and identifies prints in the AFIS.

Performs latent processes on items of physical evidence utilizing various chemical formulas.

Evaluates latent evidence utilizing alternate light sources.

Provides latent identification services for other municipalities, counties, state, and federal agencies.

Reviews and verifies latent print identification.

Assists in the implementation of training programs.

Assists in the recovery and positive identification of persons fallen victim to man-made or natural disasters; assists in the field arrest booking procedures in the event of civil disturbances.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of equipment, materials and techniques used in lifting and preserving latent fingerprints and palmprints.

Knowledge of the rules of evidence as applied to fingerprints and other related sciences.

Knowledge of various chemical and equipment used in developing latent fingerprints.

Knowledge of safety procedures in the areas of chemical processing.

Knowledge of computer technology as related to fingerprint identification and personal computers.

Ability to conduct inspections and accurately compare latent fingerprint evidence.

Ability to effectively present court testimony; prepare charts and other presentation data for judicial purposes.

Ability to generate reports as related to fingerprint science.

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### Latent Fingerprint Examiner (004222)

#### Nature Of Work

This is advanced technical work with responsibility in the classification, evaluation and identification of latent fingerprints.

## Human Resources Department

### Fingerprint Supervisor (004224)

#### Minimum Qualifications

Bachelor's degree. Two years of experience in fingerprint identification are required. Additional experience in fingerprint identification may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and advanced technical work in the classification, evaluation and identification of latent fingerprints. Employees in this class are responsible for supervising a staff of fingerprint technicians engaged in classifying fingerprints, entering fingerprint records into an automated system, preparing court exhibits, providing testimony in courts-of-law, and performing a variety of related duties. Responsibilities include supervising operation of a fingerprint computer, developing work schedules, preparing a variety of reports, presenting testimony in court, and evaluating new techniques and procedures for the development of latent fingerprint evidence. Supervision is exercised over a staff of subordinate technical employees engaged in various phases of fingerprinting operations. Supervision is received from a technical and administrative superior who reviews work through personal conferences and written reports for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate fingerprint technicians engaged in classifying fingerprint and performing related duties. Prepares monthly and annual statistical reports, commendations, record storage documents, and other reports as required. Supervises operation of fingerprint computers and develops recommendations for future expansion and upgrades. Establishes and maintains working relationships with staff of other divisions, other law enforcement officers, state prosecutors and court officials. Prepares testimony in courts-of-law as required. Examines, evaluates, and recommends techniques and procedures for the development of latent fingerprints on evidence. Schedules training programs for staff members. Provides tours of fingerprint operations for visitors. Make recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of modern principles and methods of fingerprint classification, searching and identification.

##### KNOWLEDGE, ABILITIES AND SKILLS CONT'D

Thorough knowledge of equipment, materials and techniques use in lifting and preserving latent fingerprints and palmprints. Thorough knowledge of departmental and bureau rules, procedures and policies. Thorough knowledge of computer technology as related to fingerprint identification, and personal computers. Considerable knowledge of the rules of evidence as applied to fingerprints and the identification process. Considerable knowledge of various chemicals and equipment used in developing latent fingerprints. Knowledge of supervisory principles and practices. Ability to conduct inspections and accurately compare fingerprints and identification data. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to supervise technical subordinates and provide expertise in an operational environment. Ability to effectively present court testimony. Ability to prepare reports, forms and other documents. Ability to learn the legal, administrative and procedural regulations applicable to the area of assignment.

## Human Resources Department

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### Fingerprint Supervisor (004224)

REV 12/92

#### **Nature Of Work**

This is supervisory and advanced technical work in the classification, evaluation and identification of latent fingerprints.



### Fingerprint Superintendent (004225)

#### Minimum Qualifications

Bachelor's degree. Four years experience in fingerprint identification to include two years of supervisory experience are required. Additional work experience in fingerprint identification may substitute for the required education on a-year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and advanced technical work in the classification, evaluation, and identification of latent fingerprints.

An employee in this class is responsible for supervising a staff of fingerprint technicians engaged in classifying fingerprints, entering fingerprint records into an automated system, preparing court exhibits, providing testimony in courts-of-law, and performing a variety of related duties. Responsibilities include supervising operation of a fingerprint computer, developing work schedules, preparing a variety of reports, presenting testimony in court, and evaluating new techniques and procedures for the development of latent fingerprint evidence. Supervision is exercised over a staff of subordinate technical employees engaged in various phases of fingerprinting operations. Supervision is received from a technical and administrative superior who reviews work through personal conferences and written reports for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate fingerprint technicians engaged in classifying fingerprints and performing related duties.

Prepares monthly and annual statistical reports, commendations, record storage documents, and other reports as required.

Supervises operation of fingerprint computers and develops recommendations for future expansion and upgrades.

Establishes and maintains working relationships with staff of other divisions, other law enforcement officers, State prosecutors, and court officials.

Presents testimony in courts-of-law, as required.

Examines, evaluates, and recommends techniques and procedures for the development of latent fingerprints on evidence.

Schedules training programs for staff members.

Provides tours of fingerprint operations for visitors.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern principles and methods of fingerprint classification, searching, and identification.

Thorough knowledge of equipment, materials, and techniques used in lifting and preserving latent fingerprints and palmprints.

Thorough knowledge of departmental and bureau rules, procedures, and policies.

Thorough knowledge of computer technology as related to fingerprint identification, and personal computers.

Considerable knowledge of the rules of evidence as applied to fingerprints and the identification process.

Considerable knowledge of various chemicals and equipment used in developing latent fingerprints.

Knowledge of supervisory principles and practices.

Ability to conduct inspections and accurately compare fingerprints, and identification data.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to supervise technical subordinates and provide expertise in an operational environment.

Ability to effectively present court testimony.

Ability to prepare reports, forms, and other documents.

Ability to learn the legal, administrative, and procedural regulations applicable to the area of assignment.

REV 12-92

#### Nature Of Work

## Human Resources Department

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### Fingerprint Superintendent (004225)

This is supervisory and advanced technical work in the classification, evaluation, and identification of latent fingerprints.

### MDPD Polygraph Examiner (004242)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a polygraph examiner and/or interrogating subjects are required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in operating a Polygraph.

An employee in this class operates a Polygraph which records physiological disturbances accompanying fear while the subject is being interrogated. The operator must exercise considerable skill in interrogating persons undergoing examinations, noting changes in blood pressure, pulse, respiration, or electrodermal response. The employee works with considerable independence in preparing his interrogations. Work is performed under the administrative supervision of the police investigation supervisor who reviews reports of examinations and reviews work for results obtained.

##### ILLUSTRATIVE TASKS

Reviews suspect's case with investigators to determine pertinent information to question about during examination; attaches indicators to specific areas of the body of suspects such as palms, arm, and chest; interrogates suspect following a prearranged plan of questioning.

Analyzes and interprets reactions to questions recorded on tracing paper; prepares report on each subject examined.

Testifies in court pertaining to the results of Polygraph examinations given.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation, adjustment, and care of a Polygraph.

Considerable knowledge of the practices and procedures of analyzing and interpreting Polygraph charts.

Considerable knowledge of the methods or procedures used in criminal investigation and interrogation.

Some knowledge of court procedures in criminal trials.

Ability to prepare accurate and complete reports of information obtained through Polygraph examination.

Ability to obtain information through interviews, interrogation, and observation of suspects undergoing Polygraph examination.

Ability to express one's self clearly and concisely, orally and in writing.

NEW 4-57

#### Nature Of Work

This is technical work in operating a Polygraph.

### Criminalist 1 (004245)

#### Minimum Qualifications

Bachelor's degree in Chemistry, Forensic Science, Biology or related field. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is technical laboratory and analytical work in criminal identification and investigation for the Miami-Dade Police Department.

Work involves the application of laboratory techniques, materials, equipment and instrument operation in making physical and chemical analyses of evidence obtained at crime scenes or elsewhere and the presentation of findings for investigative and prosecution uses. Work is performed in accordance with standardized laboratory methods and controls to insure accurate and verifiable analyses of specimens. Duties occasionally require contact with contaminated, corrosive or explosive materials. Work is performed under the supervision of a technical superior who delineates work assignments, aids in resolving special problems and reviews work for completeness, technical quality and court presentability. Positions allocated to this class are primarily used to develop incumbents in all phases of crime laboratory analytical work.

##### ILLUSTRATIVE TASKS

Test fires weapons involved in criminal activities and identifies projectiles and cartridge cases using a comparison microscope; makes chemical and infrared photographic studies of suspect areas of skin, flesh or clothing in gunpowder residue studies.

Identifies unknown substances by qualitative and quantitative, chemical and physical analyses.

Performs chemical microscopy, spectrography and other scientific examinations of various evidential materials for identification purposes and evaluates their significance.

Performs document and handwriting examinations; evaluates documents as to their authenticity.

Prepares written reports of laboratory examinations and results.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of laboratory techniques in the performance of chemical, microscope, spectrographic, X-ray, diffraction and photographic examinations.

Knowledge of methods used in collecting and preserving physical evidence and presentation of such evidence in court.

Knowledge of ballistics and the related identification of firearms, bullets and fired cartridge cases.

Some knowledge of standard fingerprint classification practices, records and equipment.

Ability to testify effectively in court as an expert witness.

Normal color perception and eyesight sufficient to perform extended microscope work.

REV 07/99

#### Nature Of Work

This is technical laboratory and analytical work in criminal identification and investigation for the Miami-Dade Police Department.

## Human Resources Department

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### Criminalist 1 (004245)

### Criminalist 2 (004246)

#### Minimum Qualifications

Bachelor's degree in Chemistry, Physics, Biology or Police Science or related natural sciences. Two years of technical experience in criminology or forensic science are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical laboratory and analytical work in criminal identification and investigation for the Miami-Dade Police Department.

Work involves the application of advanced laboratory techniques, materials, equipment and instrument operation in making physical and chemical analyses of evidence obtained at crime scenes or elsewhere and the presentation of findings for investigative and prosecution uses. Work is performed at the full performance level of difficulty and is differentiated from the lower class by independent action and analytical complexity of the duties. Duties occasionally require contact with contaminated, corrosive, or explosive materials. Employees may be required to supervise the work of subordinate technicians in the laboratory or at crime scenes, and the development of new techniques and procedures is sometimes necessary. Supervision is received by the professional laboratory supervisor who reviews work through conferences, written reports and observation of laboratory examinations.

##### ILLUSTRATIVE TASKS

Trains and supervises mobile crime laboratory technicians in the collection and preservation of evidence at the scene of a crime; reviews the activities of technicians and examines materials collected for adherence to procedures of collection and identification; maintains records of activities performed.

Analyzes and prepares reports of evidence for use in court testimony; testifies in court as an expert witness concerning narcotics, stained materials, firearms, documents, soils, inflammables, vestiges of human tissue and similar analyses of chemical and physical substances.

Performs complex laboratory examinations in chemical, microscopic, spectrographic, x-ray diffraction, photographic, ballistic, document examination, tissue analysis and related analyses and procedures.

Directs and supervises the dismantling, removal and disposal of bombs and similar explosives throughout the metropolitan area; personally handles most explosive materials and instructs subordinates in all phases of anti-demolition work.

Designs new equipment and initiates new procedures to meet the technical evolution of criminal investigation and evidence analysis.

Qualitates and quantitates unknown substances by means of chemical, physical and instrumental analyses such as gas or liquid chromatography, spectrography, chemical microscopy, and microscopic examination.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles, practices, instruments and methods used in the collection and analysis of criminal evidence.

Considerable knowledge of the rules of evidence as they relate to the presentation of technical analyses of criminal evidence.

Considerable knowledge of the specialities of criminal identification, current developments and trends in crime detection.

Knowledge of the handling and analysis of corrosive agents, explosives, contaminated and diseased evidence.

Considerable knowledge of investigative techniques including ballistics, toxicology, micrography, photomicrography, forensic chemistry, spectroscopy and diffractometry and stoichiometry.

Knowledge of law enforcement practices and procedures.

### **Criminalist 2 (004246)**

Ability to plan, assign and supervise the work of technicians in a manner conducive to maintenance of high technical standards, full performance and high morale.

Ability to detect research requirements and to plan and execute a scientific research effort.

Ability to perform extremely hazardous bomb disposal work.

REV 07/99

#### **Nature Of Work**

This is advanced technical laboratory and analytical work in criminal identification and investigation for the Miami-Dade Police Department.

### MDPD Criminalist Supervisor (004248)

#### Minimum Qualifications

Bachelor's degree in Chemistry, Physics, Biology, Police Science or related natural sciences. Three years of technical experience in criminology or forensic science are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical laboratory and analytical work in criminal identification and investigation for the Miami-Dade Police Department.

Work involves the application of advanced laboratory techniques, materials, equipment and instrument operation in making physical and chemical analyses of evidence obtained at crime scenes or elsewhere and the presentation of findings for investigative and prosecution uses. Work is performed at the full performance level of difficulty and is differentiated from the lower class by independent action and analytical complexity of the duties. Duties occasionally require contact with contaminated, corrosive, or explosive materials. Employees may be required to supervise the work of subordinate technicians in the laboratory or at crime scenes, and the development of new techniques and procedures is sometimes necessary. Supervision is received by the professional laboratory supervisor who reviews work through conferences, written reports and observation of laboratory examinations.

##### ILLUSTRATIVE TASKS

Trains and supervises mobile crime laboratory technicians in the collection and preservation of evidence at the scene of a crime; reviews the activities of technicians and examines materials collected for adherence to procedures of collection and identification; maintains records of activities performed.

Analyzes and prepares reports of evidence for use in court testimony; testifies in court as an expert witness concerning narcotics, stained materials, firearms, documents, soils, inflammables, vestiges of human tissue and similar analyses of chemical and physical substances.

Performs complex laboratory examinations in chemical, microscopic, spectrographic, x-ray diffraction, photographic, ballistic, document examination, tissue analysis and related analyses and procedures.

Directs and supervises the dismantling, removal and disposal of bombs and similar explosives throughout the metropolitan area; personally handles most explosive materials and instructs subordinates in all phases of anti-demolition work.

Designs new equipment and initiates new procedures to meet the technical evolution of criminal investigation and evidence analysis.

Qualitates and quantitates unknown substances by means of chemical, physical and instrumental analyses such as gas or liquid chromatography, spectrography, chemical microscopy, and microscopic examination.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles, practices, instruments and methods used in the collection and analysis of criminal evidence.

Considerable knowledge of the rules of evidence as they relate to the presentation of technical analyses of criminal evidence.

Considerable knowledge of the specialities of criminal identification, current developments and trends in crime detection.

Knowledge of the handling and analysis of corrosive agents, explosives, contaminated and diseased evidence.

Considerable knowledge of investigative techniques including ballistics, toxicology, micrography, photomicrography, forensic chemistry, spectroscopy and diffractometry and stoichiometry.



### MDPD Criminalist Supervisor (004248)

Knowledge of law enforcement practices and procedures.

Ability to plan, assign and supervise the work of technicians in a manner conducive to maintenance of high technical standards, full performance and high morale.

Ability to detect research requirements and to plan and execute a scientific research effort.

Ability to perform extremely hazardous bomb disposal work.

REV 07/99

#### **Nature Of Work**

This is advanced technical laboratory and analytical work in criminal identification and investigation for the Miami-Dade Police Department.

### MDPD Intelligence Analyst (004252)

#### Minimum Qualifications

Bachelor's degree in Criminology, Business Administration, Public Administration or a related field. One year of experience in research and analytical work in an investigative capacity is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized analytical work in the review, extraction, analysis and compilation of data to provide intelligence information for organized crime investigations in the Miami-Dade Police Department.

An employee in this class is responsible for performing a variety of analytical duties in processing data into intelligence information to be used in both planning and investigative law enforcement work. Emphasis of the work is on use of various analytical methods including investigative report analysis, graphic presentation of data, charting of events in chronological sequence or collection and consolidation of intelligence data from other agencies. The incumbent must be familiar with standard departmental operating regulations and procedures as well as provisions of state criminal and civil statutes applicable to investigations of organized crime activity. Skill in deducting trends, patterns and relationships in a variety of data which has significance in investigative work is required. Supervision is received from an administrative superior who discusses progress of assignments, assists with advice on completion of analytical projects and evaluates completed work for quality and resourcefulness of results for investigative use.

##### ILLUSTRATIVE TASKS

Reviews, extracts and analyzes reports and other information and compiles data into logical form to provide general or specific intelligence for use in investigative and planning decisions.

Reviews data from various reports and graphically links specific intelligence information relating to association of individuals and establishments by developing charts and graphs; graphically charts specific events obtained from data to provide chronological presentations.

Analyzes financial data from various reports to provide specific accounting information to be used in conducting investigations.

Collects intelligence information from other agencies needed in projects assigned; obtains pertinent information from agency files in responding to similar requests from other agencies; assists investigative personnel in special projects by research in agency files, obtaining corporate records or other information.

Keeps abreast of significant organized crime activity within the jurisdiction of the department and bureau and nearby areas by means of review of reports and media articles.

Attends scheduled departmental meetings as assigned to present briefings or obtain pertinent information relating to investigations and planning.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of operating procedures and regulations of the Organized Crime Bureau.

Considerable knowledge of Florida criminal and civil statutes applicable to organized crime investigations.

Considerable knowledge of significant organized crime activity in the area.

Considerable knowledge of research and analytical techniques in the assimilation, extraction and presentation of significant data for use by investigative and supervisory personnel.

### MDPD Intelligence Analyst (004252)

Knowledge of the organization and functions of other law enforcement agencies in the area.

Knowledge of appropriate techniques in the statistical and graphic presentation of data.

Ability to select data from a variety of source materials which has investigative significance.

Ability to deduct trends, patterns and relationships which have investigative significance in data reviewed.

Ability to analyze and compare significant data and present it in logical form.

Ability to maintain effective relationships with law enforcement personnel within and outside the department.

Ability to express ideas and present factual material effectively both verbally and in writing.

Ability to complete assignments on a timely basis.

Ability to collect significant information from and furnish information to other law enforcement agencies promptly.

Ability to keep currently informed regarding significant organized crime activity in the area.

NEW 10-78

#### **Nature Of Work**

This is specialized analytical work in the review, extraction, analysis and compilation of data to provide intelligence information for organized crime investigations in the Miami-Dade Police Department.

## Human Resources Department

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### MDPD Intelligence Analyst Supervisor (004253)

**Minimum Qualifications**

Bachelor's degree in Criminology, Business Administration, Public Administration or related field. Two years experience in research and analytical work in an investigative capacity are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work in the management of the Miami-Dade Police Department's Intelligence Analysis Unit.

## Human Resources Department

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### MDPD Legal Services Assistant (004255)

**Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical or paralegal experience working under the supervision of a licensed attorney are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical and paralegal work assisting in the management and monitoring of established administrative legal systems for the Miami-Dade Police Department.

## Human Resources Department

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### Police Legal Advisor 1 (004256)

#### Minimum Qualifications

Juris Doctorate degree. Current membership in the State of Florida Bar Association is required. Two years of legal or investigative experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional work serving as legal advisor for the Miami-Dade Police Department.

Employees in this class are responsible for providing expert legal advice to the Director of the Miami-Dade Police Department, command staff and other sworn police officials. Responsibilities include providing written legal opinions, conducting research on a variety of legal issues affecting the department, providing verbal legal advice, preparing and prosecuting civil forfeiture actions, coordinating various litigation matters, and reviewing pleadings and departmental documents for legal sufficiency. Related duties include providing legal instruction, reviewing amendments to Florida Statutes, drafting ordinances and resolutions, and maintaining contacts with other law enforcement agencies and legal departments. The incumbent exercises considerable independent judgment and technical expertise in providing the police department with sound legal advice and counsel. General direction is received from a professional superior who holds the incumbent responsible for providing effective assistance in legal matters involving the department.

##### ILLUSTRATIVE TASKS

Provides written legal opinions to the department director and command staff and provides verbal legal advice to all members of the department.

Performs research on various legal issues affecting the Miami-Dade Police Department.

Serves in an on-call capacity for legal advice and responds to situations involving police shootings, civil disturbances, labor disputes or demonstrations.

Prepares and prosecutes civil forfeiture actions; attends court hearings and other proceedings; coordinates litigation matters including Notices of Claim, Summons and Complaints, Equal Employment Opportunity Commission and public records requests.

Reviews pleadings and departmental documents for legal sufficiency.

Provides instruction for various classes including recruits, officers and employees from other agencies.

Publishes and edits the Law Enforcement Handbook.

Researches and reviews annual amendments to Florida Statutes; publishes Legal Notes and Legal Bulletins for dissemination to police agencies throughout the State of Florida.

Drafts ordinances and resolutions; reviews disciplinary action reports for legal sufficiency; attends meetings and seminars on legal issues or questions which affect the department; prepares correspondence on legal and legislative matters.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the theories, principles and practices of the legal profession.

Extensive knowledge of the organization, functions and operations of the Miami-Dade Police Department.

Thorough knowledge of local, state and federal laws and regulations pertaining to police department operations.

## Human Resources Department

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### Police Legal Advisor 1 (004256)

Thorough knowledge of legal issues confronting the Miami-Dade Police Department.

Thorough knowledge of departmental policies, rules, regulations and procedures.

Thorough knowledge of the preparation and prosecution of civil forfeiture actions.

Ability to provide expert written and verbal legal advice to the Director, Miami-Dade Police Department, command staff and other sworn police officials.

Ability to conduct research and prepare a variety of legal documents on issues affecting the department.

Ability to understand, interpret and clarify complex laws, statutes, ordinances and regulations.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare and prosecute civil forfeiture actions.

Ability to establish and maintain effective working relationships with police department command staff and with other public and private officials.

NEW 10-95

#### **Nature Of Work**

This is highly responsible professional and supervisory work serving as legal advisor for the Miami-Dade Police Department.

## Human Resources Department

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### Police Legal Advisor 2 (004257)

#### Minimum Qualifications

Juris Doctorate degree. Current membership in the State of Florida Bar Association is required. Three years of legal or investigative experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory work serving as legal advisor for the Miami-Dade Police Department.

Employees in this class are responsible for completing complex and protracted litigation, supervising subordinate police legal advisors, and providing complex expert legal advice to the Miami-Dade Police Department Director, command staff and other sworn police officials. Responsibilities include producing an extensive output of written court documents and legal opinions, conducting research on a variety of legal issues affecting the department, providing verbal legal advice, preparing and prosecuting civil forfeiture actions, providing leadership to others in the completion of legal assignments, coordinating various litigation matters, and reviewing pleadings and departmental documents for legal sufficiency. Related duties include providing legal instruction, reviewing amendments to Florida Statutes, drafting ordinances and resolutions, and maintaining contacts with other law enforcement agencies and legal departments. The incumbent exercises considerable independent judgment and technical expertise in providing the police department with sound legal advice and counsel and in devising solutions in advance of anticipated legal problems. General direction is received from a professional superior who holds the incumbent responsible for providing effective assistance in complex legal matters involving the department.

##### ILLUSTRATIVE TASKS

Provides supervision and guidance to subordinate police legal advisors, sworn police officers, legal research assistants and clerical employees.

Completes complex and protracted litigation or special projects involving legal matters.

Devises solutions in advance of anticipated legal problems and displays initiative in resolving legal issues.

Provides an extensive output of written legal opinions to the department director and command staff and provides verbal legal advice to all members of the department.

Performs research on various complex legal issues affecting the Miami-Dade Police Department.

Serves in an on-call capacity for legal advice and responds to situations involving police shootings, civil disturbances, labor disputes or demonstrations.

Prepares and prosecutes civil forfeiture actions; attends court hearings and other proceedings; coordinates litigation matters including Notices of Claim, Summons and Complaints, Equal Employment Opportunity Commission and public records requests.

Reviews pleadings and departmental documents for legal sufficiency.

Provides instruction for various classes including recruits, officers and employees from other agencies.

Publishes and edits the Law Enforcement Handbook.

Researches and reviews annual amendments to Florida Statutes; publishes Legal Notes and Legal Bulletins for dissemination to police agencies throughout the State of Florida.

Drafts ordinances and resolutions; reviews disciplinary action reports for legal sufficiency; attends meetings and seminars on legal issues or questions which affect the department; prepares correspondence on legal and legislative matters.



### Police Legal Advisor 2 (004257)

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the theories, principles and practices of the legal profession.

Extensive knowledge of the organization, functions and operations of the Miami-Dade Police Department.

Extensive knowledge of local, state and federal laws and regulations pertaining to police department operations.

Thorough knowledge of complex legal issues confronting the Miami-Dade Police Department.

Thorough knowledge of departmental policies, rules, regulations and procedures.

Thorough knowledge of the preparation and prosecution of civil forfeiture actions.

Considerable knowledge of supervisory principles and practices.

Ability to provide complex expert written and verbal legal advice to the Director, Miami-Dade Police Department, command staff and other sworn police officials.

Ability to conduct research and prepare a variety of legal documents on issues affecting the department.

Ability to understand, interpret and clarify complex laws, statutes, ordinances and regulations.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare and prosecute civil forfeiture actions.

Ability to establish and maintain effective working relationships with police department command staff and with other public and private officials.

Ability to devise solutions in advance of anticipated legal problems.

NEW 10-95

#### **Nature Of Work**

This is highly responsible professional and supervisory work serving as legal advisor for the Miami-Dade Police Department.

## Human Resources Department

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### Police Legal Advisor 3 (004258)

#### **Minimum Qualifications**

Juris Doctorate degree. Current membership in the State of Florida Bar Association is required. Four years of legal or investigative experience are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### Commander, MDPD Information Services (004260)

#### **Minimum Qualifications**

Bachelors Degree in Information Technology, Computer Science, Engineering, Business or related field with a minimum of ten years of progressively responsible professional experience including five years managing a complex Information Technology organization is required. Experience in telecommunications, security, data center, application systems and integration, desktop and mobile computing, fiscal administration and customer service performance management is preferred. Knowledge of industry IT best practices, Government, Public Safety, and appropriate audit controls are desired.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional technical and administrative work in the planning and directing of activities for the Information Services Bureau of the Miami-Dade Police Department.

## Human Resources Department

### Senior Police Bureau Commander (004264)

#### Minimum Qualifications

Bachelor's degree and four years of administrative and managerial experience to include supervisory experience; Or Bachelor's degree and four years of administrative and managerial experience to include supervisory experience and permanent status as a Police Lieutenant or higher command level are required.

Bachelor's degree and three years of administrative and managerial experience to include supervisory experience are required; OR Bachelor's degree and three years of administrative, managerial, and supervisory experience to include permanent status as a Police Lieutenant or higher command level are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial and supervisory police work in the planning and direction of a variety of administrative and law enforcement activities for the Miami-Dade Police Department.

An employee in this class is responsible for directing, coordinating and supervising diversified divisional police activities which provide a variety of departmental services including the examination of evidence in the crime laboratory, underwater recovery, criminal code investigation and law enforcement of pharmaceutical code violations. Additional responsibilities include coordinating the activities of specialized bureaus, establishing goals and objectives and monitoring achievement. General supervision is received from a Police Division Chief or Assistant Director who holds the incumbent responsible for the effective management of departmental administrative functions and operational activities.

##### ILLUSTRATIVE TASKS

Directs through subordinates the work of uniform and non-uniform, sworn and non-sworn police activities including criminal investigations and crime lab activities.

Directs and coordinates diversified law enforcement activities of uniform and non-uniform personnel involving the enforcement of illegal dumping and animal services enforcement regulations, environmental crime, insurance fraud, underwater recovery, criminal code investigation, false alarm enforcement, pharmaceutical code regulations, and industrial safety programs.

Directs and coordinates the investigations in the crime laboratory.

Oversees departmental facility maintenance operations

Reviews and evaluates the development of divisional policies and procedures and ensures the department is operated in full compliance with all applicable laws and statutory mandates for Miami-Dade County and State of Florida.

Oversees budgetary compliance for assigned units and bureaus.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance; participates in labor relations activities for the Department.

Presents oral reports regarding ongoing operations that achieve departmental objectives

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the management and administration of public safety and law enforcement activities.

Thorough knowledge of the organization, function, goals and objectives of the Miami-Dade Police Department.

Thorough knowledge of state statutes, local ordinances and departmental regulations governing search and seizure, arrest and admissibility of evidence.

Considerable knowledge of practices and methods employed in crime detection.

Considerable knowledge of supervisory principles and practices of general management and public administration.

Considerable knowledge of departmental goals and objectives.

Considerable knowledge of County budget policies, practices and procedures.

Ability to use professional knowledge of the principles of management to formulate bureau and control bureau activities.

Ability to train and supervise subordinates in the various specialized techniques used to solve crimes and apprehend offenders.

## Human Resources Department

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### Senior Police Bureau Commander (004264)

Ability to exercise judgment and discretion in devising and implementing departmental policies and procedures and make effective recommendation for improvements.

Ability to apply advanced professional knowledge of the principles of management, public administration and law enforcement administration in supervising and coordinating complex departmental activities.

Ability to present courtroom testimony clearly, concisely, and impartially with respect to specialized expertise in subject area.

Ability to read, retain and apply guidelines, regulations and policies to appropriate situations.

Ability to communicate clearly, concisely, verbally and in writing.

### **Nature Of Work**

## Human Resources Department

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### Executive Senior Bureau Commander (004265)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of administrative, managerial and supervisory experience to include budget preparation, financial analysis or grants management; OR Bachelor's degree. A minimum of four to eight years administrative, managerial and supervisory experience to include permanent status as a Police Lieutenant or higher command level is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional administrative work in planning, directing, supervising and coordinating activities and personnel within two bureaus of the Miami-Dade Police Department.

### Police Psychologist 2 (004268)

#### Minimum Qualifications

Doctorate's degree in Psychology from an approved APA Program. Must present a State of Florida Psychologist license or be license eligible. License eligibility will be assessed during the interview process. Five years of experience in the application of professional psychological principles to circumstances in counseling adults and their families, psycho-therapeutic interventions, and organizational development are required.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory psychological work for the metropolitan police department.

An employee in this class is responsible for the supervision of subordinate police psychologists and for the application of professional psychological principles, theories and techniques to a variety of problems, circumstances and situations encountered in the provision of metropolitan area police services. Responsibilities include research and development of police training programs, providing advisory assistance in personnel management, referring departmental personnel and their families to sources of counseling and crisis intervention, advising on stress management, and providing consultation of behavioral approaches in dealing with disturbed and/or criminal personalities including hostage, barricaded or suicidal subject situations. Incumbents apply considerable professional knowledge of psychological principles, theories, methods and techniques, and a considerable degree of professional judgment in the performance of assigned duties. Supervision is exercised over a staff of police psychologists and other behavioral science specialists who assist with various phases of professional psychological work. General supervision is received from an administrative superior who evaluates work for effectiveness of professional results.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of subordinate police psychologists engaged in assisting in the development and implementation of various phases of a police psychological program.

Assists in the design and implementation of training programs for police personnel and non-sworn employees in department.

Provides consultation and assists in the design and development of specialized programs such as those for police in the Special Response Team Negotiator Program with emphasis on hostage rescue, stress management and crisis intervention.

Designs or assists in the design of research programs which apply behavioral science applications to law enforcement, training, communities, organizational development and related areas.

Provides counseling to Police Officers and non-sworn employees of the department, when necessary.

Confidentially assists employees by supplying information related to short-term counseling regarding personal or job-related problems and information regarding outside counseling services.

Provides consultation and assists in the counseling of officers involved in shooting situations or other major traumatic incidents at the scene or shortly thereafter.

Responds expeditiously to situations involving hostages, barricaded subjects or suicidal attempts to act as a consultant to supervisory police personnel and be available to actively participate in the negotiation process when needed.

Accompanies police employees in the field to observe problem areas and assess the need for additional behavioral science training programs.

Observes, and assesses police officers in high-stress situations and counsels on problems in handling stress.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general psychological principles, theories, methods and techniques.

Considerable knowledge of the special psychological principles, theories, methods and techniques pertaining to police psychological work.

Considerable knowledge of the operations of the metropolitan police department.

## Human Resources Department

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### Police Psychologist 2 (004268)

Considerable knowledge of current sources of information on the application of behavioral science to police psychological work.  
Considerable knowledge of psychological treatment techniques applicable to police personnel.  
Knowledge of supervisory principles and practices.  
Ability to supervise subordinate professional police psychologists in a manner conducive to full performance and high morale.  
Ability to apply psychological principles, methods and techniques to problems, circumstances and situations confronting a large metropolitan police department.

Ability to interpret psychological information and develop treatment recommendations.  
Ability to provide effective psychological advice to police personnel during critical circumstances in the field.  
Ability to design and develop training programs for police and non-sworn departmental employees.  
Ability to establish and maintain effective working relations with Police Officers, supervisory and management officials and non-sworn departmental employees.  
Skill in psychological counseling techniques.

NEW 1-83

#### **Nature Of Work**

This is professional and supervisory psychological work for the Miami-Dade Police Department.



## MDPD Forensic Artist (004269)

### Minimum Qualifications

High school. Three years of experience in portrait or forensic art are required. Related education may substitute for the required experience on a year-for-year basis to a maximum of two years.

### Job Specifications

#### NATURE OF WORK

This is a technologically advanced, innovative, and skilled position in the field of law enforcement and forensic art for the Miami-Dade Police Department (MDPD).

An incumbent in this specialized classification is responsible for interviewing victims and witnesses, and interacting with investigative entities within the MDPD as well as local, state, and federal law enforcement agencies. An incumbent is also responsible for interacting with the Medical Examiner Department and Forensic Anthropologists to facilitate the creation of hand-drawn, computer-assisted facial composite sketches and three-dimensional facial reconstruction of human remains. The position requires that the forensic artist possess a high degree of artistic skill and knowledge of the human body with particular emphasis on facial anatomy. The work is performed under the supervision of an administrative or professional supervisor who is responsible for reviewing work for conformity with departmental policies and efficiency of work performance.

#### ILLUSTRATIVE TASKS

Interacts with and interview witnesses and victims under emotionally charged conditions relative to a criminal act in order to create freehand or computer-assisted composites of criminal suspects.

Prepares freehand two-dimensional drawing or computer-assisted likeness of criminal suspects.

Interacts with Medical Examiners and Forensic Anthropologists to ascertain information central to creating an accurate two-or three-dimensional likeness of skeletal remains.

Prepares freehand two-dimensional facial composite sketches or three-dimensional clay sculpture likeness of skeletal or soft tissue human remains.

Artistically enhances photographic or sketch images of an individual for identification purposes by adding/subtracting weight, age, facial or head hair, etc.

Artistic or computer-assisted enhancements of surveillance videos and photographs to assist in the identification of individuals involved in an incident under investigation.

Artistic or computer-assisted enhancements of photographic line-ups to mitigate significant differences between the suspect's photograph and others included in the line-up. Enhancements may include the addition of glasses, headwear, etc., to the individuals featured in the filler photographs used to complete the line-up.

Conducts comparative analysis of photographic images in an effort to determine if two or more images are the same individual, as determined by identifiable features such as moles, scars, facial landmarks, anatomical measurements, etc.

Artistically prepare likeness of tattoos, jewelry, or other identifiable features that can be of assistance in identifying an individual.

Provide testimony in depositions and court relative to the use of forensic art in the identification and apprehension of a suspect.

Provide instruction at the Metropolitan Police Institute as well as other training venues as deemed appropriate.

Perform related work as required.

### MDPD Forensic Artist (004269)

#### KNOWLEDGE, ABILITIES, AND SKILLS

Competency in a variety of artistic skills such as basic drawing, proportion, perspective, facial anatomy, renderings, biological variations of race, sex, and age.

Ability to learn cognitive and other interview techniques as they relate to victim/witness recall and recognition.

Ability to utilize cognitive or other interviewing techniques to obtain descriptive information from highly emotional and traumatized victims and witnesses.

Familiarity with art materials, equipment, and computer software programs capable of enhancing artistic and photographic efforts, such as Photoshop.

Ability to transform verbal direction and description into an artistic rendering of an individual.

Familiarity with how the anatomical structure of the face is determined by bone structure, muscle, tendons, and soft tissue.

Ability to function independently, as well as exercise independent, creative judgment in the performance of assigned duties. Also, the ability to understand and follow verbal and written instructions.

Ability to establish and maintain effective working relationships with a variety of federal, state, and local law enforcement officials.

REV 02/07

#### **Nature Of Work**

This is a technologically advanced, innovative, and skilled position in the field of law enforcement and forensic art for the Miami-Dade Police Department (MDPD).

### MDPD Photographer (004270)

#### Minimum Qualifications

High school and three years of work experience in commercial or medical/legal photography are required; or Associate Arts degree in Photography and one year experience in commercial or medical/legal photography are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the field of police crime photography and film processing.

Employees in this class are responsible for operating a wide variety of cameras and specialized photographic equipment for evidentiary, investigative, or technical use in support of the various functions of the Miami-Dade Police Department as well as other interrelated Miami-Dade County agencies. Work assignments are distributed by a senior technical superior who inspects and evaluates work upon completion.

##### ILLUSTRATIVE TASKS

Operates reflex, movie, 35mm, and view type cameras including specialized photographic equipment and techniques.

Processes and preserves pictures of crime scenes and evidentiary items for use as an investigative aid or as evidence in court.

Photographs crime scenes, civil disorders, and disasters using aerial and ground photography; photographs line-ups.

Photographs fingerprint cards for wire photo transmission; operates wire photo transmitter and receiver.

Uses and develops various photographic emulsions such as infra-red, x-ray, high contrast, standard black and white, negative, and positive color.

Operates enlargers, contact printers, and film processors; develops various black and white and color photographic enlargements and transparencies, including motion picture films and slides for courtroom display.

Serves as a consultant and instructor for all members of the Public Safety Department as well as members of other police agencies in the use of photographic equipment and techniques through individual contact and structural classroom lessons; designs and assembles training slide programs and movies.

Participates in x-ray photography and assists the Crime Laboratory Bureau with photomicrography.

Stores, inventories, and maintains photographic supplies and equipment for the Public Safety Department.

Makes minor repairs to photographic equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, methods, practices, equipment, and materials of modern forensic photography.

Knowledge of photochemistry and optics.

Knowledge of methods used in preparing and presenting photographic evidence for court use.

Ability to take and process still and motion pictures suitable for use as permanent records and in court.

### MDPD Photographer (004270)

Ability to understand and follow oral and written instructions.

Skill in the use and maintenance of photographic and photo processing equipment.

REV 3/00

#### **Nature Of Work**

This is skilled technical work in the field of police crime photography and film processing.

## Human Resources Department

### Photographic Supervisor (004271)

#### Minimum Qualifications

High school. Three years of skilled police photography and photographic finishing and processing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work with supervisory responsibility in the provision of police photographic services.

An employee in this class is responsible for the operation and production of police-related photographic services. Responsibilities include supervising work associated with photographic assignments, the processing of various photographic films, printing of photographs, and maintaining photographic files. Duties include coordinating photographic assignments, reviewing and assuring quality control over photographic work products, and providing administrative support for operations. Supervision is exercised over a staff of police photographers engaged in field and laboratory tasks. General supervision is received from a Police Bureau Commander who reviews work through personal conferences, written reports, and personal inspections of adherence to departmental regulations and established procedures.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate police photographers engaged in a variety of tasks that utilize cameras and specialized photographic equipment for evidentiary, investigative, or technical use.

Supervises the use of photographic laboratory equipment for the developing, printing, and enlarging of black and white and color film or transparencies.

Prepares various narrative and statistical reports to present findings, recommend solutions, provide information, and document work activities, equipment utilization and operation.

Identifies training needs and prepares training programs for departmental personnel in the area of photography.

Supervises the maintenance and reproduction of jail booking photographs and crime scene photographic archives.

Organizes and directs all projects and work assignments associated with the Photographic Services Section.

Develops, recommends, and implements procedures and policies for the operation of the section and the section's relationship with the Department.

Institutes long and short-term planning involving new techniques and technology associated with the field of photography.

Prepares documents related to budget and special funding requests.

Represents the department in photographic services matters; presents expert testimony in police photography.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern principles and techniques of police photography.

Thorough knowledge of the equipment, materials, and methods used in capturing and reproducing film and electronic images.

Thorough knowledge of photochemistry and optics as they apply to photography.

Thorough knowledge of modern mini-lab equipment and maintenance procedures.

Thorough knowledge of the rules of evidence as they apply to evidence photography.

Ability to evaluate the quality of photographic work products.

Ability to plan, assign, and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to acquire knowledge of the legal, administrative and procedural regulations applicable to the area of assignment.

Ability to direct police photographic operations to accomplish departmental goals and objectives.

Ability to prepare detailed accurate reports for statistical, budgetary, or informational purposes.

Skill in photography.

NEW 7-92

#### Nature Of Work

This is skilled technical work with supervisory responsibility in the provision of police photographic services.

## Human Resources Department

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### Photographic Supervisor (004271)

**Minimum Qualifications**

Bachelors degree. Four years of professional administrative experience in personnel administration, human resources, labor relations or a related field are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work managing the human resources section for MDPD.

## Human Resources Department

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### Manager, MDPD Crime Laboratory (004277)

#### **Minimum Qualifications**

Bachelor's degree in Chemistry, Physics, Biology, or related field. A minimum of three to five years of technical experience in forensic science to include supervisory experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional forensic work managing the Analytical Section of the Crime Laboratory Bureau of the Miami-Dade Police Department.

## Human Resources Department

### Police Counselor (004283)

#### Minimum Qualifications

Master's degree in Psychology, Clinical Social Work, Mental Health Counseling, Marriage and Family Therapy, Social Work or a related field. Must possess a State of Florida Mental Health Professional license or be eligible to obtain a State of Florida Mental Health Professional license within one year of appointment.

#### Job Specifications

##### NATURE OF WORK

This is professional clinical social casework for the Metro-Dade Police Department.

Employees in this class are responsible for the application of behavioral science principles, theories, and techniques to a variety of problems, circumstances, and situations encountered in the provision of Metropolitan area police services. Responsibilities include providing advanced professional casework services in cases requiring a high degree of skill and mature judgment in evaluating diagnostic information and arriving at appropriate support measures. Duties include availability for crisis situations on a twenty-four hour basis, research and development of police training programs, providing advisory assistance in personnel management, crisis intervention including suicidology and post-trauma, stress management, and referral of departmental personnel and their families to sources of counseling for specialized or long-term treatment. Incumbents apply advanced knowledge of educational, managerial, communication, law enforcement, personality, and social psychology principles, methods, and techniques. Work is performed under consultative supervision with considerable independence of action and opportunity for development of innovative programs. Professional and administrative supervision is received from a superior who evaluates work for effectiveness of professional results.

##### ILLUSTRATIVE TASKS

Provides counseling services to police officers and non-sworn employees of the department.

Establishes and maintains a network of community-based referral sources including mental health services, financial counseling services, and substance abuse programs as sources for employee needs.

Attends and participates in mental health workshops and meetings; assists in training programs involving recruits and in-service personnel; designs or assists in the design of training programs for police personnel and other non-sworn employees.

Activates the referral service delivery system for client needs based on type of intervention and appropriateness of referral; acts as a resource to counsel officers incurring problems handling stress.

Designs or assists in the design of research programs which apply behavioral science to law enforcement training, organizational development, and related areas.

Accompanies police employees in the field to observe problem areas and assess the need for additional behavioral science training programs or intervention.

Maintains availability as a resource to a command post; assists in counseling police officers after shootings or other traumatic incidents.

Designs and conducts programs in stress management and crisis intervention.

Assists department staff and management in development of personnel management procedures including selection processes of applicants, personnel assignments, career development, supervisory-management training, and adjustment of civilian and police personnel behavioral problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the philosophy, principles and practices of social work, professional casework methods, and techniques of counseling applicable to police personnel.

Considerable knowledge of the organization and operation of the metropolitan police department.

Considerable knowledge of the special circumstances, conditions, and situations which confront police personnel and their families.

Considerable knowledge of the various public and private community resources available for client needs.

Considerable knowledge of the design and operation of a variety of behavioral science training programs.

Ability to conduct effective interviews with clients in a therapeutic relationship.

Ability to obtain and analyze diagnostic case information and reach sound decisions on necessary courses of action.

Ability to effectively present findings in team evaluations contributing to diagnosis and treatment.



## Human Resources Department

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### Police Counselor (004283)

Ability to interpret psychological information and to formulate professionally mature assessment and treatment recommendations.  
Ability to design and develop various training programs for police personnel and non-sworn employees.  
Ability to establish and maintain effective working relationships with police officers, supervisory and management personnel, and non-sworn departmental employees.

NEW 6-91

#### **Nature Of Work**

This is professional clinical social casework for the Miami-Dade Police Department.

## Human Resources Department

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### Executive Assistant to the Department Director (004284)

#### Minimum Qualifications

Bachelor's degree. A minimum of three years of progressively responsible professional managerial experience in a public agency is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional administrative and supervisory work assisting the Department Director in the management of departmental operations.

An employee in this class is responsible for assisting the Department Director by analyzing revenue sources and projections, assisting in budget planning and forecasting, researching and recommending policy changes, preparing Request for Proposals, coordinating the submission of Agenda items for the Board of County Commissioners, responding to County Manager buck assignments and performing a variety of other business and administrative related functions. Supervision is exercised over an administrative or operational unit of the department. Considerable independent judgment is exercised and professional knowledge applied in providing effective assistance to the Director on a wide variety of departmental managerial projects and issues. General supervision is received from the Department Director who reviews work through personal conferences and written reports for achievement of desired managerial goals and objectives.

##### ILLUSTRATIVE TASKS

Analyzes additional and alternative revenue sources and revenue projections; negotiates agreements with port users for the lease and/or construction of specialty use space on port property.

Assists in forecasting future needs of the Department; analyzes projects for community impact and profitability.

Assists in short and long-term planning and forecasting of annual revenue/operating expense budgets.

Conducts research and develops recommendations for policy changes for the Director.

Prepares and reviews Request for Proposal's detailing instructions, responsibilities of parties, revenue considerations, construction requirements, long-term lease provisions, and other requirements.

Prepares, reviews, and coordinates the department's submission of agenda items for the Board of County Commissioners' and Commission Committees; reviews commission agenda items that may be of interest to, or impact the Department.

Reviews and prepares recommendations concerning departmental procurement matters which require approval by the Board of County Commissioners.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the organization and operations of the Department.

Thorough knowledge of the goals and objectives of the Department.

Thorough knowledge of the principles of finance, public and business administration.

Considerable knowledge of public relations principles and techniques.

## Human Resources Department

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### Executive Assistant to the Department Director (004284)

Considerable knowledge of Miami-Dade County procurement rules, regulations, and procedures.

Considerable knowledge of local, state, and federal regulations pertaining to departmental operations.

Knowledge of supervising principles and practices.

Ability to effectively assist the Department Director in carrying out managerial goals and objectives of the department.

Ability to use advanced professional managerial knowledge to assist in the evaluation and formulation of departmental policy.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to keep informed on legislative developments which may concern the operation of the Department.

Ability to prepare, review, and coordinate the submission of agenda items for the Board of County Commissioners and Commission Committees.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, orally, and in writing.

#### **Nature Of Work**

This is advanced responsible professional and administrative work assisting a Department Director, in the management of departmental activities.

## Human Resources Department

### Police Division Chief (004287)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to nine years of progressively responsible administrative/managerial law enforcement experience to include permanent status as a Police Lieutenant or in a higher sworn or civilian command level are required.

#### Job Specifications

##### NATURE OF WORK

This is a highly responsible professional managerial work in planning and directing a variety of administrative and law enforcement activities for an assigned division of the Miami-Dade Police Department.

An employee in this class is responsible for directing, coordinating and supervising diversified divisional activities providing a variety of departmental services. Responsibilities include supervising and managing police patrolling and crime investigations divisions, personnel and training services, fleet and facilities management, communications and information systems, community and public relations activities and a variety of financial and administrative support functions. The incumbent exercises considerable independent judgment and professional managerial knowledge in directing divisional activities and assisting in formulating departmental policies. Supervision is exercised through subordinate levels of managers, administrators and supervisors over subordinates with assigned responsibilities in various phases of operations. General direction is received from an Assistant Department Director who holds the incumbent responsible for the effective management of departmental administrative functions and activities.

##### ILLUSTRATIVE TASKS

Directs and coordinates diversified uniformed police activities which involve apprehending and arresting subjects, criminal investigations, crisis situations involving hostages and bomb threats, police air support and all special forces such as K-9, motorcycle and mounted patrol. Supervises the investigations of domestic crimes, homicides, robbery, economic crimes, sale and distribution of narcotics and sexual crimes. Oversees the services and execution of civil writs, subpoenas and jury summons, the review of legal documents and the impounding of property.

Directs the processing and serving of outstanding warrants and the transportation of out-of-state prisoners.

Supervises the storage, maintenance and disposal of evidence impounded during criminal investigations and recovered, lost or stolen property. Oversees research activities for the recovery of stolen and sale of confiscated vehicles.

Oversees the detection, collection and preservation of physical evidence from crime scenes departmental photographic evidentiary services and fingerprint identification activities.

Supervises the training programs for sworn and civilian personnel, ensures certification of sworn personnel as regulated by the State and oversees the management of the training facility.

Oversees the planning, design, acquisition and implementation of automated information systems and technologies.

Directs and coordinates centralized personnel management functions including administration of County and departmental personnel policies and procedures, recruitment of sworn and non-sworn personnel, payroll and affirmative action activities.

Supervises all departmental purchasing and accounting activities, inventory control, supply distribution and facility management.

Oversees departmental fleet management functions for marked and unmarked cars including vehicle maintenance, safety inspections and vehicle replacement schedules.

Directs the management of the communication center's 24-hour operation which provides 911 police and medical dispatch services.

Oversees the certification and training of the dispatch personnel and compliance with the burglar alarm system.

Plans and directs the operation of the record center's 24-hour complex repository operation of all case reports and arrest affidavits, data entry update of all stolen property, warrants and other criminal justice data. Supervises the provision of criminal background information, teletype and automated data communications, and the processing of court bond hearings for criminal defendants.

Directs the activities of the crime laboratory responsible for the scientific examination and analysis of physical evidence, chemical substance, firearms and questioned documents as part of criminal investigations. Oversees the provision of expert scientific court testimony and ensures the laboratory's accreditation.

Reviews and evaluates the development of divisional policies and procedures and ensures the Department is operated in full compliance with all applicable laws and statutory mandates for the County and the State of Florida.

Maintains contact with other local, state and federal law enforcement agencies and represents the department at local, state and national conferences.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance

### Police Division Chief (004287)

reports prepared by subordinates and rates employee performance.  
Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the management and administration of public safety and law enforcement activities.  
Thorough knowledge of the organization, function, goals and objectives of the Miami-Dade Police Department.  
Considerable knowledge of local ordinances, state statutes and all applicable laws pertaining to divisional activities.  
Considerable knowledge of supervisory principles and practices of general management and public administration.  
Thorough knowledge of public relations principles and techniques.  
Ability to apply advanced professional knowledge of the principles of management, public administration and law enforcement administration in supervising and coordinating large and complex departmental activities.  
Ability to plan, organize and supervise through various levels of line and staff officers, managers and supervisors, the work of subordinates in a manner conducive to maximum performance and high morale.  
Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.  
Ability to exercise judgment and discretion in devising and implementing departmental policies and procedures and make effective recommendations for improvements.  
Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.  
Ability to communicate clearly and concisely, verbally and in writing.

REV 01/98

#### **Nature Of Work**

This is a highly responsible professional managerial work in planning and directing a variety of administrative and law enforcement activities for an assigned division of the Miami-Dade Police Department.

## Human Resources Department

### Assistant Director, Miami-Dade Police Department (004290)

#### Minimum Qualifications

Bachelor's degree. A minimum of six to ten years of progressive law enforcement experience to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing various administrative and law enforcement activities for the Miami-Dade Police Department.

An employee in this class is responsible for planning, directing, coordinating and supervising diversified divisional activities providing a variety of departmental services. Responsibilities include supervising and managing police patrolling and crime investigations divisions, personnel and training services, fleet and facilities management, communications and information systems, community and public relations activities and a variety of financial and administrative support functions. The incumbent exercises extensive independent judgment and professional managerial knowledge in directing divisional activities and assisting in formulating departmental policies. Supervision is exercised through subordinate levels of managers, administrators and supervisors over subordinates with assigned responsibilities in various phases of operations. General direction is received from the Department Director who holds the incumbent responsible for the effective management of departmental administrative and law enforcement functions and activities.

##### ILLUSTRATIVE TASKS

Directs and coordinates diversified uniformed police activities which involve apprehending and arresting subjects, criminal investigations, crisis situations involving hostages and bomb threats, police air support and all Special Forces such as K-9, motorcycle and mounted patrol. Supervises the investigations of domestic crimes, homicides, robbery, economic crimes, sale and distribution of narcotics and sexual crimes. Oversees the service and execution of civil writs, subpoenas and jury summons, the review of legal documents and the impounding of property.

Directs the processing and serving of outstanding warrants and the transportation of out-of-state prisoners.

Oversees the detection, collection and preservation of physical evidence from crimes scenes, departmental photographic evidentiary services and fingerprint identification activities.

Supervises the storage, maintenance and disposal of evidence impounded during criminal investigations and recovered, lost or stolen property. Oversees research activities for the recovery of stolen and sale of confiscated vehicles.

Supervises the training programs for sworn and civilian personnel, ensures certification of sworn personnel as regulated by the State and oversees the management of the training facility.

Directs departmental community policing programs identifying and assisting juveniles at risk by providing them with crime and drug prevention education,

supervises the school crossing guard program and activities that foster a good police image and positive relationships in the community.

Oversees the planning, design, acquisition and implementation of automated information systems and technologies.

Directs and coordinates centralized personnel management functions including administration of County and departmental personnel policies and procedures, recruitment of sworn and non-sworn personnel, payroll and affirmative action activities. Oversees the mental health services, the provision of counseling to departmental personnel, critical incident debriefings and hostage negotiations.

Supervises all departmental purchasing and accounting activities, inventory control, supply distribution and facility management.

Oversees departmental fleet management functions for marked and unmarked cars including vehicle maintenance, safety inspections and vehicle replacement schedules.

Directs the management of the communication center's 24-hour operation which provides 911 police and medical dispatch services.

Oversees the certification and training of the dispatch personnel and compliance with the burglar alarm system.

Plans and directs the operation of the record center's 24-hour complex repository operation of all case reports and arrest affidavits, data entry update of all stolen property, warrants and other criminal justice data. Supervises the provision of criminal background information, teletype and automated data communications, and the processing of court bond hearings for criminal defendants.

Directs the activities of the crime laboratory responsible for the scientific examination and analysis of physical evidence, chemical substances, firearms and questioned documents as part of criminal investigations. Oversees the provision of expert scientific court testimony and ensures the laboratory's accreditation.

Reviews and evaluates the development of divisional policies and procedures and ensures the Department is operated in full compliance with all applicable laws and statutory mandates for the County and the State of Florida.

Maintains contact with other local, state and federal law enforcement agencies and represents the department at local, state and national

## Human Resources Department

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### Assistant Director, Miami-Dade Police Department (004290)

conferences.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the management and administration of public safety, modern crime prevention procedures and law enforcement activities.

Extensive knowledge of the organization, interrelationships and operations of the Miami-Dade Police Department.

Thorough knowledge of local ordinances, state statutes and all applicable laws.

Thorough knowledge of supervisory principles and practices of general management and public administration.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, public administration and law enforcement administration in supervising and coordinating large and complex departmental activities.

Ability to plan, organize and supervise through various levels of line and staff officers, managers and supervisors, the work of subordinates in a manner conducive to maximum performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to analyze and evaluate departmental policies and procedures and make effective recommendations for improvements.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to evaluate results in achievement of various departmental goals and objectives and to redirect priorities as necessary.

Ability to communicate clearly and concisely, verbally and in writing.

REVISED 02/07

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing various administrative and law enforcement activities for the Miami-Dade Police Department.

## Human Resources Department

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### Deputy Director, Miami-Dade Police Department (004297)

#### **Minimum Qualifications**

Bachelor degree. A minimum of six to ten years of progressively responsible experience in law enforcement experience to include managerial experience is required. Must be a certified law enforcement officer in accordance with s. 943.1395, F.S.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible executive level work in planning and managing the operational activities of the Miami-Dade Police Department.



## Human Resources Department

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### Director, Miami-Dade Police Department (004298)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven to ten years of progressively responsible law enforcement experience to include managerial experience is required. Must be a certified law enforcement officer in accordance with s. 943.1395, F.S.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in directing the complex operations and activities of the Miami-Dade Police Department.

An employee in this class is responsible for planning, directing and coordinating extensive and complex law enforcement activities in Miami-Dade County. Responsibilities include directing, through subordinate levels of executives and managers, various departmental activities including police patrol, protective services, criminal investigations, technical support, community and public relations activities, and a variety of financial and administrative support functions. The incumbent exercises extensive independent judgement and professional managerial knowledge in the administration of a large and complex public safety and law enforcement system to provide the highest level of protection to the citizens of Miami-Dade County. Supervision is exercised through subordinate levels of executives, managers and supervisors over a large staff of uniformed line and staff officers, professional, technical, administrative and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates through subordinate executives, managers and sworn staff, the command of public safety incidents and law enforcement operations, collaboration with other police or public safety departments and agencies, management of patrol services for the Miami International Airport and public housing projects, provision of police air support for land pursuits and transportation and provision of specialized services such as K-9, bomb squad, SWAT in order to provide the maximum level of protection to the public.

Directs and coordinates, through subordinate executives and managers, logistical services and facilities management functions including planning for new and replacement facilities, conducting construction and renovation projects, procurement and supply of materials required for support of police patrol and other public safety services, maintenance of police stations and other departmental facilities, and management of mobile equipment required for operations.

Directs and coordinates, through executives and supervisors, the development of departmental policies and procedures to enhance effectiveness and ensure the Department is operated in full compliance with all applicable codes, standards and statutory mandates for Miami-Dade County and the State of Florida.

Directs and coordinates, through subordinate executives and supervisors, the enhancement of citizens' safety through various crime prevention programs, training protocol for police patrol and other special forces, self defense and riot control techniques and other campaigns to lower incidences of crime.

Directs and coordinates, through subordinate executives and supervisors, the development of departmental public safety policies and procedures, and departmental procedures for the resolution of all events requiring police services.

Directs and coordinates, through subordinate executives and supervisors, community services activities, public relations functions, research and development activities, and a variety of administrative and financial services including personnel administration, budget preparation and administration, computer services and accounting.

Defines and formulates departmental policy, programs, objectives and direction; coordinates police and public safety policy with the Mayor's Office, Board of County Commissioners, and other County departments and agencies.

Maintains working relationships with other local, state and federal law enforcement agencies, correctional agencies and the judicial system; identifies trends and new developments applicable to law enforcement and public safety.

## Human Resources Department

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### Director, Miami-Dade Police Department (004298)

Ensures that goals and objectives for public safety and law enforcement operations are compatible with County policies and the needs of the citizens of Miami-Dade County.

Ensures compliance with all required local, state and federal regulations for the management of a metropolitan police department.

Meets with governmental, business, professional, civic and community groups to discuss, interpret and explain departmental policies, operations and objectives; represents the department at local, state and national conferences.

Reviews organizational patterns, work relationships and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Meets with line and staff officers, executives, managers and supervisors to discuss and resolve budgetary issues, review police services and crime prevention operations, evaluate legislative proposals, review policies and procedures, establish or redirect priorities, and implement enhancements in departmental activities.

Make decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the management and administration of public safety, law enforcement and crime prevention activities.

Extensive knowledge of modern crime fighting, investigations, prevention and enforcement principles, practices and techniques.

Extensive knowledge of the organization, interrelationships and operations of the Miami-Dade Police Department.

Extensive knowledge of the mission, goals and objectives of the department in providing the highest level of public safety and law enforcement services.

Thorough knowledge of local ordinances, state statutes and all applicable laws.

Thorough knowledge of the principles and practices of general management and public administration.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, public administration and police administration in directing, supervising and coordinating a large and complex metropolitan police department.

Ability to plan, organize, direct and coordinate, through various levels of line and staff officers, executives, managers and supervisors, the work of subordinates in a manner conducive to maximum performance and high morale.

Ability to establish and maintain effective working relationships with senior County management, members of the Board of County Commissioners, the Mayor's office, and officials of other local, state and national organizations.

Ability to exercise judgement and discretion in devising and installing departmental rules and regulations.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to determine if departmental standards, objectives and goals are being met and to redirect priorities as necessary.

## Human Resources Department

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### Director, Miami-Dade Police Department (004298)

Ability to communicate clearly and concisely, verbally and in writing.

#### MINIMUM QUALIFICATIONS

Bachelor's degree. A minimum of seven to ten years of progressively responsible law enforcement experience to include managerial experience is required. Must be a certified law enforcement officer in accordance with s. 943.1395, F.S.

#### **Nature Of Work**

This is highly responsible executive level work in directing the complex operations and activities of the Miami-Dade Police Department.

## Public Service Aide (004301)

### Minimum Qualifications

High school diploma or GED. Must possess a Driver license. As a condition of continued employment, candidates who possess an out-of-state Driver license must obtain a State of Florida Driver license within 30 days of appointment. MINIMUM AGE: 18. Applicants must meet minimum County medical standards. Must possess visual acuity not exceeding 20/100 uncorrected or 20/30 with corrective lenses. Contact lenses are permitted. Must be able to distinguish among the colors red, green and yellow.

### Job Specifications

#### NATURE OF WORK

This is paraprofessional work assisting sworn police personnel in the Metro-Dade Police Department.

Employees in this class perform a variety of para-professional duties in support of sworn police officials including preliminary investigations, investigation of automobile accidents and a variety of community contact work. Duties include the preparation of various reports, utilization of police communications equipment, operating a motor vehicle, and processing crime scenes for latent fingerprints and other physical evidence. Incumbents are unarmed civilian employees with no arrest or enforcement powers, with the exception of the issuance of traffic citations in conjunction with accident investigations and parking violations. Supervision is received from a field training officer or other immediate supervisor who reviews work for satisfactory performance of assigned responsibilities.

#### ILLUSTRATIVE TASKS

Conducts preliminary investigations of nonviolent criminal offenses and prepares appropriate police offense/incidents reports; communicates with persons reporting, victims and witnesses.

Operates police two-way radio equipment and utilizes a computer terminal for processing information.

Investigates automobile accidents, prepares State of Florida accident reports, issues traffic summons and testifies in related court proceedings; provides emergency first aid to injured if required and examines accident scene for signs of physical evidence.

Processes crime scenes for latent fingerprints and other physical evidence; uses powder, tape and cards to lift latent fingerprints found; prepares crime scene reports.

Performs liaison functions between police authorities and the community; makes daily contacts with businesses and residents in assigned work areas; attends community meetings and assists in community programs and special events.

Operates a motor vehicle on a continual basis in varied traffic conditions or directions; conducts routine patrolling; determines potential mechanical difficulties and keeps vehicle clean and properly equipped.

Performs routine (minor) crime scene processing as assigned.

Completes a variety of administrative reports, delivers department mail to various units, uses duplicating equipment and answers telephones.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental rules, regulations and procedures.

Knowledge of public relations principles and techniques.

Knowledge of basic legal concepts as they relate to the classification of crimes.

Knowledge of the principles and practices of first aid.

Knowledge of the various reports and forms utilized in the course of work.

Knowledge of the traffic laws of the State of Florida.

Knowledge of basic chemistry concepts related to latent fingerprint processing.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to exercise judgment in dealing with human interactions.

Ability to prepare a variety of specialized reports.

Ability to use mobile or hand-held radio equipment and related communications equipment.

Ability to render first aid.

Ability to weigh facts and maintain objectivity in making decisions.

Ability to exercise tact, diplomacy and courtesy in dealing with a variety of people.

### Public Service Aide (004301)

Ability to operate a motor vehicle.  
Ability to control situations requiring traffic direction.  
Ability to receive instruction from various superiors on an ever-changing basis.  
Ability to adjust to changes in assignments without undesirable effects upon performance.

REV 5-86

#### **Nature Of Work**

This is paraprofessional work assisting sworn police personnel in the Miami-Dade Police Department.

WRITTEN EXAMINATION: The written examination will evaluate the ability to follow written instructions based on technical information, report writing, written communication and basic math computation.

Employment applications accepted at CENTER FOR EMPLOYMENT APPLICATION, 140 WEST FLAGLER STREET, SUITE 105, MIAMI, FLORIDA 33130 from Monday, June 18, 2007 to Monday, July 2, 2007 from 8:30 A.M. to 4:00 P.M. Applicants requesting

Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of

application. APPLICANTS MUST ACCESS [WWW.MIAMIDADE.GOV/ERD/TEST](http://WWW.MIAMIDADE.GOV/ERD/TEST) OR CALL (305) 375-JOBS (OPTION 2) FOR

WRITTEN TEST DATE, TIME, AND LOCATION AFTER JULY 13, 2007 AND TEST RESULTS AFTER AUGUST 18, 2006. Doors to the test facility will close promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination.

MUST PRESENT PHOTO IDENTIFICATION AT TIME OF APPLICATION.

### MDPD School Crossing Guard (004302)

#### Minimum Qualifications

Eighth grade. Responsible for safeguarding children while enroute to and from school.

#### Job Specifications

##### NATURE OF WORK

This is part-time work at various public school locations for the Metro-Dade Police Department.

Employees in this class are responsible for safeguarding school children while enroute to and from school at designated intersections throughout Metropolitan Dade County. Duties include assisting and educating children in crossing the street in a safe manner. Employees are responsible for performing their duties without direct supervision and must exercise some independent judgment in carrying out assignments. Supervision is received from an administrative superior who schedules and reviews work.

##### ILLUSTRATIVE TASKS

Provides assistance and safety to school children crossing streets at designated intersections near public schools.

Informs school children about crossing streets in a safe manner.

Represents the Metro-Dade Police Department to the community.

Makes daily contacts with school officials to provide for communication between school and police department.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the method of crossing streets in a safe manner.

Some knowledge of departmental policies and procedures.

Ability to understand and follow verbal and written instructions.

Ability to direct school children enroute to and from school in crossing the street.

Ability to safeguard school children at intersections.

NEW 1-84

#### Nature Of Work

This is part-time work at various public school locations for the Miami-Dade Police Department.

## Human Resources Department

### Police Property Evidence Specialist 1 (004306)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the warehousing of stored goods or merchandise or related work such as inventory control or issuing, receiving and auditing supplies are required.

#### Job Specifications

##### NATURE OF WORK

This is responsible work in a large, diversified police property storage facility.

Employees in this class are responsible for the receipt, storage, issuance and safeguarding of a variety of property and evidence confiscated through law enforcement activities. Work involves the keeping of detailed records for all property and evidence issued and received. Duties may require the familiarity with a variety of specialized items which are confiscated and received for storage. Incumbents are expected to perform at a high level of accuracy and integrity due to the value and legal importance of all items handled. Supervision is received from a superior who reviews work for conformity with departmental policy and the efficient operation of the storage facility.

##### ILLUSTRATIVE TASKS

Receives, labels and stores varied goods confiscated through law enforcement investigations and held as evidence for court prosecution.

Maintains detailed records for all property and evidence in storage.

Provides techniques and equipment for the proper receipt and issuance of all property items.

Provides security and precautionary measures to protect all property from loss, damage and deterioration.

Participates in public auctions held for the disposal of abandoned property.

May testify in court as to the history and identity of items used as physical evidence.

Takes periodic inventories and maintains files on all items in storage.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of storekeeping and supply methods and procedures.

Considerable knowledge of inventory records keeping, including use of data processing and accounting systems.

Knowledge of police and court procedures as they pertain to rules of evidence.

Ability to maintain varied inventory and stores records.

Ability to carry out daily activities with a minimum of supervision.

Ability to carry out oral and written instructions and to manage storage operations.

Ability to develop skills in the use and care of firearms.

Sufficient physical strength and agility to permit the lifting and moving of heavy objects.

REV 01/98

NEW 10-73

#### Nature Of Work

This is responsible work in a large, diversified police property storage facility.

## Human Resources Department

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### Police Property Evidence Specialist 2 (004307)

**Minimum Qualifications**

High school. Three years of experience in the warehousing of stored goods or merchandise or in related work such as inventory control or issuing, receiving and auditing supplies are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible work in a large, diversified police property storage facility.



### MDPD Court Support Specialist 1 (004308)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in public contact work are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is field work in the serving of writs, subpoenas, jury summons, and other court process actions.

Employees in this class serve various legal documents issued by a proper authority, typically working within an assigned field area. Work involves locating persons named in the legal instrument, serving the document, or contacting attorneys or plaintiffs to obtain additional information or to advise on the status of process serving. Duties require the use of judgment in completing service actions where there are erroneous addresses on documents or where individuals evade being served, and knowledge of current court rules governing civil, criminal and juvenile process. Employees are required to work after-hours and on non-work days as the need demands to complete emergency or rush service. Assignments are carried out independently in the field. Supervision is received from a technical superior who evaluates work, primarily through satisfactory service of assigned papers within time schedules and from periodic field supervision.

##### ILLUSTRATIVE TASKS

Serves and accounts for all civil, criminal, and juvenile writs, criminal witness subpoenas, jury summons and other process actions within the area of assignment; enters the appropriate statistics on the daily report sheet; keeps office staff advised on process served in assigned zone.

Attempts to locate inaccessible persons based on information received as to whereabouts of individuals; attempts to obtain correct addresses where address information is in error so as to complete the serving of documents.

Maintains frequent telephone contact with attorneys and plaintiffs to advise on status of process or obtain additional information to assist in making service.

Assembles papers in proper order for service and makes counter services when required.

Accounts for all assigned equipment, material, supplies, and vehicles.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of state statutes, local ordinances, and departmental regulations as they pertain to the service of process.

Knowledge of the current rules of the court governing civil, criminal, and juvenile process.

Knowledge of the geography of the metropolitan area and its road network.

Ability to understand and carry out verbal and written instructions.

Ability to clearly and effectively communicate with the public, both verbally and in writing.

Ability to react promptly and correctly in emergency situations.

Ability to elicit information on the location of persons sought, from interviews and record searches.

Ability to perform basic math.

### MDPD Court Support Specialist 1 (004308)

REV 06/98

#### **Nature Of Work**

This is field work in the serving of writs, subpoenas, jury summons, and other court process actions.

The written examination will evaluate the ability to follow written instructions, read and apply information, read a map, written communication skills, and basic math skills. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous, full-time service in the County to a maximum of ten years of service or five points. Employment applications accepted on line at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) from Monday, December 3, 2006 to Monday, December 10, 2007. Applicants must check on line at [www.miamidade.gov/erd/test](http://www.miamidade.gov/erd/test) or call 305-375-0297 after Friday, December 7, 2007 for the location, time, and date of the examination. The doors of the test facility will be closed promptly at the time indicated. No one will be admitted for registration after the doors of the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the written examination.

## Human Resources Department

### MDPD Court Support Specialist 2 (004309)

#### Minimum Qualifications

Currently employed by Miami-Dade County as a MDPD Court Support Specialist 1 with permanent status and one year of continuous full-time service as a MDPD Court Support Specialist 1 immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the serving of civil, criminal, and juvenile non-enforceable writs, subpoenas, jury summons, and other court process directed to the Sheriff of Dade County from world-wide courts and entities as well as process for violations of Dade County Metropolitan Code to be served in Dade County.

Employees in this class supervise Court Support Specialists 1 who serve various legal documents issued by civil criminal, and juvenile authorities. Work involves assigning the various civil, criminal, and juvenile process to subordinates, coordinating their field schedules, and providing the necessary instructions to carry out the required service. Work is performed in accordance with established statutory and departmental provisions, but incumbents must exercise independence and discretion in accomplishing the assigned workload within the prescribed schedule. Supervision is exercised over subordinate Court Support Specialists 1 by assignment and review of work and by providing advice and assistance on unusual or difficult tasks. Supervision is received from an office superior who reviews and evaluates work primarily through satisfactory service of assigned papers within time schedules in compliance with legal directives and periodic field supervision.

##### ILLUSTRATIVE TASKS

Plans, assigns, supervises, and evaluates Court Support Specialists 1 in the serving of civil, criminal, and juvenile non-enforceable writs process.

Prepares periodic control reports and maintains statistical data to equalize workloads by properly forming zones or work areas by volume of work received.

Maintains continual contact with all field personnel for daily control of routine and emergency service assignments.

Receives and examines for correctness all process directed to the Sheriff of Dade County.

Maintains frequent personal contact with the public, attorneys, and plaintiffs concerning all process directed to the Sheriff of Dade County.

Examines no-service returns and jury summonses which have been returned for possible further action.

Trains Court Support Specialists 1; recommends improvements in work techniques and procedures to superiors; advises superiors on training needs and assignment transfers.

Prepares and conducts roll calls.

Inspects personal appearances for conformance to departmental standards.

Investigates and prepares supervisory reports concerning injuries and vehicle crashes.

Supervises the assembly of papers in proper order for service and makes counter services when required.

Makes recommendations regarding hiring and discipline of Court Support Specialists 1.

Accounts for all equipment, materials, supplies, and vehicles assigned to the unit to assure proper inventory levels and operational readiness.

## Human Resources Department

### MDPD Court Support Specialist 2 (004309)

Substitutes for section supervisor when required.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of state statutes, local ordinances, and departmental rules and regulations as they pertain to court process and personnel actions.

Considerable knowledge of the geography of the metropolitan area and its roadway network.

Considerable knowledge of the various techniques used to trace and locate evasive individuals.

Considerable knowledge of the current rules of the court governing civil, criminal, and juvenile process.

Ability to communicate clearly and effectively both verbally and in writing.

Ability to plan, assign, and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain an effective working relationship with the public, attorneys, fellow employees, and superiors.

Ability to exercise judgment and discretion in interpreting rules, regulations, policies, and procedures.

Ability to give verbal explanations such as guidelines, regulations, and policies.

Ability to understand and carry out written and verbal instructions.

Ability to prepare statistical reports and maintain records.

Ability to carry out assignments with firmness, tact and diplomacy.

Ability to solicit information on the whereabouts of persons sought from interviews and record searches.

REV 12-92

#### **Nature Of Work**

This is supervisory work in the serving of civil, criminal, and juvenile non-enforceable writs, subpoenas, jury summons, and other court process directed to the Sheriff of Dade County from world-wide courts and entities as well as process for violations of Dade County Metropolitan Code to be served in Dade County.

**WRITTEN EXAMINATION:** The written examination will evaluate knowledge of departmental rules and regulations pertaining to court process and personnel actions, selected state statutes, local ordinances, and the PBA collective bargaining agreement. Copies of the updated Reading List and study packets are available at the Court Service Bureau, Monday through Friday from 8:00 a.m. to 5:00 p.m. from May 14, 2007 until the day before the written examination. Seniority points will be added to the score of employees qualifying on the competitive examination at the rate of 0.02308 point per pay period of continuous, full-time service as a MDPD Court Support Specialist 1 to a maximum credit of ten years of service or six points. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application. Photo identification is required at the time of application.

Employment applications accepted at The Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from 8:30 am to 4:00 pm on Monday, May 14, 2005 to Tuesday, May 22, 2007. Location of examination: Stephen P. Clark Center, 111 NW 1st Street, 18th Floor, Room 18-A, Miami, Florida, 33128-1996. Date of examination: Wednesday, June 13, 2007. Registration time: 1:15 p.m. until 1:30 p.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of

## Human Resources Department

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### **MDPD Court Support Specialist 2 (004309)**

command to the Miami-Dade County Employee Relations Department, Testing and Validation Section, prior to the examination.

## Human Resources Department

### Police Records Specialist 1 (004312)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is clerical and technical work involving police information files and computerized information systems.

Employees in this class are responsible for operating computer terminals and performing diversified duties pertaining to data processing formats on local, state, and national criminal justice information systems. Duties include the rapid and accurate inquiry, entry, modification, and retrieval of a wide variety of police records information concerning wanted subjects and stolen articles. Related work includes receiving and providing information telephonically, providing counter services to the public, processing correspondence and researching records. Supervision is received from a technical superior who reviews work in progress and upon completion for thoroughness, accuracy, and adherence to established procedures, policies, and regulations.

##### ILLUSTRATIVE TASKS

Operates a computer terminal to make inquiries, recoveries, modifications, cancellations and entries on wanted, missing/runaway subjects, articles, guns and securities, into local, state, and national criminal justice information systems for the Metro-Dade Police Department and other municipal police agencies without computer terminals.

Sends and receives messages from local, state, and Florida Crime Information Center terminals; verifies messages and bench warrants in the Florida Crime Information Center to other police agencies.

Receives telephone calls from Police Officers; verifies information and enters data concerning stolen and recovered passenger vehicles, trucks, trailers, and other vehicles into computer terminals.

Provides counter services to the public, processes correspondence, researches general records, files, and operates microfiche equipment.

Assists jail booking personnel, via telephone, in the handling and processing of current arrests.

Performs minor maintenance to computer terminals and microfilm readers.

Maintains appropriate work records and logs.

Performs related work as required.

Knowledge of the operating characteristics and procedural requirements pertaining to local, state, and national criminal justice information systems.

Knowledge of police and legal terminology.

Knowledge of county, state, and federal criminal justice systems.

Knowledge of the Public Records Law.

Knowledge of criminal charges pertaining to statutory felonies, misdemeanors, traffic, station bookings, non-prints and non-books.

Knowledge of court systems related to jurisdiction on specific charges, and jail booking procedures.

Knowledge of office practices and procedures.

Ability to maintain accurate operations records.

Ability to make decisions in accordance with departmental rules and regulations.

Ability to develop and maintain effective working relationships with employees, supervisors, members of other law enforcement agencies, and the public.

Ability to rapidly and accurately enter, modify and retrieve information in criminal justice information systems.

Skill in the operation and use of police data terminals and computerized equipment.

REV 12-93

#### Nature Of Work

This is clerical and technical work involving police information files and computerized information systems.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

### MDPD Warrants Technician (004319)

**Minimum Qualifications**

High school diploma or GED. Two years of clerical or research experience using computerized report keeping or data information systems are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical and technical work researching and investigating police information files to facilitate the confirmation of subject's identity and apprehension.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

### Police Records Technician 1 (004321)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required.

#### Job Specifications

##### NATURE OF WORK

This is clerical and technical work involving police information files and computerized information systems.

Employees in this class are responsible for operating computer terminals and performing diversified duties pertaining to data processing formats on local, state, and national criminal justice information systems. Duties include the rapid and accurate inquiry, entry, modification, and retrieval of a wide variety of police records information concerning wanted subjects and stolen articles. Related work includes receiving and providing information telephonically, providing counter services to the public, processing correspondence and researching records. Supervision is received from a technical superior who reviews work in progress and upon completion for thoroughness, accuracy, and adherence to established procedures, policies, and regulations.

##### ILLUSTRATIVE TASKS

Operates a computer terminal to make inquiries, recoveries, modifications, cancellations and entries on wanted, missing/runaway subjects, articles, guns and securities, into local, state, and national criminal justice information systems for the Metro-Dade Police Department and other municipal police agencies without computer terminals.

Sends and receives messages from local, state, and Florida Crime Information Center terminals; verifies messages and bench warrants in the Florida Crime Information Center to other police agencies.

Receives telephone calls from Police Officers; verifies information and enters data concerning stolen and recovered passenger vehicles, trucks, trailers, and other vehicles into computer terminals.

Provides counter services to the public, processes correspondence, researches general records, files, and operates microfiche equipment.

Assists jail booking personnel, via telephone, in the handling and processing of current arrests.

Performs minor maintenance to computer terminals and microfilm readers.

Maintains appropriate work records and logs.

Performs related work as required.

Knowledge of the operating characteristics and procedural requirements pertaining to local, state, and national criminal justice information systems.

Knowledge of police and legal terminology.

Knowledge of county, state, and federal criminal justice systems.

Knowledge of the Public Records Law.

Knowledge of criminal charges pertaining to statutory felonies, misdemeanors, traffic, station bookings, non-prints and non-books.

Knowledge of court systems related to jurisdiction on specific charges, and jail booking procedures.

Knowledge of office practices and procedures.

Ability to maintain accurate operations records.

Ability to make decisions in accordance with departmental rules and regulations.

Ability to develop and maintain effective working relationships with employees, supervisors, members of other law enforcement agencies, and the public.

Ability to rapidly and accurately enter, modify and retrieve information in criminal justice information systems.

Skill in the operation and use of police data terminals and computerized equipment.

REV 12-93

#### Nature Of Work

This is clerical and technical work involving police information files and computerized information systems.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.



## Human Resources Department

### Police Records Technician 2 (004322)

#### Minimum Qualifications

High school diploma or GED. Two years of clerical experience are required. Must be able to work a flexible schedule: evenings, weekends and holidays.

#### Job Specifications

##### NATURE OF WORK

This is supervisory police records work involving computerized police data information systems.

Employees in this class are responsible for supervising a shift of specialized employees engaged in varied and complex police records keeping duties involving computerized police information systems. Duties include planning and assigning work pertaining to data processing formats and the retrieval of information from local, state and national computerized criminal justice information systems, maintaining police records, administrative and court-ordered expunging and sealing of records, and the transferring of records. Related responsibilities include maintaining a knowledge of changes in legal procedures affecting police records keeping, and communicating verbally, in writing and through computer terminals to determine final dispositions on felony, misdemeanor and traffic arrests. Supervision is exercised over a subordinate staff of police records specialists through review of work in progress and upon completion for adherence to departmental standards. Supervision is received from a specialized or administrative superior who reviews work for conformance with established policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of clerical employees and police records specialists engaged in the operation of police computerized information systems computer terminals.

Monitors and receives messages, inquiries, and other on-line traffic from various law enforcement agencies; determines if other than routine action should be taken.

Trains subordinates in procedures and policies, including knowledge of the utilization of computer terminals, computer products, and access, entry and output communications.

Supervises the verification of stored information in national, local and state computer systems.

Reviews and updates work manuals for deletion and addition of information pertaining to police information systems.

Verifies check list to assure efficient operation of all computerized records data; checks equipment for proper operation and performs minor repairs to computer terminals and microfilm readers.

Reviews and updates national, state and local warrants, information on missing persons, vehicles, unidentified deceased persons and body parts, stolen articles, vessels, and criminal histories.

Prepares expungement and seals files to be processed by microfilm unit.

Captures identification numbers from national and state systems to input into local system for rap sheet purposes.

Reviews messages from national, state, and local agencies and determines destination; contacts units within the police department and other municipalities to disseminate messages.

Handles consolidation of criminal identification jackets and merger arrest information.

Verifies identification of persons at service counter and on the telephone requiring information.

Researches and answers messages concerning requested information from state terminal and Interpol; researches incoming correspondence from local, state and federal agencies.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics and procedural requirements pertaining to local, state, and national criminal justice information systems.

Considerable knowledge of police and legal terminology.

Considerable knowledge of county, state and federal criminal justice systems.

Knowledge of supervisory principles and practices.

Knowledge of statutory requirements concerning sealed and expunged records.

### Police Records Technician 2 (004322)

Knowledge of the Public Records law.

Knowledge of criminal charges pertaining to statutory felonies, misdemeanors, traffic, station bookings, non-prints and non-books.

Knowledge of court systems related to jurisdiction on specific charges, and jail booking procedures.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to work effectively under varying conditions of stress and pressure.

Ability to maintain accurate operations records.

Ability to make decisions in accordance with departmental rules and regulations.

Ability to develop and maintain effective working relationships with subordinates, supervisors, members of other law enforcement agencies, and the public.

Ability to rapidly and accurately enter, modify, and retrieve information in criminal justice information systems.

Skill in the operation and use of police data terminals and computerized equipment.

REV 12-93

#### **Nature Of Work**

This is supervisory police records work involving computerized police data information systems.

## Human Resources Department

### Police Records Technician 3 (004323)

#### Minimum Qualifications

High school diploma or GED. Three years of clerical experience to include supervisory experience are required. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory police records work involving computerized police data information systems.

Employees in this class are responsible for supervising multiple shifts of police records specialists and clerical employees engaged in varied and complex police records keeping duties involving computerized police information systems. Emphasis of the work is on scheduling staff assignments, training new employees, and planning and supervising day-to-day operations in the entry, modification and cancellation of information entered into local, state, and national criminal justice information systems. Additional responsibilities include updating of work procedures, maintaining control over computerized equipment utilized, and preparation of various activity reports. Supervision is exercised over a staff of police records specialists and clerical employees with assigned responsibilities in various phases of operations. Supervision is received from an administrative superior who evaluates work in progress and upon completion for conformance with departmental policies, timeliness, and accuracy of results.

##### ILLUSTRATIVE TASKS

Plans, assigns, and supervises the work of police records specialists and clerical employees engaged in counter information service, automated systems, vehicle unit and data entry; schedules work to provide coverage for multiple shifts; plans for vacation and holiday scheduling and discusses work schedules with subordinate shift supervisors.

Assures the training of new employees in the use of computerized inquiry terminals; coordinates instruction classes regarding the operation of computer terminals with departmental representatives and representatives of other law enforcement agencies.

Assists subordinate staff with the resolution of work-related problems; interviews applicants referred with employment.

Supervises the validation of lists furnished by state and national crime information centers on persons, guns, articles, and securities, as assigned.

Reviews payroll for compliance with personnel rules and regulations.

Maintains quality control of entries and cancellations of police records data.

Recommends changes in operation procedures for the section; maintains control over equipment for proper operation of terminals and microfilm readers.

Assembles data for bi-weekly and monthly activity and other required statistical reports.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the operating characteristics and procedural requirements pertaining to local, state, and national criminal justice information systems.

Thorough knowledge of county, state, and federal criminal justice systems.

Considerable knowledge of police and legal terminology.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the Public Records law.

Knowledge of criminal charges pertaining to statutory felonies, misdemeanors, traffic, station bookings, non-prints and non-books.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to work effectively under varying conditions of stress and pressure.

Ability to prepare and maintain accurate operations records.

Ability to make decisions in accordance with departmental rules and regulations.

## Human Resources Department

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### Police Records Technician 3 (004323)

Ability to establish and maintain effective working relationships with subordinates, superiors, members of other law enforcement agencies, and the public.

Ability to rapidly and accurately enter, modify, and retrieve information in criminal justice information systems.

Skill in the operation and use of police data terminals and computerized equipment.

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#### **Nature Of Work**

This is advanced supervisory police records work involving computerized police data information systems.

## Human Resources Department

### Police Records Technician Supervisor (004324)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in computerized and manual police recordkeeping systems to include two years of supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory police records work supervising a multi-unit police records section.

Employees in this class are responsible for supervising a staff of specialized and clerical subordinates assigned to computerized police information systems units. Emphasis of the work is on supervising day-to-day operations of multiple shifts engaged in varied and complex police recordkeeping duties. Responsibilities include training employees and representatives of other agencies in the use of computer terminals, preparing a variety of reports, assisting in planning and preparing section budgets and providing testimony in court. Related responsibilities include developing and implementing work procedures and serving as custodian of sensitive criminal history data. Supervision is exercised over a staff of specialized employees engaged in counter and court service, correspondence and expungement functions. Supervision is received from an administrative superior who reviews work through conferences and reports for conformity with established administrative and departmental regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate employees engaged in counter information and court services, correspondence, expungement, automated systems and card index operational units; schedules work to provide coverage for multi-shifts, plans vacation and holiday scheduling and discusses work schedules with subordinate unit or shift supervisors.

Coordinates and provides training of new employees in the use of computerized inquiry; conducts training classes in the operation of computer terminals with departmental employees and representatives of other law enforcement agencies.

Supervises the validation of lists furnished by state and national crime information centers on persons, guns, articles and securities as assigned.

Develops and recommends changes in standard operational procedures; updates work procedures as needed; maintains control over equipment, supplies and sensitive criminal history records.

Prepares activity reports and other reports as needed; provides information and assists in budget preparation.

Serves as custodian of electronic, photographic and hard copy records of sensitive criminal data.

Provides testimony in court regarding criminal records and criminal histories stored in automated systems.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of data processing and transmission principles utilized in computerized information systems.

Considerable knowledge of departmental rules and procedures applicable to the area of assignment.

Considerable knowledge of criminal charges as pertaining to statutory felonies and misdemeanors.

Considerable knowledge of police and legal terminology as applied to criminal charges.

Considerable knowledge of court systems as to jurisdiction on specific charges and jail booking procedures.

Considerable knowledge of supervisory principles and practices.

Ability to plan, assign and supervise the work of a multi-shift staff in a manner conducive to full performance and high morale.

Ability to train subordinates in the operation and use of police data terminals and computerized equipment.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to analyze administrative problems and make sound recommendations for their solution.

Ability to maintain effective relationships with county officials, representatives of other law enforcement agencies and judicial officials.

NEW 10-86

#### Nature Of Work

## Human Resources Department

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### Police Records Technician Supervisor (004324)

This is advanced supervisory police records work supervising a multi-unit police records section.

### MDPD Crossing Guard Supervisor (004326)

#### Minimum Qualifications

Eighth grade. One year of satisfactory performance as a School Crossing Guard is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory field work at various public school locations in a school crossing guard program.

Employees in this class are responsible for supervising and monitoring the performance of non-sworn, unarmed civilian employees, assigned to guard school children while enroute to and from school at designated locations throughout Miami-Dade County. Responsibilities include conducting field observations and inspections of assigned posts for adherence to school crossing guard program directives, departmental dress code and public relations requirements. Duties require independent judgment in the supervision of subordinate civilian employees through conferences, personal observations and inspections at assigned locations. Supervision is received from an administrative superior who establishes schedules and reviews work for adherence to departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Supervises the activities of unarmed civilian employees with no arrest powers who are engaged in safeguarding children while enroute to and from school at designated intersections throughout Miami-Dade County; observes performance, personal appearance and attitudes toward the general public; provides advice and assistance when necessary and reports attendance habits to an administrative superior; assists in the development and implementation of in-service training programs.

Reviews work of subordinate employees through personal observations, conferences and inspections of assigned posts for adherence to departmental regulations and conformity with the operating procedures of the school crossing guard program; provides written reports of program activities as required.

Monitors assigned posts to assure adequate coverage at each site; monitors subordinate schedules to assure continuity of coverage at each site.

Inspects equipment and appearance of uniformed guards on a daily basis.

Serves as departmental contact with school board administrators as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of supervisory principles, practices and procedures.

Knowledge of departmental regulations, policies and procedures.

Knowledge of the method of crossing streets in a safe manner.

Knowledge of public relations principles and techniques.

Some knowledge of the sources and availability of current information relating to public school scheduling, pedestrian safety, and other related issues.

Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with superiors, subordinates, and the general public.

## Human Resources Department

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### MDPD Crossing Guard Supervisor (004326)

Ability to communicate effectively, and prepare accurate reports of field work activities.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to understand and carry out verbal and written instructions.

NEW 1-86

#### **Nature Of Work**

This is supervisory field work at various public school locations in a school crossing guard program.



### School Crossing Guard Coordinator (004328)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in a school crossing guard program including one year of supervisory experience; or two years of administrative, law enforcement, military, security or related criminal justice experience are required. Completion of coursework may substitute for the required experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work with some administrative responsibility directing a school crossing guard program.

Employees in this class are responsible for planning, supervising and developing administrative and programmatic operations of a school crossing guard program. Responsibilities include analyzing administrative policies and procedures, establishing, interpreting and enforcing county and departmental policies, procedures and rules, and conducting assigned research as required. Duties require the application of independent judgment in the application of management principles, analysis of administrative problems and in the devising of effective solutions. Supervision is exercised over subordinate non-sworn civilian employees through intermediate supervisors who review work through conferences, field inspections and written reports. Supervision is received from an administrative superior who evaluates work for the attainment of departmental objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate employees engaged in safeguarding school children while enroute to and from school; schedules and assigns subordinate employees to specific posts; maintains adequate staffing at each post; establishes criteria for in-service and field training.

Analyzes, establishes and interprets administrative policies, procedures and rules and makes recommendations as needed; enforces and requests assistance from appropriate authorities in the enforcement of Dade County and departmental policies, procedures and rules; conducts assigned research as required.

Maintains contacts with Dade County School Board officials and other officials of county departments to coordinate traffic safety, engineering and specific enforcement needs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime, reviews employee performance evaluations prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of supervisory principles and practices.

Knowledge of the principles of management and public administration and their application to governmental administration.

Knowledge of basic research techniques and the sources and availability of current information relating to public school scheduling, pedestrian safety, and related issues.

Knowledge of applicable laws, rules and ordinances pertaining to the area of assignment.

Knowledge of public relations principles and techniques.

Knowledge of the principles of office management.

Ability to plan, assign and supervise a staff of subordinates in a manner conducive to full performance and high morale.

Ability to acquire rapidly knowledge of the legal, administrative and procedural regulations applicable to the area of assignment.

Ability to maintain records and prepare clear and concise reports of program activities.

Ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures.

Ability to initiate and effectuate administrative procedures and evaluate their effectiveness.

Ability to establish and maintain effective relationships with other employees, agencies, departments and the general public.

## Human Resources Department

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### School Crossing Guard Coordinator (004328)

NEW 1-86

#### **Nature Of Work**

This is supervisory work with some administrative responsibility directing a school crossing guard program.

## Human Resources Department

### Police Administrative Coordinator (004330)

#### Minimum Qualifications

High school diploma or GED. Three years of clerical office management experience are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical and secretarial work with administrative responsibility in the Director's Office of the Metro-Dade Police Department.

An employee in this class is responsible for supervising subordinate clerical employees and performing a variety of administrative functions in support of the Department Director. Responsibilities include maintaining and updating policy and procedure manuals, reviewing incoming and outgoing correspondence, training of secretarial and clerical employees, maintaining responsible contacts with departmental officials, responding to requests and inquiries from other county administrators, and preparing and administering the office budget. The incumbent exercises considerable independent judgment in the performance of assigned tasks and duties require a considerable knowledge of the Director's Responsibilities and departmental functions, policies and procedures. Supervision is exercised over subordinate secretarial and clerical employees through assignment of work and review in progress and upon completion. General supervision is received from a senior departmental official who reviews work for efficient and effective completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Receives and routes incoming mail from the Director's Office to officials of operating divisions of the department; establishes and maintains control of correspondence flow between Director's Office and department divisions; reviews completed correspondence and assures all deadlines are met and information is correct; dictates or types memoranda as required.

Prepares and distributes Briefing and Staff Meeting schedules, and vacation schedules.

Instructs departmental secretarial and clerical employees in correspondence preparation at clerical orientation classes; answers frequent inquiries from departmental employees concerning proper procedures in preparing correspondence.

Maintains and updates a variety of policy and procedure manuals; provides recommendations for revision to Correspondence Manual; keeps informed on changes in policies and procedures within the department and the county.

Prepares and administers annual budget for Department Director's Office; attends budget meetings and answers questions concerning budget preparation from department supervisors.

Requisitions equipment, materials and supplies; approves expenditures from petty cash; coordinates transfers of records as required.

Plans, assigns and reviews the work of subordinate clerical employees engaged in handling incoming and outgoing correspondence, answering telephones, receiving visitors and logging and filing correspondence.

Receives calls from county officials requiring special handling of difficult problems; enlists the assistance of appropriate department officials and obtains required information or action.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern office procedures, practices and equipment.

Considerable knowledge of departmental organization and operations.

Considerable knowledge of departmental policies and procedures.

Considerable knowledge of executive protocol and of the proper order of etiquette in conducting administrative and secretarial activities with responsible officials.

Considerable knowledge of business English, spelling and arithmetic.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Some knowledge of budget preparation and administration policies and procedures.

Ability to establish and revise office policies and procedures.

Ability to establish and maintain effective working relationships with a variety of executive officials.

Ability to operate typewriters and other office machines with accuracy and speed.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### Police Administrative Coordinator (004330)

Ability to research and develop information from a variety of sources.  
Ability to express ideas clearly and concisely, verbally and in writing.

NEW 1-84

#### **Nature Of Work**

This is supervisory clerical and secretarial work with administrative responsibility in the Director's Office of the Miami-Dade Police Department.

## MDPD Investigations Specialist (004332)

### Minimum Qualifications

High school diploma or GED. Two years of investigative experience in a law enforcement, military, governmental or private organization are required. Must be bondable under the laws of the State of Florida. Must possess a Driver license. Applicants will be subject to an extensive screening process to include background and fingerprint check.

### Job Specifications

#### NATURE OF WORK

This is paraprofessional background investigation work in the Metro-Dade Police Department.

Employees in this class are responsible for obtaining and reviewing background information of applicants seeking employment within the Metro-Dade Police Department and applicants applying for licenses or permits which are required by law. Emphasis of the work is on conducting field and background investigations, identifying violators of Federal, state and local county ordinances, regulatory guidelines and laws, and preparing reports of findings. Duties require the use of tact and independent judgment in dealing with applicants, employees and the public, interpreting and applying administrative directives and code provisions in accordance with Federal, state and local county regulations. Supervision is received from an administrative superior who assists in difficult report preparation and reviews work through written reports, field supervision and analysis of techniques used for adherence to administrative and legal requirements.

#### ILLUSTRATIVE TASKS

Conducts background and field investigations of businesses and individuals applying for licenses or permits to determine compliance with Federal, state and local county ordinances, regulatory guidelines and laws.

Conducts confidential background investigations of applicants seeking employment, and current employees within the Metro-Dade Police Department; reviews a variety of reports and documents such as criminal histories, credit bureau reports, transcripts, legal documents and other sources to develop investigative leads; develops personal profiles which include interviewing previous and current employers, verifying health information, confirming biographical data and related information as required to make employment or retention decisions.

Conducts minor or non-criminal investigations as required.

Monitors "Going-Out-of-Business" sales to determine compliance with licensing and sales conditions.

Identifies violators of statutes, county ordinances and licensing regulations; requests assistance from appropriate law enforcement authorities to apprehend violators as needed; files for warrants as required.

Compiles and prepares reports of findings concerning the background of applicants for licenses, permits and departmental employees.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of applicable ordinances, regulatory guidelines and laws related to palmistry, junk yards, auto parts dealers, concealed weapons and other areas.

Knowledge of applicable sections of the Metropolitan Dade County Code as it relates to the nature of the duties being performed.

Knowledge of the requirements for employment to the various sworn, non-sworn and technical support positions of the Metro-Dade Police Department.

Knowledge of the arterial roadways of Dade and Broward Counties.

Knowledge of the Metropolitan Dade County Code, state statutes and commission administrative guidelines which may be required, to complete required reports.

Knowledge of analytical and research techniques.

Ability to select pertinent data from a variety of source materials.

Ability to express ideas and present factual information effectively, verbally and in writing.

Ability to interact effectively with people with sensitivity for the nature of the contact and information to be gathered.

Ability to effectively interview people and obtain information of a confidential nature.

Ability to interpret and explain laws, ordinances and regulations to the public and those making application for employment or licensure.

Ability to understand and follow verbal and written instructions of a simple or complex nature.

Ability to prepare and submit complete and concise work products.

Ability to develop investigative techniques and leads required to complete tasks.

## Human Resources Department

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### MDPD Investigations Specialist (004332)

Ability to make sound recommendations concerning licensure and employment.

NEW 1-86

#### **Nature Of Work**

This is paraprofessional background investigation work in the Miami-Dade Police Department.

### Police Station Specialist (004334)

#### Minimum Qualifications

High school diploma or GED. Three years of advanced clerical and/or administrative experience are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

##### ILLUSTRATIVE TASKS

Posts leave and attendance records and reviews overtime authorizations for accuracy; posts leave and overtime requests to unit employee files.

Serves as unit contact person for payroll related matters; provides information, resolves problems, and receives and responds to inquiries; coordinates work between departmental office and field operations; prepares various payroll documents; assures accuracy of information and timely submission.

Organizes and maintains unit files and work documentation; files correspondence and documents.

Prepares requisitions for supplies and monitors their delivery and distribution; maintains capital inventory records and performs audits as required.

Maintains logs of subpoenas, court related telephone messages and distributes subpoenas; updates and controls assigned badge numbers in the witness information system.

Coordinates Off-Regular-Duty-Police service activities and special detail scheduling; receives requests for service, notifies personnel, audits invoices and billing procedures.

Coordinates Police Reserve Officer Program including scheduling, training, special reports and serves as staff liaison to the district or reserve coordinator; coordinates employee training schedules; provides work assignments for trustee labor and provides direction as needed.

Assists in budget preparation and administration as required; administers petty cash fund.

Prepares and assists with routine and special reports and fleet management reports; prepares statistical reports for analysis of leave and attendance practices.

Coordinates vehicle assignments; reviews vehicle status reports and makes preventive maintenance checks to assure compliance with inspection and safety practices.

Performs minor maintenance tasks such as replacing light bulbs and inspecting weapons for cleanliness.

Operates vehicle to deliver and pick-up mail, correspondence and prisoner meals as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general office practices, procedures and recordkeeping systems including inventory systems.

Considerable knowledge of departmental policies and procedures.

Knowledge of basic payroll policies and procedures.

Knowledge of basic report and correspondence preparation and auditing procedures.

Some knowledge of bookkeeping principles and practices.

Some knowledge of research techniques, methods and procedures.

Ability to organize information and make basic analyses of data for report compilation.

Ability to examine and correct payroll documents used for payroll processing.

Ability to express ideas and information clearly and concisely verbally and in writing.

Ability to understand and comply with written and verbal instructions, guidelines and operating procedures.

Ability to apply basic accounting, recordkeeping and inventory skills.

Ability to maintain efficient operational records and prepare accurate reports.

Ability to establish and maintain effective working relationships with supervisors, employees and the general public.

## Human Resources Department

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### Police Station Specialist (004334)

NEW 1-86

#### **Nature Of Work**

This is advanced clerical work with some administrative responsibility in operating units of the Miami-Dade Police Department.



## Human Resources Department

### Police Crime Analysis Specialist 1 (004336)

#### Minimum Qualifications

Completion of 60 semester credits to include 12 semester credits in Criminology, Business Administration, Public Administration, Police Administration, Computer Information Systems, or related field; or High school diploma or GED and two years of experience in research, statistical analysis, or investigations are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the analysis of crime data and trends in the Metro-Dade Police Department.

Employees in this class are responsible for analyzing crime reports and statistics, and developing predictive and projective trends of criminal offenders and of crimes in targeted geographical areas. Responsibilities include reviewing a variety of police reports, coding data for computer entry, preparing informational and statistical reports for use by departmental personnel, attending meetings to exchange information, and monitoring the disposition of cases regarding habitual or career criminals. Supervision is received from a police or civilian supervisor who evaluates work for efficient and effective completion of assigned responsibilities and for conformance with departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Reviews daily police reports concerning targeted crimes including robbery, burglary, sexual battery, carrying concealed firearm, loitering and prowling, and suspicious persons, vehicle, incident and information reports; identifies ad hoc and specific data elements and codes data for entry into automated files or for manual review; verifies entered data for accuracy.

Prepares information reports from automated, manual or feedback sources in an attempt to identify known criminal offenders who are active outside the geographical boundaries in which they live or work; responds to specific requests for assistance from investigative elements by searching for subject and/or vehicle descriptions, preparing association matrices, or charts, and appropriate investigative lead reports.

Tracks targeted crimes such as burglaries, robberies and sex offenses on pin/spot/overlay maps to accurately portray current geographical locations and time frames.

Reviews daily field interview reports and identifies data elements; extracts report data and ensures entry into the district automated files using standardized formats and assures sufficient detail to permit collation and extrapolation of information pertinent to the users' needs.

Prepares and disseminates bulletins to the appropriate user groups concerning each district's targeted crimes; provides interpretive information or notes special concerns as needs are identified or requested.

Meets regularly with uniformed, investigative and other analytical personnel for the purpose of exchanging information or developing ad hoc reports; attends scheduled meetings with municipal investigative units for the dissemination and exchange of information.

Monitors and ensures appropriate action is taken regarding habitual or career criminals as defined in Florida State Statutes through personal feedback or formalized follow-up mechanisms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of research and analytical techniques in the extraction and presentation of crime data.

Considerable knowledge of techniques used in the statistical and graphic presentation of data.

Knowledge of criminal recordkeeping systems.

Knowledge of departmental policies and procedures.

Knowledge of police and legal testimony as applied to criminal charges.

Ability to organize information and develop predictive and projective analyses of crime statistics.

Ability to select significant crime data from a variety of source documents.

Ability to deduce trends, patterns and relationships from a variety of sources which would have significance to field police officers.

Ability to analyze and compare significant data from a variety of sources and present it in logical written, graphic or verbal form.

Ability to maintain effective relationships with law enforcement personnel within and outside the department for effective exchange of criminal activity information.

Ability to express ideas and present factual material effectively, verbally and in writing.

Ability to complete assignments on a timely basis.

## Human Resources Department

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### Police Crime Analysis Specialist 1 (004336)

Ability to exercise independent thought processes and think outside simple structure.  
Skill in the operation of police data terminals.

NEW 10-86

#### **Nature Of Work**

This is advanced technical work in the analysis of crime data and trends in the Miami-Dade Police Department.

## Human Resources Department

### MDPD Pedestrian Safety Coordinator (004340)

#### Minimum Qualifications

Completion of 60 semester credits. Experience working with groups of school age children may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is public relations and field work in a pedestrian and bicycle safety information program in the Miami-Dade Police Department.

Employees in this class are responsible for conducting pedestrian and bicycle safety assembly presentations and demonstrations at various Dade County elementary public school locations. Emphasis of the work is on the presentation of pedestrian and bicycle safety information and materials to Dade County Public School Board officials, instructors and elementary school children, developing and expanding programs and demonstrating equipment and safety practices at various locations. Supervision is received from an administrative superior who reviews work for accomplishment of program objectives and conformity with established policies and procedures.

##### ILLUSTRATIVE TASKS

Conducts pedestrian safety assembly presentations for students in kindergarten and first grade public schools; distributes and explains pedestrian safety materials; presents audio/visual materials and conducts demonstrations regarding crosswalk and traffic safety regulations at various locations.

Conducts pedestrian and bicycle safety assembly presentations for students in grades two through six in public schools; distributes and explains pedestrian and bicycle safety materials; conducts demonstrations regarding dismounting, crosswalk and traffic safety regulations at various locations.

Conducts orientation sessions for Dade County Public School Board instructors; explains program objectives; coordinates schedules for meetings with school officials and assembly presentations and demonstrations.

Serves as departmental liaison with Dade County Public School Board officials regarding pedestrian and bicycle safety rules and regulations and other matters.

Develops new pedestrian and bicycle safety programs and augments existing programs utilizing publications on pedestrian and bicycle safety from various sources and other resource materials.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of pedestrian and bicycle safety programs and regulations.

Knowledge of curriculum development techniques employed in pedestrian and bicycle safety programs.

Knowledge of the composition of public information materials pertaining to pedestrian and bicycle safety.

Knowledge of departmental policies and procedures.

Knowledge of public relations principles and techniques.

Ability to plan, coordinate and schedule assembly presentations on pedestrian and bicycle safety.

Ability to prepare public information materials.

Ability to speak effectively before groups on topics concerning pedestrian and bicycle safety.

Ability to maintain safe environments while conducting pedestrian and bicycle safety demonstrations with small children.

Ability to use special demonstration equipment and audio/visual equipment.

Ability to communicate effectively in a sensitive manner with individuals of difficult ethnic, age and cultural backgrounds.

NEW 10-86

#### Nature Of Work

This is public relations and field work in a pedestrian and bicycle safety information program in the Miami-Dade Police Department.

### Police Computerized Report Specialist 2 (004348)

#### Minimum Qualifications

Graduation from an accredited high school. GED or high school equivalence is acceptable. One year of experience working with CRTs or personal computers is required. Must take and pass a typing skills test, as part of the application process, with a minimum score of 35 WPM. Photo identification is required to take the typing skills test. Excellent communication skills are preferred.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized police case information entry work for Metro Dade Police Department.

Employees in this class are responsible for receiving highly sensitive police reports by telephone or hard copy and entering case information through the use of on-line computer terminals. Emphasis of work is on rapid and accurate entry of data, verification and correction of errors on screen, and maintenance of computer terminal. Work differs from that found in the Police Computerized Report Specialist 1 classification in that incumbents are responsible for receiving highly sensitive police data via telephone and may be required to testify in court per subpoena regarding data entered. Supervision is received from a specialized superior who reviews work after completion for accuracy and thoroughness of shift operations.

##### ILLUSTRATIVE TASKS

- Receives police reports via telephone and/or hard copy.
- Enters pertinent information into computer terminal.
- Reviews reports for rejected information and corrects errors on terminal screen.
- Checks equipment for proper operation; conducts routine maintenance of equipment.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of data processing techniques involving police reports and documents.
- Knowledge of police and legal terminology and computerized reporting requirements.
- Knowledge of criminal charges pertaining to statutory felonies and misdemeanors.
- Knowledge of office practices and procedures.
- Ability to operate on-line computer terminal with moderate speed and a high degree of accuracy.
- Ability to examine and correct source documents.
- Ability to communicate clearly and effectively with co-workers, supervisors and other members of law enforcement.
- Skill in the operation and use of on-line police computer terminals.

NEW 10-87

#### Nature Of Work

This is advanced specialized police case information entry work for Miami Dade Police Department.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

### Police Computerized Report Specialist 3 (004349)

#### Minimum Qualifications

Graduation from an accredited high school. GED or high school equivalence is acceptable. Two years of experience working with CRTs or personal computers are required. Must take and pass a typing skills test, as part of the application process, with a minimum score of 35 WPM. Photo identification is required to take the typing skills test. Excellent communication skills are preferred.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the entry and review of Police Case information for the Metro Dade Police Department.

Employees in this class are responsible for coordinating, assigning and reviewing the work of specialized employees engaged in the maintenance of the Police Automated Case Entry System. Emphasis of the work is on reviewing staff assignments, training new personnel, and planning and supervisory day to day operations in the classification, entry and modification of data entered into police case system. Additional responsibilities include updating work procedures, recommending revisions in operations and maintaining control over computerized equipment utilized. Supervision is received from a uniform or administrative superior who reviews for compliance with established formats and departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Coordinates, assign and reviews the work of employees engaged in data entry of police case reports; verifies entered data and coordinates the correction/or processing of reports.

Insures training of new personnel in the operation of entry terminals; coordinates instruction classes regarding the required reporting procedures.

Assists subordinates staff as problems arise; counsels employees on work-related problems; prepares performance evaluations for subordinate personnel and interviews applicants referred for employment.

Recommends changes in operating procedures for the section; reviews and updates work manuals pertaining to police entry and review procedures.

Maintains control over equipment for proper operation of terminals and printers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of data processing and transmission principles utilized in computerized information systems.

Considerable knowledge of criminal charges as pertaining to statutory felony and misdemeanors.

Considerable knowledge of police and legal terminology and computerized reporting requirements.

Considerable knowledge of department rules, policies and procedures.

Knowledge of supervisory principles and practices.

Ability to supervise a group of subordinates in a manner conducive to full performance and high morale.

Ability to deal effectively with law enforcement personnel, subordinates and superiors.

Ability to train subordinates in the operation and use of data entry terminals and peripheral equipment.

Ability to review documents for errors and coordinate correction/or processing of police case documents.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 10-87

#### Nature Of Work

This is supervisory work in the entry and review of Police Case information for the Miami Dade Police Department.

## Human Resources Department

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**Division Director, JSD Operations (004351)**

### **Minimum Qualifications**

### **Job Specifications**

No Job Specification Available

### **Nature Of Work**

## Human Resources Department

### MDPD Business Management Officer (004359)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, Police Administration or a related field. Two years of accounting or business administration experience are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized advanced professional accounting, financial management and supervisory work for the Metro-Dade Police Department. An employee in this class is responsible for planning, assigning and reviewing the work of professional, supervisory and clerical employees engaged in revenue generating and monitoring activities, general accounting, budgetary, purchasing and warehousing functions. Emphasis of the work is on supervising financial and statistical reporting, budget preparation, managing departmental financial matters to pursue maximum revenue generation and collection, and designing and implementing accounting, inventory and supply methods, procedures and controls. The incumbent exercises independent judgment and professional knowledge in the application of accounting principles, theories and practices, planning revenue generating methods, and interpreting policy and procedure. Supervision is exercised over a staff of professional, clerical and specialized employees through review of records and reports for adherence to established procedures. General supervision is received from a professional superior who holds the incumbent responsible for the effective and efficient professional management of daily activities. Completed work is also subject to periodic internal and external audit.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of professional, supervisory and clerical employees engaged in recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records and preparing and analyzing financial statements and reports.

Plans, assigns and reviews the work of a staff of professional, supervisory and clerical employees engaged in the procurement, receipt, warehousing and internal distribution of specialized law enforcement supplies and equipment such as uniforms, ammunition and weapons, and cleaning supplies and equipment, monitors procedures for recording the acquisition, use and disposal of assets, approves procedure for annual inventories and related reports.

Plans, directs and controls revenue functions such as billings, collections, recording statistical and financial reporting, customer relations, credit review and problem resolution; monitors cash flow-performance of contractual agencies; recommends and implements plans for revenue generating fees; ensures appropriate uses of, and proper accounting for, confiscated funds and property.

Prepares bureau budget and participates in formulation of departmental budget documents with fiscal officer; administers and controls approved budget document.

Plans and controls department financial reporting activities including assisting internal and external auditors in the examination of department accounting activities, coordinating audits, and preparing monthly internal financial statements and annual audited financial statements; analyzes various procedures and systems and implements changes to improve efficiency and effectiveness of accounting procedures.

Provides billings, reimbursement packages and reports for special funds and various County Departments; monitors the transfer of bond monies received from arrested persons; implements procedures and controls to avoid illegal or improper denial of citizen release from incarceration.

Makes recommendations requiring hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on work related problems; reviews performance evaluations prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of public and business administration and their application to the business management of a large metropolitan police department.

Thorough knowledge of professional accounting principles and practices, office management and the development, installation and maintenance of accounting systems for a large metropolitan police department.

Thorough knowledge of the sources of information, accounting techniques and organization of information used in the preparation of specialized fiscal reports, statements, schedules and summaries.

Thorough knowledge of Federal, State and local laws, rules and regulations relating to financial records of County police departments and

## Human Resources Department

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### MDPD Business Management Officer (004359)

specialized law enforcement funds.

Thorough knowledge of warehouse inventory practices and procedures.

Thorough knowledge of policies and procedures used in budget preparation monitoring and reporting.

Thorough knowledge of supervisory principles and practices.

Ability to supervise a staff of subordinates in a manner conducive to full performance and high morale.

Ability to analyze expenditures in relation to established budgets and furnish detailed information to management and supervisory personnel.

Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems.

Ability to supervise preparation of complete and accurate accounting reports and statements of considerable complexity.

Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the Metro-Dade Police Department.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

NEW 10-87

#### **Nature Of Work**

This is specialized advanced professional accounting, financial management and supervisory work for the Miami-Dade Police Department.



## Human Resources Department

### Police Financial Investigator (004361)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. Three years of experience in the examination of financial statements, schedules and records are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized financial investigative work for the Miami-Dade Police Department.

An employee in this class is responsible for examining financial records pertaining to police investigations, testifying in pre-trial conferences and depositions, and appearing in court as an expert witness. Emphasis of the work is on examining confiscated wagering and related financial records including tax returns to establish gross sales and net profits of persons arrested. Responsibilities include determining expenses incurred during investigations, examination of disposition of funds seized during narcotics investigations, and examining records as a result of Internal Review investigations. The incumbent exercises considerable independent judgement and technical expertise in applying accounting and auditing principles to the examination of personal and business financial records. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Examines confiscated wagering and related financial records including tax returns.

Establishes gross sales and net profits of persons arrested to determine amount of fine recommended, provide information to the Internal Revenue Service when violations of tax and wagering laws are uncovered, determine possible relationships with other cases, and determine if illegal profits were used to purchase assets which are subject to seizure.

Examines police records to determine expenses incurred during investigations.

Testifies in court proceedings, pre-trial conferences and depositions as an expert witness.

Examines financial records provided by the Legal Unit to determine the disposition of funds seized during narcotics investigations.

Examines tax and business records of employees under investigation by the Internal Review Bureau.

Provides interviews for the media.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of accounting and special principles, practices and procedures of auditing.

Thorough knowledge of financial statements, records, schedules and documents.

Thorough knowledge of financial investigative techniques and procedures.

Considerable knowledge of departmental policies, practices and procedures in the examination of business and personal financial records.

Considerable knowledge of Internal Review Service regulations.

Ability to analyze complex financial statements, schedules and records.

Ability to discern pertinent information from financial records to make relevant deductions for use by police and judicial officials.

Ability to testify in court, pre-trial conferences and depositions as an expert witness.

Ability to make calculations quickly and accurately.

Ability to communicate clearly and concisely, verbally and writing, to groups and individuals.

Ability to prepare clear, concise and comprehensive reports.

REV 06/98

#### Nature Of Work

This is specialized financial investigative work for the Miami-Dade Police Department.

## Human Resources Department

### MDPD Mail Center Supervisor (004362)

#### Minimum Qualifications

High school. Two years experience in the processing of U.S. Mail or the equivalent are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the processing and delivering of County mail in a central service unit.

An employee in this class is responsible for supervising a staff of subordinates engaged in the processing and delivery of mail for County departments and agencies. Emphasis of the work is on prompt and accurate processing of outgoing Postal Service mail and delivery of inter-office mail in accordance with service schedules. Responsibilities also include the delivery of special materials, and the transport of assigned motor vehicles for automotive servicing. Supervision is exercised over a staff of clerical subordinates through assignment and review of work in progress and upon completion. Supervision is received from an administrative superior who assists in resolving problems and evaluates work for effectiveness of service.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of a staff of clerical subordinates and driver-messengers engaged in the collection and distribution of inter-office mail and mail for U.S. Postal Service delivery; develops employee work schedules to assure delivery schedules are met and that outgoing U.S. mail is processed in a timely manner; monitors daily work flow and adjusts schedules to avoid delays.

Purchases meter postage from the U.S. Postal Service and maintains required usage records; obtains payment checks for the Postal Service.

Supervises the preparation of documentation required to chargeback County departments for postage used; assures that supporting documentation is maintained for all charges; presents documentation during audits.

Insures that employees are knowledgeable in all matters regarding the proper application of postage rates to parcel post, certified, return-receipt, registered, international, pre-sorted zip-code, and other types of mail; assures that all required support forms of special classes of mailing are prepared correctly.

Maintains a "ZIP-CODE Pre-Sort Station" to manually pre-sort all first-class mail eligible for discount rates to local zip-codes.

Operates electronic weighing and computerized postage accounting systems; installs replacement units as postage rates change; keys in chargeback index codes in the accounting system and updates as required.

Operates a centralized inter-office distribution system for internal communication; assures that non-official mail is removed from the system; maintains dispatch records for items requiring special handling.

Assures timely delivery of County Commission Agenda and special Commission materials on a hand-delivery basis as directed.

Supervises the operation and parking of County cars; maintains contacts with appropriate County personnel for repairs and servicing of assigned vehicles.

Make recommendations regarding hiring; discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of U.S. Postal regulations and requirements.

## Human Resources Department

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### MDPD Mail Center Supervisor (004362)

Considerable knowledge of the contents and use of U.S. Postal manuals.

Considerable knowledge of the operation of manual, computerized, and electronic mail equipment.

Knowledge of the location, inter-relationships and functions of various County departments and agencies.

Knowledge of established procedures in the delivery of agenda and other materials to the County Commission.

Knowledge of supervisory principles and practices.

Ability to plan and supervise a large volume mail operation to insure prompt and accurate service.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to maintain accurate records of mail volume, postage utilization, postal charges and other records.

Ability to develop and revise clerical procedures.

Ability to maintain effective working relationships with County personnel in various departments and agencies.

Ability to assure proper care and maintenance of assigned motor vehicles.

NEW 1-83

#### **Nature Of Work**

This is supervisory work in the processing and delivering of County mail in a central service unit.

### MDPD TV Producer (004368)

#### Minimum Qualifications

Bachelor degree in Communications or a related field. One year professional experience in video production is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the production of video programs for the Miami-Dade Police Department.

Employees in this class are responsible for applying advanced video production knowledges and techniques to produce broadcast quality video programming. Duties include operating cameras, setting up studios and locations, training and directing production crews, operating editing systems, and serving as writer and producer for some programs. Incumbents exercise independent judgment and technical expertise in producing and editing format videos and in producing quality video and audio-edited mater tapes. Supervision is received from an administrative superior who reviews work for technical quality of videotape productions.

##### ILLUSTRATIVE TASKS

Evaluates and interprets user needs; analyzes and determines program objectives, and reviews budgetary requirements.

Operates camera and composes shots.

Sets up lighting, and audio-collection and distribution system.

Operates broadcast grade multi-source edit system, special effects, digital effects generations, video graphics and titling systems, and audio sweetening systems to produce broadcast quality programming.

Trains and directs crew on equipment and production aesthetics; selects shots and transitions either independently or in cooperation with producers or directors.

Serves as director for studio and location production as required; works with and directs talent; ensures quality of audio and video edited masters.

Serves as writer/producer for some programs; develops and writes scripts for public service announcements, training and other informational programs and provides technical video production support for the Communications Bureau.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of video production methods, techniques and principles.

Considerable knowledge of the operating characteristics of video production cameras, editing systems and related equipment.

Considerable knowledge of studio lighting and set construction.

Knowledge of directing field and chamber events.

Knowledge of video program editing, special effects, audio-mixing and video graphics.

Ability to assemble complete video packages, public service announcements and programs.

Ability to produce quality video through studio camera movements, creative lighting and effective set construction.

### MDPD TV Producer (004368)

Ability to perform offline video editing.

NEW 07/02

#### **Nature Of Work**

This is technical work in the production of video programs for the Miami-Dade Police Department.

## Human Resources Department

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### MDPD TV Producer Supervisor (004369)

**Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience in video production are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional technical and administrative work with supervisory responsibility in the production of video programs for documentation and promotion of the Miami-Dade Police Department.

## Human Resources Department

### MDPD Wellness Program Specialist (004372)

#### Minimum Qualifications

Completion of 60 semester credits to include coursework in Physical Education, Recreation, or a related field.

Completion of 250 hours of practical experience in exercise leadership or a related area are required. Experience in leading exercise programs may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is specialized physical fitness work for the Metro-Dade Police Department.

Employees in this class are responsible for the coordination and instruction of Metro-Dade Police Department employees in a departmental Wellness Program at the Physical Fitness Center. Responsibilities include planning, directing, and instructing specialized physical fitness activity, scheduling special programs, conferring with instructional employees on special activities, and preparing program procedures. Work requires initiative and originality in developing specialized methods, equipment, and techniques to carry out program areas. Employees work within departmental policies and procedures, but exercise independent judgment in the application of specialized knowledges to the Wellness Program. Assistance may be provided to small groups of instructional employees at various substations and major entities. Supervision is received from a professional superior who reviews work through observations and personal conferences for attainment of desired program goals.

##### ILLUSTRATIVE TASKS

Plans and conducts workshops and classes for specific groups in a specialized Wellness Program, including aerobic exercise, anaerobic exercises and weight training, or related special activities requiring specific skills in that area; demonstrates and explains techniques, procedures, materials, and equipment associated with assigned specialty.

Disseminates information to departmental employees concerning physical fitness activities; schedules special programs; prepares requisitions for purchase of specialized equipment and supplies; assembles materials for use by program participants.

Confers with program coordinators and instructional personnel in planning the effective use and future development of special activities; prepares program procedures and conducts classes for instructional personnel on program methods; gives advice and assistance on unusual or difficult problems.

Assists in preparing budget for the specialty assigned, with supporting information.

Conducts continuing research and studies on areas of assignment; recommends actions to meet needs of participants.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and techniques of physical fitness and dietary health.

Considerable knowledge of the physical fitness needs of participating departmental employees.

Considerable knowledge of the principles, practices and techniques of instruction in the health fitness area.

Knowledge of modern physical fitness equipment.

Knowledge of the goals and objectives of a departmental physical fitness Wellness Program.

Ability to plan and supervise activities of participating personnel to achieve physical fitness objectives.

Ability to establish and maintain effective working relationships with group participants and other employees.

Ability to effectively instruct participants in a departmental Wellness Program.

Ability to express ideas and information clearly and concisely, verbally and in writing.

NEW 6-91

#### Nature Of Work

This is specialized physical fitness work for the Miami-Dade Police Department.

## Human Resources Department

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### MDPD Wellness Program Supervisor (004373)

**Minimum Qualifications**

Bachelor's degree in Sports Management, Recreation Management, Health Education, Physical Education, or related field.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative and supervisory work managing the daily operations of the Miami-Dade Police Department's Fitness Center.



## Human Resources Department

### MDPD Wellness Program Facility Manager (004374)

#### Minimum Qualifications

Bachelor's degree in Sports Management, Recreation Management, Health Education, Physical Education, or related field. Two years of experience in the operational management of a wellness or physical fitness facility are required.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory physical fitness work for the Miami-Dade Police Department.

An employee in this class is responsible for planning, developing, and coordinating a specialized physical fitness activity of wide participation for the Miami-Dade Police Department Wellness Program. Responsibilities include assisting program coordinators in developing and administering the specialized physical fitness activity as a complement to the overall program. Work includes analysis of physical fitness center facilities, as well as, smaller fitness workrooms at substations and major entities. The employee exercises considerable independent judgment and technical expertise in promoting and organizing physical fitness operations. Supervision is exercised over a staff of subordinate specialized employees engaged in various phases of the program. General supervision is received from an administrative superior who reviews work for attainment of Wellness Program goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, organizes, and directs the promotion and administration of a specialized phase of the Wellness Program, including prescription of a physical fitness program, special events, women's and men's activities, aquatics, and related special activities.

Confers with program coordinators and instructional personnel in planning the effective use and future development of nutritional guidance and physical fitness activity; prepares program procedures and conducts classes for instructional personnel on program methods; provides advice and assistance on unusual or difficult problems.

Assists in the preparation of budgetary documents and provides special statistical and narrative reports as necessary.

Conducts continuing research and studies in the physical fitness area and recommends actions to meet departmental needs.

Demonstrates and explores techniques, procedures, materials, and equipment associated with the Wellness Program.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related works as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, and techniques of physical fitness and nutritional health.

Thorough knowledge of the physical fitness needs of participating departmental employees.

Thorough knowledge of the principles, practices, and techniques of instruction in the health fitness area.

Knowledge of supervisory principles and practices.

Knowledge of modern physical fitness equipment.

Knowledge of departmental administrative policies and procedures.

Ability to supervise a staff of subordinates in a manner conducive to full performance and high morale.

Ability to plan and organize an effective physical fitness and nutritional guidance program.

Ability to establish and maintain effective working relationships with superiors, subordinates, and program participants.

Ability to prepare budgetary documents and narrative and statistical reports.

Ability to keep abreast of current literature and developments in the physical fitness field.

NEW 6-91

#### Nature Of Work

This is administrative and supervisory physical fitness work for the Miami-Dade Police Department.

## Human Resources Department

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### MDPD Building Management Supervisor (004375)

**Minimum Qualifications**

High school diploma or GED. Three years of experience supervising building maintenance operations or five years of experience as a building maintenance mechanic in an office building in excess of 40,000 square feet is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional supervisory work in the management of Miami-Dade Police Department facilities.

## Human Resources Department

### Police Dispatcher (004380)

#### Minimum Qualifications

High school diploma or GED. Must be able to work rotating shifts including weekends and holidays. Applicants will be subject to an extensive background check. As a condition of continued employment, the ability to handle stressful emergency communications will be assessed during the training and probationary period. This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County).

#### Job Specifications

##### NATURE OF WORK

This is police dispatch work requiring the operation of two-way radio transmitting equipment in a central communications network.

Employees in this class are responsible for working rotating shift schedules and operating two-way radio transmitting equipment to dispatch and communicate with law enforcement employees. Duties include relaying orders and information to and from police personnel in the field, managing radio traffic, and operating computer and telecommunications equipment. Work is performed in accordance with prescribed dispatch procedures and within the scope of Federal Communications Commission regulations and departmental orders. Supervision is received from a shift supervisor who confers on difficult or unusual problems and reviews work for conformance with established departmental procedures.

##### ILLUSTRATIVE TASKS

Serves on a rotating shift schedule and operates radio and computer-aided dispatch equipment to dispatch police officers to disturbances, crime scenes, accidents or similar situations requiring law enforcement services.

Receives and relays requests for assistance, instructions and information from law enforcement field personnel.

Maintains computerized records of the locations and availability of all on-duty law enforcement units.

Operates computer equipment including the accessing of local, state and national networks.

Coordinates the movements of multiple law enforcement units engaged in pursuit tactics or responding to life and death situations.

Records information received from police officers concerning crimes or other incidents.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operating characteristics of computer-aided dispatch systems.

Knowledge of radio transmitting techniques and procedures pertaining to the dispatch of mobile law enforcement units.

Knowledge of departmental regulations pertaining to the dispatch of law enforcement personnel.

Knowledge of the roadways and municipal boundaries of Dade County.

Ability to make swift, logical decisions and judgments in accordance with prior police dispatch knowledges or experiences.

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#### POLICE DISPATCHER (Cont'd)

##### KNOWLEDGES, ABILITIES, AND SKILLS (Cont'd)

Ability to understand and follow verbal and written instructions.

Ability to react quickly and calmly for the duration of stressful emergency radio communications.

Ability to communicate effectively with police personnel through the use of a two-way radio system.

Ability to maintain written and computerized records.

Ability to speak clearly on police radios, using proper grammar.

Ability to handle multiple tasks simultaneously.

Skill in the operation of a computer keyboard.

##### MINIMUM QUALIFICATIONS

## Human Resources Department

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### Police Dispatcher (004380)

REVISED 2/2007

#### **Nature Of Work**

This is police dispatch work requiring the operation of two-way radio transmitting equipment in a central communications network.

Must take and pass a computer-based skills and abilities test which will evaluate the ability to follow verbal and written instructions, decision making, data entry, data entry (audio), cross referencing (audio), prioritization, and multi-tasking. Applicants **MUST APPLY ON LINE AT [WWW.MIAMIDADE.GOV/JOBS](http://WWW.MIAMIDADE.GOV/JOBS)** from Friday, September 7, 2007 to Friday, September 28, 2007. Beginning on Friday, October 5, 2007, applicants should access their Career Home page and click on Test Information to obtain their assigned test date, time, and location. Applicants may also obtain their testing information by dialing (305) 375-0297. Photo identification, such as a Driver license, is required to be admitted to the examination. This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County).

## Human Resources Department

### Police Dispatch Supervisor 1 (004381)

#### Minimum Qualifications

High school diploma or GED. Three years of experience as a Police Dispatcher for Miami-Dade County are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized supervisory work supervising an assigned shift of Police Dispatchers in a central communications network.

Employees in this class are responsible for supervising a shift of Police Dispatchers operating two-way radio transmitting equipment to dispatch and communicate with law enforcement employees. Responsibilities include scheduling of shift assignments, assisting in ensuring that bureau objectives are met, conducting roll calls, and receiving and handling complaints or questions from citizens and police personnel concerning dispatch operations. Related duties include maintaining compliance with departmental and bureau policies and procedures, ensuring that telephone, computer systems and radio equipment are functioning properly, and reporting equipment malfunctions. Supervision is exercised over an assigned shift of Police Dispatchers. Supervision is received from a shift commander who reviews work for compliance with departmental policies and procedures, and efficient and effective shift operations.

##### ILLUSTRATIVE TASKS

Plans, schedules, supervises and reviews the work of subordinate Police Dispatchers operating two-way radio transmitting equipment to dispatch and communicate with police personnel in the field.

Supervises and monitors the on-the-job training of Police Dispatchers in radio techniques and operational procedures; develops and recommends training aids and materials for classroom instruction of new employees; assists in classroom training.

Assists the shift commander in analyzing and revising operational policies and procedures; compiles information and prepares status reports and studies to improve bureau operations; assists in the planning and implementation of bureau projects.

Coordinates the periodic and emergency utilization of the manual card dispatch system and the activation of the back up dispatch facility; updates necessary resource materials and maintains appropriate supplies to accomplish bureau functions.

Maintains necessary documentation to update shift commander's log, on-call and key personnel rosters; monitors and documents the NAWAS system.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on work-related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics of computer-aided dispatch systems.

Considerable knowledge of radio transmitting techniques and procedures pertaining to the dispatch of mobile law enforcement units.

Considerable knowledge of departmental regulations pertaining to the dispatch of law enforcement personnel.

Considerable knowledge of the roadways and municipal boundaries of Dade County.

Knowledge of supervisory principles and practices.

Knowledge of the principles of management and public administration.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to react promptly and correctly in emergency situations.

Ability to adjust Police Dispatcher assignments in response to a variety of changing circumstances.

Ability to train subordinates in current telecommunications techniques and in new and revised operational procedures.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to analyze a variety of administrative problems and make sound recommendations for their resolution.

NEW 10-96

#### Nature Of Work

This is specialized supervisory work supervising an assigned shift of Police Dispatchers in a central communications network.

## Human Resources Department

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### Police Dispatch Supervisor 1 (004381)

**Minimum Qualifications**

High school diploma or GED. Five years of experience as a Police Dispatcher for Miami-Dade County are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized supervisory work supervising an assigned shift of Police Dispatch Supervisor 1s in a central communications network.

## Human Resources Department

### Police Complaint Officer (004384)

#### Minimum Qualifications

High school diploma or GED. Must be able to work rotating shifts including weekends and holidays. Applicants will be subject to an extensive background check. As a condition of continued employment, the ability to handle stressful emergency communications associated with the 911 Emergency System will be assessed during the training and probationary period. This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County).

#### Job Specifications

##### NATURE OF WORK

This is specialized police work receiving and screening telephone calls in a communications center.

Employees in this class are responsible for the accurate, rapid and effective evaluation of, and response to, telephone calls for information and police assistance. Work is performed in accordance with prescribed law enforcement procedures and departmental regulations, however, independent judgment is exercised in determining the necessity for dispatching police units to the scene. Supervision is received from a shift commander who reviews work for conformance with proper procedures and who confers with the employee on unusual or difficult calls.

##### ILLUSTRATIVE TASKS

Receives telephone calls from the public relative to the reporting of accidents, crimes, disturbances of the peace, suspicious persons, and a variety of unusual incidents.

Evaluates the need for police assistance by determining the exact nature of the incident, geographic location, governmental jurisdiction, and, if required, priority code to be used in dispatching units to the scene.

Receives and answers requests for information from other law enforcement agencies, ambulance companies, hospitals, automobile wreckers, and the general public.

Originates orders to communications operators which will result in the dispatch of police personnel to the desired location.

Telephones automobile wrecking companies to request removal service at the scene of traffic accidents.

Maintains activity records of telephone calls received and action taken.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of modern law enforcement practices, procedures, and methods.

Knowledge of the proper legal functions of governmental agencies sufficient to answer or redirect citizen inquiries.

Knowledge of departmental regulations pertaining to complaint and dispatch activities.

Knowledge of the roadways and political boundaries of the unincorporated local area.

Ability to comprehend and carry out oral and written instructions.

Ability to react quickly and calmly in emergencies.

Ability to communicate effectively with the general public by means of the telephone.

Ability to keep simple records.

Good diction and clear speaking voice.

NEW 2-63

#### Nature Of Work

This is specialized police work receiving and screening telephone calls in a communications center.

Must take and pass a computer-based skills and abilities test which will evaluate the ability to follow verbal and written instructions, decision making, data entry, data entry (audio), cross referencing (audio), prioritization, and multi-tasking. Applicants **MUST APPLY ON LINE AT [WWW.MIAMIDADE.GOV/JOBS](http://WWW.MIAMIDADE.GOV/JOBS)** from Friday, September 7, 2007 to Friday, September 28, 2007. Beginning on Friday, October 5, 2007, applicants should access their Career Home page and click on Test Information to obtain their assigned test date, time, and location. Applicants may also obtain their testing information by dialing (305) 375-0297. Photo identification, such as a Driver license, is required to

## Human Resources Department

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### Police Complaint Officer (004384)

be admitted to the examination. This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County).



## Human Resources Department

### Police Complaint Supervisor 1 (004385)

#### Minimum Qualifications

High school diploma or GED. Three years of experience as a Police Complaint Officer with Miami-Dade County are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized police work supervising an assigned shift of Police Complaint Officers and Communications Operators for the Miami-Dade Police Department.

Employees in this class are responsible for supervising Police Complaint Officers engaged in the screening of police and fire calls for service, and Communications Operators responsible for carrying out two-way communications with law enforcement personnel utilizing a central communications network. Responsibilities include scheduling of personnel assignments, days-off and vacations, ensuring all bureau objectives are met, and reviewing work products submitted by employees. Duties include receiving and following up complaints or questions from the public and users concerning dispatch operations and 911 operations; ensuring that subordinates are in compliance with established departmental, bureau and shift procedures, policies and directives; and ensuring telephone, computer systems and radio equipment are functioning normally and reporting malfunctions. Supervision is received from a shift commander who reviews work for compliance with departmental policies and procedures and for efficient and effective shift operation.

##### ILLUSTRATIVE TASKS

Plans, schedules, supervises, and reviews the work of subordinate Police Complaint Officers and Communications Operators operating computer, telephone and radio equipment.

Supervises the on-the-job training of Police Complaint Officers and Communications Operators in telephone screening techniques, radio techniques, and in operational procedures; develops and recommends training aids and materials for classroom instruction of new employees; assists in classroom training.

Assists the Communications Shift Commander in analyzing and revising operational policies and procedures; compiles information and prepares status reports and studies to improve bureau operations; assists in the planning and implementation of bureau projects.

Coordinates the periodic and emergency utilization of the manual card dispatch system and the activation of the back-up dispatch facility; updates necessary resource materials and maintains appropriate supplies to accomplish these functions.

Maintains necessary documentation to update Shift Commander's log, on-call and key personnel rosters, and monitor and document the NAWAS system.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; counsels subordinates on work related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental rules, regulations and procedures.

Considerable knowledge of regulations and procedures utilized in the screening of 911 and routine calls for police and fire services.

Considerable knowledge of the operating characteristics of computer-aided dispatch systems.

Considerable knowledge of communications principles regarding the uses of the police radio.

Knowledge of public relations principles and techniques.

Knowledge of the principles and practices of public administration and their application to police communications operations.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to react promptly and correctly in emergency situations.

Ability to adjust personnel assignments in response to a variety of changing circumstances.

Ability to train subordinates in current techniques and in new and revised operational procedures.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to analyze a variety of administrative problems and make sound recommendations for their solution.

Skill in the use of computer systems utilized by the bureau in the dispatch function.

## Human Resources Department

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### Police Complaint Supervisor 1 (004385)

REV 2-94

#### **Nature Of Work**

This is specialized police work supervising an assigned shift of Police Complaint Officers and Communications Operators for the Miami-Dade Police Department.

## Human Resources Department

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### Police Complaint Supervisor 2 (004386)

**Minimum Qualifications**

High school diploma or GED. Five years of experience as a Police Complaint Officer with Miami-Dade County are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized police work supervising an assigned shift of Police Complaint Supervisor 1s and Communications Operators for the Miami-Dade Police Department.

## Human Resources Department

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### Police Communications Coordinator (004387)

#### **Minimum Qualifications**

Bachelor's degree. Two years of professional administration experience to include experience in research, analyzing data, performance reporting, and performance improvement are required. Additional experience may substitute for the required degree.

Excellent communications, verbal, and written skills; proficient with Microsoft Word, Excel, PowerPoint and other common office tools are preferred.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced specialized work with supervisory responsibility in the management of police communications related activities in a section of the Communications Bureau.

## Human Resources Department

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### Director, Juvenile Services Department (004390)

#### **Minimum Qualifications**

Bachelor's degree. Minimum of seven to ten years of progressively management experience in law enforcement, corrections, or criminal justice are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of the Juvenile Services Department

## Human Resources Department

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### Juvenile Support Clerk (004392)

#### Minimum Qualifications

High school diploma or GED. One year experience working in records management or related field.

#### Job Specifications

#### Nature Of Work

This is advanced clerical work coordinating file room activities and maintenance of files and documents of children and families under the auspices of the 11th Circuit Guardian Ad-Litem Program.

## Human Resources Department

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### Juvenile Support Specialist 1 (004393)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Juvenile Support Specialist 2 (004395)

#### **Minimum Qualifications**

High school diploma. One year of clerical experience to include experience maintaining computerized reports is required,

#### **Job Specifications**

#### **Nature Of Work**

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.



## Human Resources Department

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### Juvenile Assessment Counselor (004396)

**Minimum Qualifications**

Bachelor's degree in Social Work, Sociology, Psychology, Criminal Justice, or a related field. Must be able to pass the required trainings within the probationary period: Assessment Tools, Detentions and Intake Screening, Juvenile Justice Information Systems (JJIS), Protective Action Response (PAR) and Positive Achievement Change Tool (PACT). Must be able to do shift work, nights, weekends, and holidays.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional social casework in public assistance, child welfare and county housing programs.

## Human Resources Department

### Juvenile Assessment Counselor Supervisor 1 (004397)

#### Minimum Qualifications

Bachelor's degree in Social Work, Sociology, Psychology, Criminal Justice or related field. One year of professional case management or criminal justice experience are required. Must possess Assessment Tools, Juvenile Justice Information System (JJIS), Protective Action Response (PAR), Positive Achievement Change Tool (PACT) and Detention Screening and Intake certifications.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory social work in management of a social service activity in an assigned geographical area of a county department or agency.

Employees in this class provide professional supervision and management direction to a group of social workers and a supporting staff in a district or regional office including outlying units. Services supervised typically include intake, casework services, review of financial and medical needs, counseling, and planned delivery of social services to eligible individuals and their families. Additional responsibilities include serving as liaison between the department, the community and other agencies in the area, serving as field instructor for undergraduate and graduate students and providing training for other trainee personnel as assigned. Incumbents may work in welfare or other programs providing social services to special clients in a community services activity. Some incumbents in the class have responsibility for county-wide social service programs of a limited nature. Supervision is received from a professional superior in a central location who confers on difficult cases and evaluates quality of results through personal observation of area operations and analysis of reports and records.

##### ILLUSTRATIVE TASKS

Plans and supervises work of an area staff engaged in intake and financial assistance service, referral to appropriate agencies and related activities for clients with various financial, medical or other needs; makes appropriate case assignments to subordinate social workers; assists subordinates in arriving at decisions in emergency or complex cases or in dealing with difficult clients; interprets departmental policies as needed.

Authorizes expenditures of funds within departmental regulations and guidelines; approves issuance of emergency financial grants and the solicitation of emergency housing arrangements.

Reviews casework reports and recommendations of subordinates; evaluates the quantity and quality of work output to encourage staff professional growth and development as well as maintain adherence to acceptable departmental standards, policies and procedures; visits outlying offices to review and assist in work operation as needed.

Counsels with clients who have particular needs; assists youths in return to school, or referral to jobs; counsels with clients and their family members in an endeavor to resolve behavioral patterns interfering with adjustment to normal social living; refers clients to diagnostic assessment or other assistance as needed.

Serves in a liaison capacity for the department within the area; attends meetings of other county or state agencies such as those dealing with rehabilitation services, housing and urban development or social and economic state services.

Maintains public relations with area community groups; attends meetings such as those of senior citizen organizations or committees planning migrant services; gives speeches on agency functions to schools or community agencies; explains departmental requirements to other groups serving community clients.

Serves as a primary field instructor in the training of assigned undergraduate and graduate social work students; assigns, reviews and evaluates trainee work; completes reports covering nature of assignments, application of skills and summaries of student strengths and limitations; provides orientation and training to various other trainees.

Supervises area office administrative operations including requisitioning of supplies and equipment, preparing budget requests, completing performance evaluations and hiring new personnel; prepares and submits required workload reports and other special reports or data as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the professional principles, techniques and practices of social work.

Considerable knowledge of departmental policies, procedures and regulations relating to intake, casework and other services.

## Human Resources Department

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### Juvenile Assessment Counselor Supervisor 1 (004397)

Considerable knowledge of eligibility, financial and medical assistance provisions and regulations in related federal, state and county programs.

Considerable knowledge of various federal, state and local resources available within the community for financial, medical and other rehabilitation services.

Considerable knowledge of socio-economic and client characteristics in the area of assignment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations techniques.

Knowledge of normal and abnormal psychology and human behavioral patterns.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to train and guide personnel in the proper interpretation and implementation of departmental policies and procedures.

Ability to arrive at appropriate decisions in the provision of casework services for clients and the expenditure of funds.

Ability to conduct interviews with clients in various age groups tactfully, objectively and persuasively.

Ability to counsel clients with behavioral problems effectively.

Ability to develop and maintain effective working relationships with officials in other governmental and community agencies.

Ability to motivate, train and evaluate interns and graduate social work students.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to supervise accurate maintenance of workload, expenditure and other records.

REV 10-77

### **Nature Of Work**

This is advanced professional and supervisory social work in management of a social service activity in an assigned geographical area of a county department or agency.

## Human Resources Department

### Juvenile Assessment Supervisor (004399)

#### Minimum Qualifications

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field. One year of professional social service experience is required.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory social casework in public assistance, child welfare and county housing programs.

Employees in this class provide professional supervision over subordinate social workers engaged in a variety of services for individuals and families including intake services, casework investigations, child protective care, direct services to elderly housing tenants or other functions. Some positions in the class require performance of advanced professional social work involving intensive service in complex client situations and a high degree of skill and mature judgment in evaluating information and arriving at remedial solutions. Work of subordinate social workers is reviewed for adherence to accepted standards of social casework. Supervision is received from a professional superior who evaluates quality of results through personal conferences and analysis of records and activity reports.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate social workers engaged in preliminary screening for welfare eligibility; authorizes expenditure of public funds after evaluating casework reports and recommendations prepared by the staff; assists and advises on eligibility conditions or the resolution of unusual and difficult cases.

Supervises and participates in social service programs for financial assistance including preliminary eligibility determinations, referrals to appropriate agencies, issuance of emergency financial grants and emergency housing arrangements.

Supervises and participates in casework services for the care and placement of dependent children; participates in the inspection of foster homes to be used for child care; places children in homes and gives supervision throughout the placement period.

Plans, assigns and supervises work of subordinate social workers engaged in community services for elderly residents of low cost housing; visits tenants to determine, analyze and evaluate problems; contacts community agencies to refer cases; follows up on referrals to determine any supplemental service required; interprets services of the agency to the community; performs intensive casework with families or individuals where client problems are complex to assure benefit from support measures in-so-far- as possible.

Performs advanced professional casework services to resolve more complicated cases such as those where intensive service is required to overcome destructive effects of emotional or environmental problems.

Maintains liaison with police, school, medical and court officers; consults with and makes referrals to specialists; attends and participates in technical conferences for cooperative planning and group training; prepares detailed case studies for teaching purposes as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the philosophy, principles and practices of social work including professional casework methods and techniques of counseling.

Considerable knowledge of laws, rules and practices relating to the provision of public assistance administered under various provisions of federal, state and county laws.

Considerable knowledge of agency policies, procedures and regulations relating to the area of assignment.

Considerable knowledge of various public and private community resources available for rehabilitation services.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to conduct interviews with clients effectively and persuasively.

Ability to obtain and analyze case information and reach sound decisions on the basis of such information.

Ability to prepare comprehensive case history reports of data necessary for social diagnosis.

REV 10-69

#### Nature Of Work

This is professional and supervisory social casework in public assistance, child welfare and county housing programs.

## Human Resources Department

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### Juvenile Assessment Supervisor (004399)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### JSD Detention Cost Clerk (004401)

#### **Minimum Qualifications**

High school diploma or GED. One year of bookkeeping experience or advanced clerical experience to include account reconciliation is required.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized clerical work in the review, dispute and reconciliation of Detention Cost Sharing Individual Bills for the Juvenile Services Department.

## Human Resources Department

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### JSD Civil Citation Specialist (004402)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in the processing of Diversion/Civil Citation clients, to include fingerprinting and client file management are required. Must pass background screenings by the Department of Juvenile Justice. Must complete the following training during probationary period: Customer Service, CPR and Protective Action Response Training (PAR).

#### **Job Specifications**

#### **Nature Of Work**

This is advance clerical work involving processing and managing Diversion/Civil Citation client files.

## Human Resources Department

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### JSD Grant & Fiscal Coordinator (004405)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work



## Human Resources Department

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### Manager, JSD Fiscal & Human Resources Management (004409)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Manager, JSD Care, Custody & Diversion Services (004410)

**Minimum Qualifications**

Bachelor's degree. A minimum of three years of supervisory experience in a juvenile services, social services, law enforcement, corrections, or criminal justice is required.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

## Human Resources Department

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### JSD Statistics & Research Administrator (004412)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### MDFR Program and Staff Analyst 1 (004430)

#### **Minimum Qualifications**

Bachelor's degree in Mathematics, Statistics, Business Administration, Public Administration or Management Information Systems, Computer Science or related field. Two years of professional experience in research, productivity and/or statistical analysis are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### MDFR Program and Staff Analyst 2 (004431)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional experience in research, data benchmarking, productivity and/or statistical analysis are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### Correctional Officer (004502)

#### Minimum Qualifications

Non-certified Correctional Officer (trainees): \$34,504.34 Annually.

- Must be at least 18 years of age (19 years of age by the time of certification)
- Must be a United States Citizen
- Must possess a Valid Driver License
- High School Diploma or General Education Diploma (GED)
- Must have a passing score on the Florida Basic Abilities Test (FBAT) or on the Criminal Justice Basic Abilities Test (CJBAT) for Correctional Officers.
- Must pass the Physical Abilities Test (PAT) administered by the Assessment Center at Miami Dade College.

#### Job Specifications

##### NATURE OF WORK

This is routine security work in maintaining order and discipline among inmates held in County correctional facilities.

Employees in this class are responsible for receiving and controlling inmates, preventing escapes and enforcing departmental rules and regulations on an assigned shift at a County correctional facility. Duties include maintaining various records on inmates, supervising work details, transporting inmates to a variety of medical or correctional institutions, and ensuring the proper discharge of inmates. Work occasionally involves an element of personal danger during emergencies and in controlling potentially violent inmates. Duties are performed in accordance with established departmental regulations and security procedures. Supervision is received from a superior officer who reviews work for compliance with established rules and regulations.

##### ILLUSTRATIVE TASKS

Receives and processes newly arrested individuals through the initial phases of jail operations including booking, explaining procedures, personal search and property surrender, computer background investigation, photo and fingerprints and affidavit verification. Maintains order and constant vigilance over inmates during all phases of jail operations, emergency situations, courtroom proceedings, medical treatment at a hospital facility, and transportation. Patrols assigned areas of the facility and reports unusual circumstances and incidents; screens visitors, applies leg and arm constraints to inmates, issues passes, makes daily head counts, and operates electrical and manual gate controls to maintain security. Maintains records on inmates by keeping an accurate jail card, recording major developments during the course of the inmate's trial, and incarceration, to document the duration of an inmates time in the correctional facility. Supervises inmate work details and participates in various work detail activities such as cleaning, painting, insect spraying, serving meals and other meal-serving and maintenance responsibilities to ensure the cleanliness of the correctional facility and proper food service for inmates. Releases inmates from the correctional facility by interpreting the inmate jail card, providing information on trial dates and legal procedures, and issuing personal property. Transports inmates committed to a medical facility or to another correctional institution via a motor vehicle; carries firearms and adheres to proper security practices and procedures to insure the security of transported individuals and the safety of the public. Escorts inmates to court proceedings and serves as bailiff, as required. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the rules, regulations and procedures concerning the receiving, confinement and release of inmates.

Knowledge of correctional facility operations.

Knowledge of modern security practices and procedures.

Knowledge of codes and abbreviations used in computer terminal operations relating to booking inmates.

Knowledge of personal and cell search techniques.

## Correctional Officer (004502)

Knowledge of legal procedures pertaining to inmate court appearance, basic court terminology and bonding process.

Knowledge of inmate release procedures.

Knowledge of the geography of the correctional facility to which assigned.

Knowledge of arithmetic.

Some knowledge of the behavioral characteristics of incarcerated individuals.

Ability to enforce department regulations and procedures.

Ability to react promptly and correctly in emergency situations.

Ability to understand and follow verbal and written instructions.

Ability to prepare reports and maintain records.

Ability to perform simple arithmetic calculations.

Ability to assign and supervise inmates in various correctional facility maintenance and operational duties.

Ability to operate a firearm. Skill in the care and use of firearms.

Ability to anticipate and recognize unacceptable behavior by inmates.

Physical strength and agility sufficient to perform assigned duties.

REV 02/2012

### **Nature Of Work**

This is security and limited rehabilitation work in the care, custody, and control of inmates held in Miami-Dade County Corrections and Rehabilitation Department facilities which operate on a 24-hour, 7 days per week basis. Applicants must be able to work any assigned shifts such as day, afternoon, and midnight to include weekdays, weekends, and holidays, as needed.

Applicants are required to attend one of the orientation sessions that will be scheduled on a first-apply, first-scheduled basis. The orientation sessions will be scheduled between March 13 and April 6, 2012. Applicants will be contacted by the email address and phone number listed on their online application, and given an orientation date and time. Orientation will be held at the Miami-Dade Corrections and Rehabilitation Department (MDCR), Personnel Management Bureau, Dr. Martin Luther King, Jr., Office Plaza, 2525 NW 62nd Street, Suite 2000, Miami, FL 33147.

Applicants must bring the following original documents to their orientation session:

- Completed Applicant Personal History Questionnaire (APHQ)
  - Birth Certificate, or U.S. Passport, or Naturalization Certificate (United States citizenship is required for employment)
  - Social Security Card (with current legal name and signature)
  - Valid Driver License (if you are not a Florida resident, a valid Florida driver's license must be obtained prior to employment)
  - Name change document(s); e.g., marriage certificate, divorce decree, court document for name change, etc.
  - DD214 - Member 4 form (for each enlistment period, if applicable)
  - Court disposition(s) for all arrests, including juvenile and traffic arrests, and copies of arrest affidavits
  - Documents for each year of self employment; e.g., corporate papers, business license, etc.
  - A copy of your work history (Social Security Earnings Information) for the past 10 years (if applicable depending on years in the workforce) from the Social Security Administration (SSA) or proof of submitting a request to the SSA for the certified work history.
- Because of the cost associated with obtaining this information, applicants will be allowed to defer requesting the certified work history until

### Correctional Officer (004502)

they have passed the polygraph and phase 1 of the psychological examination.

- One (1) passport photo
- Passing score from Florida Basic Abilities Test (FBAT) or Criminal Justice Basic Abilities Test (CJBAT) for Correctional Officers
- An official high school or General Education Diploma (GED) transcript, or official transcript from an accredited college/university verifying completion of one of the following:
  - 1) at least 30 semester hours
  - 2) at least 45 quarter hours
  - 3) an Associate Degree or higher

Official transcripts must be in a sealed envelope sent directly by the institution. Transcripts from outside of the United States or its territories shall be validated by Miami Dade College or another authorized institution.

In accordance with established policies and procedures, MDCR may discontinue processing any applicant who fails to respond to any phase of the selection process in a timely manner.

After submitting the online application, applicants must log onto [www.miamidade.gov/corrections/recruitment.asp](http://www.miamidade.gov/corrections/recruitment.asp) to obtain the Applicant Personal History Questionnaire.

Applicants will be subject to an extensive screening process to include background investigation; fingerprint check; polygraph, psychological and medical examinations.



### Correctional Corporal (004503)

#### Minimum Qualifications

For Correctional Officers hired prior to March 2, 2010:

Currently employed by Miami-Dade County as a Correctional Officer with permanent status and two years of continuous full-time service as a Correctional Officer with Miami-Dade County immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering their most recent rating period to be eligible for the examination. Must possess a State of Florida Correctional Officer certification.

For Correctional Officers hired on or after March 2, 2010:

Currently employed by Miami-Dade County as a Correctional Officer with permanent status and five years of continuous sworn full-time employment immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering their most recent rating period to be eligible for the examination. Must possess a State of Florida Correctional Officer certification.

#### Job Specifications

##### NATURE OF WORK

This is advanced security work with supervisory responsibility in maintaining order and discipline among inmates held in County correctional facilities.

Employees in this class are responsible for supervising subordinate correctional officers on an assigned shift and in a specific area or function of a County correctional facility. Duties include performing more difficult and responsible tasks in the processing of bookings and releasing of inmates, serving in various training capacities to assist in developing subordinates' skills, testifying in court and at hearings, and reviewing and preparing a variety of reports. Work occasionally involves an element of personal danger during emergencies and in controlling and directing the control of potentially violent inmates. Duties are performed in accordance with established departmental regulations and security procedures, however employees must exercise some discretion in various phases of work. Supervision is exercised over subordinate correctional officers or other specialized clerical employees depending upon the area of assignment. Supervision is received from a superior officer who reviews work for compliance with established rules and regulations and for effectiveness in carrying out assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises a staff of subordinate correctional officers assigned to a specific shift, engaged in receiving and controlling inmates, preventing escapes and enforcing departmental rules and regulations within a specific area or in a specific function of a County correctional facility.

Maintains order and discipline among inmates during all phases of correction operations and judicial processes to ensure the security of the correctional facility or government offices.

Provides training to new employees in correctional facility policies, procedures and operations; instructs training classes; coordinates scheduling and instruction of required training courses.

Supervises the receipt, storage and issue of inmate property and money by subordinate specialized employees; ensures property transfers occur within established departmental rules, regulations, and procedures.

Supervises inmate work details and performs various maintenance tasks to ensure cleanliness of facility.

Supervises control booths, key control and general entry and exit areas; assigns new inmates to cells; books arrested individuals in order to officially assume custody of inmates and directs recently booked individuals through initial phases of jailing operations.

Ensures proper discharge of inmates upon receipt of correct authorization; receives and reviews cash and surety bail bonds for correctness and legality.

Coordinates the transportation of inmates committed to medical facilities or to another correctional institution via motor vehicles; ensures conformance with established regulations and procedures to insure the security of transported individuals and the safety of the public.

Testifies in court and at hearings and provides depositions concerning various corrections related activities.

## Human Resources Department

### Correctional Corporal (004503)

Serves in the capacity of a superior as required, to provide continuity of operations or to supplement staff during personnel shortages. Reviews reports prepared by subordinates and prepares reports, forms and logs concerning inmate incidents, legal decisions and work activities.

Coordinates the examination of incoming and outgoing mail to control contraband.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the rules, regulations and procedures concerning the receiving, confinement and release of inmates.

Considerable knowledge of correctional facility operations.

Considerable knowledge of modern security practices and procedures.

Considerable knowledge of legal procedures pertaining to inmates' court appearances, basic court terminology and the bonding process.

Considerable knowledge of inmate release procedures.

Knowledge of supervisory principles and practices.

Knowledge of codes and abbreviations used in computer terminal operations relating to booking inmates.

Knowledge of personal and cell search techniques.

Knowledge of the geography of the correctional facility to which assigned.

Knowledge of arithmetic.

Knowledge of the behavioral characteristics of incarcerated individuals.

Ability to enforce departmental regulations and procedures.

Ability to react promptly and correctly in emergency situations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand and follow verbal and written instructions.

Ability to prepare reports and maintain records.

Ability to perform simple arithmetic calculations.

Ability to assign and supervise inmates in various correctional facility maintenance and operational duties.

Ability to operate a firearm.

Ability to train subordinates in effective corrections techniques.

Ability to anticipate and recognize unacceptable behavior by inmates.

Skill in the care and use of firearms.

Physical strength and agility sufficient to perform assigned duties.

REV 3/11

#### Nature Of Work

This is advanced security work with supervisory responsibility in maintaining order and discipline among inmates held in County correctional facilities.

**WRITTEN EXAMINATION:** The written examination will evaluate knowledge of departmental rules and regulations, corrections and rehabilitation practices, supervisory principles and practices, labor relations, and emergency medical response. The Reading List authorized for the 2007 Correctional Corporal promotional examination should be followed in the preparation for this examination. Copies of the Reading List and relevant DSOP revisions must be picked up at the Corrections and Rehabilitation Department, Personnel Bureau, Monday through Friday, 8:30 a.m. to 4:30 p.m., from June 4, 2007 until October 9, 2007. Photo identification must be presented in order to receive the aforementioned materials and to apply for the examination. Employees who qualify on this examination will be on a certified list for a period of two years. Seniority points will be added to the score of employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, full-time service as a Correctional Officer to a maximum credit of ten years of service or six points. Only those individuals unqualified to take the examination will be notified in writing by Miami-Dade County, Employee Relations Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veterans' Preference Claim Form at the time of application. Applications accepted on-line from Monday, June 4, 2007 through Tuesday, September 4, 2007. Location of Examination:

## Human Resources Department

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### Correctional Corporal (004503)

Florida International University, Roz and Cal Kovens Conference Center, Room 214, 3000 N.E. 151 Street, Miami, Florida 33181. Date of Examination: Wednesday, October 10, 2007. APPLICANTS MUST ACCESS [WWW.MIAMIDADE.GOV/ERD/TEST](http://WWW.MIAMIDADE.GOV/ERD/TEST) OR CALL (305) 375-0297 (OPTION 2) FOR SCHEDULED TEST TIME ON OR AFTER SEPTEMBER 21, 2007 AND TEST RESULTS ON OR AFTER OCTOBER 29, 2007. Doors to the test facility will close promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County Employee Relations Department, Testing and Validation Section, prior to the written examination.

## Correctional Sergeant (004504)

### Minimum Qualifications

Currently employed by Miami-Dade County with permanent status as a Correctional Corporal immediately preceding the examination date. All preceding time must be continuous (one year of continuous full-time employment as a Correctional Corporal immediately preceding the examination date ). Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination. Must possess a State of Florida Correctional Officer certification.

### Job Specifications

#### NATURE OF WORK

This is advanced and supervisory security work in a County correctional facility.

Employees in this class are responsible for supervising subordinate correctional officers on an assigned shift in a large area of a correctional facility or serving in various capacities as the supervisor of a support service function. Responsibilities include making decisions concerning emergency circumstances, making duty assignments for subordinates, investigating inmate complaints, reviewing and preparing reports, inspecting facility security and serving in various operational and correctional support activities. Duties occasionally involve an element of personal danger during emergencies and in controlling and directing the control of potentially violent inmates and incumbents must exercise independent judgment in responding to problems of inmate control and in enforcing established security rules and regulations. Supervision is exercised over subordinate correctional officers, specialized and clerical employees depending upon the function supervised, who assist with various phases of correctional activities. General supervision is received from a superior officer who reviews work through personal conferences and observations, inspections and review of reports for completion of assigned responsibilities.

#### ILLUSTRATIVE TASKS

Serves as an assistant officer in command of a shift of subordinate correctional officers assigned to a large area of a correctional facility; assigns officers to various activities, inspects security operations, oversees food service activities and participates in subduing disturbances in all cell areas.

Investigates inmate complaints and unusual incidents to determine causes and identify problems.

Supervises and participates in activities concerning receiving and processing inmates, inmate bookings, attorney and bondsmen contacts, inmate release, food delivery, cell assignment and security of correctional facility operations.

Reviews reports prepared by subordinates and prepares reports concerning security problems, incidents and work activities; makes recommendations regarding changes in security and operational policies and procedures.

Supervises a work unit involved in the transporting of inmates to court appearances, ensuring the security of the courtroom, and ensuring the secure return of inmates to correctional facilities.

Maintains order and discipline among inmates during all phases of correction operations and judicial processes to assure the security of the correctional facility or government offices.

Supervises operations and enforcement of departmental regulations for a complete shift at a minimum security facility; makes duty assignments and inspects inmate activities.

Supervises support services such as contraband control, facility maintenance, and warehousing and distribution of supplies, materials and equipment.

Serves in the capacity of a superior as required, or performs duties ordinarily associated with subordinates to supplement staff during personnel shortages and during crucial situations.

Testifies in court and at hearings and provides depositions concerning various corrections related activities.

Coordinates transportation and plans itineraries for inmates committed to medical facilities or to other correctional institutions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the rules, regulations and procedures concerning the receiving, confinement and release of inmates.

## Human Resources Department

### Correctional Sergeant (004504)

Thorough knowledge of correctional facility operations.  
Considerable knowledge of modern security practices and procedures.  
Considerable knowledge of legal procedures pertaining to inmate court appearances, basic court terminology and the bonding process.  
Considerable knowledge of inmate release procedures.  
Considerable knowledge of supervisory principles and practices.  
Knowledge of the codes and abbreviations used in computer terminal operations relating to booking inmates.  
Knowledge of personal and cell search techniques.  
Knowledge of the geography of the correctional facility to which assigned.  
Knowledge of arithmetic.  
Knowledge of the behavioral characteristics of incarcerated individuals.  
Ability to enforce departmental regulations and procedures.  
Ability to react promptly and correctly in emergency situations.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to understand and follow verbal and written instructions.  
Ability to prepare reports and maintain records.  
Ability to perform simple arithmetic calculations.  
Ability to assign and supervise inmates in various correctional facility maintenance and operational duties.  
Ability to make effective recommendations for problem resolution and improved security policies and practices.  
Ability to operate a firearm.  
Ability to anticipate and recognize unacceptable behavior by inmates.  
Skill in the care and use of firearms.  
Physical strength and agility sufficient to perform assigned duties.

REV 3/11

### **Nature Of Work**

This is advanced and supervisory security work in a County correctional facility.  
The written examination will evaluate knowledge of departmental rules and regulations, corrections and rehabilitation practices, emergency medical response, labor relations, and supervisory principles. The Reading List authorized for the 2009 Correctional Sergeant promotional examination should be followed in preparation for this examination. Copies of the Reading List are available at the Corrections and Rehabilitation Department, Personnel Bureau, Monday through Friday, 8:30 a.m. to 4:30 p.m., from December 5, 2008 until March 18, 2009 (excluding holidays). Applicants must apply on-line at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) from Friday, December 5, 2008 through Thursday, March 5, 2009. Applicants that are deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Only those individuals unqualified to take the examination will be notified in writing by the Miami-Dade County, Human Resources Department. Employees who qualify on this examination will be on a certified eligible list for a period of two years. Only those applicants qualifying on the written examination will continue in the promotional process as outlined in Departmental Standard Operating Procedure (DSOP) 6-049 Promotional Procedure and Procedural Directive #D07-011 (Revisions to DSOP 6-049 Promotional Procedure). Preference will be given to veterans and spouses of veterans, when applicable. Seniority points will be added to the score of employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, full-time service as a Correctional Corporal to a maximum credit of ten years or six points. Location of Examination: Florida International University, Roz and Cal Kovens Conference Center, Room 214, 3000 N.E. 151 Street, Miami, Florida 33181. Date of examination: Thursday, March 19, 2009. Registration time: 8:30 a.m. to 9:15 a.m. Doors to the test facility will be closed promptly at 9:15 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County, Human Resources Department, Testing and Validation Section, prior to the examination date.

## Correctional Lieutenant (004505)

### Minimum Qualifications

Currently employed by Miami-Dade County with permanent status as a Correctional Sergeant immediately preceding the examination date. All preceding time must be continuous (one year of continuous full-time employment as a Correctional Sergeant immediately preceding the examination date ). Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination. Must possess a State of Florida Correctional Officer certification.

### Job Specifications

#### NATURE OF WORK

This is responsible supervisory security enforcement work in the Miami-Dade County Department of Corrections and Rehabilitation. Employees in this class serve as the commander for an entire shift at a large correctional institution or as a section supervisor for a major staff service. Work involves responsibility for coordinating and enforcing security regulations and inmate disciplinary control throughout the correctional institution. Duties require the exercise of command authority in directing all shift operations of the facility. Supervision is exercised over subordinate correctional and support services personnel by assignment and inspection of work for adherence to departmental policy and regulation. Work is reviewed by a superior officer who reviews performance through report analysis, personal conferences and periodic inspections of the entire correctional institution.

#### ILLUSTRATIVE TASKS

Commands an entire shift at a large correctional institution; coordinates all operations of inmate booking, searching, bonding, cell assignment, court appearance, feeding and work details.

Supervises the business management section including personal property control, training and personnel administration unit, commissary and supply services.

Coordinates and supervises all support services of the operations division including facility maintenance, laundry operation, medical care, food preparation and contraband control.

Instructs subordinate staff on security measures and disciplinary control measures.

Assigns correctional officers to work locations, develops work schedule projections for the entire shift.

Evaluates performance of assigned supervisory staff, recommends promotions, transfers and training programs.

Ensures that all required supplies are available as needed and that all equipment, machinery and buildings are in proper working order.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the policies, regulations and procedures for the confinement and security of inmates.

Thorough knowledge of correctional facility operations including supply management, contraband control, plant maintenance, health services and laundry operations.

Considerable knowledge of the regulations pertaining to inmate bookings, bonding, release, court processing and behavior evaluation.

Considerable knowledge of the various rehabilitation techniques and programs utilized in the field of corrections.

Knowledge of the typical behavior patterns of incarcerated individuals and emotionally disturbed inmates.

Ability to plan and supervise the work of line and staff subordinates in a manner conducive to full performance and high morale.

Ability to train subordinates in all phases of security and correctional work.

Ability to react promptly and correctly in emergency situations.

Ability to provide accurate information flow on diversified operations to assist in management decision making.

Skill in the care and use of firearms.

Physical strength and agility to control unruly inmate behavior.

## Human Resources Department

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### Correctional Lieutenant (004505)

REV 3/11

#### **Nature Of Work**

This is responsible supervisory security enforcement work in the Miami-Dade County Department of Corrections and Rehabilitation.

**WRITTEN EXAMINATION:** The written examination will evaluate knowledge of departmental rules and regulations, corrections and rehabilitation practices, emergency medical response, labor relations, and supervisory principles. The Reading List authorized for the 2007 Correctional Lieutenant promotional examination should be followed in preparation for this examination. Copies of the Reading List are available at the Corrections and Rehabilitation Department, Personnel Bureau, Monday through Friday, 8:30 a.m. to 4:30 p.m., from April 16, 2007 until August 6, 2007 (excluding holidays). Employees who qualify on this examination will be on a certified eligible list for a period of two years. Only those applicants qualifying on the written examination will continue in the promotional process as outlined in Departmental Standard Operating Procedure (DSOP) 6-049 Promotional Procedure and Procedural Directive #D07-011 (revisions to DSOP 6-049 Promotional Procedure). Seniority points will be added to the score of employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, full-time service as a Correctional Sergeant to a maximum credit of ten years or six points. Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County Employee Relations Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Applicants requesting Veterans' Preference must submit Veterans' Preference documents at the time of application. Photo identification is required at the time of application. Applications accepted at: Miami-Dade Corrections and Rehabilitation Department, Personnel Bureau, 2525 N.W. 62 Street, Miami, Florida 33147 from Monday, April 16, 2007 to Monday, July 16, 2007, (excluding holidays), 8:30 a.m. to 4:30 p.m. Location of examination: Florida International University, Roz and Cal Kovens Conference Center, Room 214, 3000 N.E. 151 Street, Miami, Florida 33181. Date of examination: Tuesday, August 7, 2007. Registration time: 8:30 a.m. to 9:00 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County, Employee Relations Department, Testing and Validation Section, prior to the written examination.

## Human Resources Department

### Correctional Captain (004506)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to eight years of progressively responsible administrative experience to include two years of supervisory experience in a correctional, military, or law enforcement setting; or Bachelor's degree and two years of experience as a Correctional Lieutenant are required. Must possess a State of Florida Correctional Officer certification.

Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK:

This is administrative security enforcement work in the Miami-Dade County Department of Corrections and Rehabilitation. Employees in this class administer and coordinate all activities of a principle organizational segment such as a maximum security correctional facility or a minimum security detention facility, or serve in an administrative capacity. Work involves responsibility for the interpretation of management policy in the daily operation of correctional facilities and in the administration of essential staff and support services. Duties require the exercise of independent judgment and discretion in analyzing operations and recommending solutions to problems and improvements in efficiency and economy. An additional responsibility requires the continuous inspection and review of correctional and security procedures to insure the proper application of directives. Supervision is exercised over subordinate ranking correctional and support services personnel by review of activity reports, personal conferences and the successful operation of the assigned activity. General supervision is provided by a correctional superior who reviews work by conference and management analysis techniques for the successful accomplishment of departmental goals and objectives.

##### ILLUSTRATIVE TASKS:

Plans, assigns, and inspects all operations of a large correctional facility; provides for proper security enforcement, inmate booking and release, support services and recordkeeping. Plans, assigns, and inspects all operations of a minimum security detention facility; provides for proper security enforcement, administration, work detail activities and all support services. Administers a departmental support function such as internal affairs, legal/discipline issues, affirmative action, management analysis. Investigates living conditions in the jail facility, evaluates complaints of inmates, attorneys, bonds persons and others; recommends appropriate action to superiors and reviews for effectiveness. Coordinates correctional facility operations with the various courts, law enforcement agencies, prosecuting authorities, defense counselors, bonds persons and probation staff. Conducts assigned research in the field of corrections and rehabilitation; analyzes various studies and reports; submits proposals for new approaches to superiors. Prepares and submits preliminary budgetary request for personnel, equipment and supplies; recommends program changes and capital expenditures. Represents the department in conferences with other governmental agencies, private organizations, news media and public officials. Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Extensive knowledge of the policies, regulations, and procedures for the confinement and security of inmates. Extensive knowledge of correctional facility operations including supply management, commissary and food services, contraband control, plant maintenance, health services and laundry operations. Considerable knowledge of the regulations pertaining to inmate booking, bonding, release, court processing and behavior evaluation. Considerable knowledge of recent developments and current sources of information in the field of corrections and rehabilitation. Considerable knowledge of the various rehabilitation techniques and programs utilized in the field of corrections. Knowledge of the typical behavior patterns of incarcerated individuals and emotionally disturbed inmates. Ability to plan and supervise the work of line and staff subordinates in a manner conducive to full performance and high morale. Ability to train subordinates in all phases of security and correctional work. Ability to react promptly and correctly in emergency situations. Ability to communicate effectively, verbally, and in writing. Ability to analyze complex problems and to exercise mature judgment in arriving at conclusions. Skill in the care and use of firearms. Physical strength and agility to control unruly inmate behavior.

#### Nature Of Work



## Human Resources Department

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### Correctional Captain (004506)

#### **Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience to include supervisory experience in providing and planning telephone services in a telephone company, governmental agency or similar large organization are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a county-wide program or a major program or function in a county department or agency.

## C & R Cook 1 (004509)

### Minimum Qualifications

Eighth grade. One year of experience in an institutional, commercial, or other large-scale food preparation environment is required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

### Job Specifications

#### NATURE OF WORK

This is skilled cooking and limited supervisory work in a Metro-Dade County correctional institution.

Employees in this class are responsible for the performance of skilled cooking tasks and related supervision in the large-scale production of meals in a County correctional institution kitchen. Emphasis of the work is on the performance of a variety of skilled cooking tasks, directing inmate labor assisting in various food service activities to meet serving deadlines, ensuring proper portioning of food items, providing continuous training to kitchen trustees, operating standard cooking equipment, and supervising cleaning tasks to meet established sanitary requirements. Supervision is exercised over kitchen trustees assisting in various phases of food service operations. Supervision is received from a supervisory cook who supervises food preparation, serving functions and cleaning activities.

#### ILLUSTRATIVE TASKS

Directs inmate labor in tray make-up, loading food carts, use of steam trays and rethermalization units; ensures proper handling, packaging and storage of food items; meets serving deadlines.

Operates standard cooking utensils and equipment including mixing machines, food choppers, wrapping machines, tray conveyors, and slicing machines.

Trains cooks and inmates working as kitchen trustees on preparation of meals to meet deadlines for tray line and cafeteria; ensures proper portioning of food items to avoid conflicts among inmates over uneven portions.

Discusses menu changes or utilization of leftovers with immediate supervisor.

Exercises caution and control in supervising inmates working as kitchen trustees to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.

Prepares salads and sandwiches, and slices meats; assists in the preparation of meats, various gravies, sauces, and baking; prepares special dishes for inmates with special dietary considerations.

Requisitions food items and supplies for cooking operations.

Participates in portioning and distribution of soups, starches and vegetables for a variety of breakfast, lunch and dinner menus.

Supervises inmates in cleaning kitchen items including utensils, food trays and rethermalization units to meet American Correctional Association sanitation standards.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of modern methods and equipment used in a large-scale food service operation.

Knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.

Knowledge of supervisory principles and practices.

Knowledge of American Correctional Association food regulations.

Knowledge of sanitary requirements and the potential hazards in food preparation.

Knowledge of food menus, general nutrition and modified diets, and portion control.

Ability to follow written instructions in menus and recipes and perform skilled cooking.

Ability to supervise a group of inmates working as kitchen trustees in accordance with correctional policies and regulations.

Ability to follow and transmit precise verbal and written instructions.

Ability to use and operate a variety of institutional food service utensils and equipment.

Ability to work under conditions of high temperature and stress.

Ability to meet serving deadlines in a large-scale food service operation.

Skill in cooking.

## Human Resources Department

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### C & R Cook 1 (004509)

#### **Nature Of Work**

This is skilled cooking and limited supervisory work in a Miami-Dade County correctional institution.

### C & R Cook 2 (004510)

#### Minimum Qualifications

Eighth grade. Three years of experience in a large-scale food preparation environment to include one year of supervisory experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory cooking work in a Metro-Dade County correctional institution.

Employees in this class are responsible for the supervision of skilled cooks and unskilled inmates serving as kitchen trustees in the large-scale production of meals in a County correctional institution kitchen. Responsibilities include supervising the cooking portion of meal preparation, meeting serving deadlines, ensuring equal portions and the quality of food servings, employing precautionary measures to ensure compliance with proper sanitary requirements, estimating food needs, requisitioning food supplies and related equipment, planning a variety of standard menus, and coordinating work with cooks on subsequent shifts. Supervision is exercised over skilled cooks and kitchen trustees engaged in various phases of food service operations. Supervision is received from a food service supervisor who reviews work for effectiveness in food preparation, serving functions and cleaning activities.

##### ILLUSTRATIVE TASKS

Plans, schedules and arranges work flow for a large number of skilled cooks and inmates serving as unskilled kitchen trustees in a County correctional institution kitchen; schedules operations to meet serving deadlines.

Supervises the cooking portion of food preparation; roasts meats or prepares special dishes as required; ensures recipes are followed to avoid under/over cooking and/or food loss through improper preparation.

Employees precautionary measures to guard against health hazards and ensures compliance with proper sanitary requirements.

Provides continuous training for new inmates working in a kitchen trustee capacity; exercises caution and control in supervising inmates to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.

Estimates food needs for standard menus; requisitions food supplies and equipment and maintains related records; streamlines grand-scale food preparations for an economical and efficient operation.

Coordinates planning with cooks on subsequent shifts; discusses preparation of special menus with food service supervisors.

Provides advice and assistance to skilled cooks in food preparations.

Supervises kitchen trustees in cleaning food service areas associated with cooking to maintain standard American Correctional Association sanitary requirements.

Ensures the use of proper fire safety procedures for a large correctional facility kitchen and precautionary measures governing inmates during emergency situations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of modern methods and equipment used in large-scale food service operations.

Considerable knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.

Considerable knowledge of supervisory principles and practices.

Knowledge of American Correctional Association food regulations.

Knowledge of sanitary requirements and the potential hazards in food preparation.

Knowledge of the preparation of special therapeutic diets.

Ability to supervise skilled cooks and kitchen trustees in accordance with correctional policies and regulations.

Ability to estimate quantities of food supplies required for large-scale food preparation.

Ability to plan and schedule food service operations to achieve goals in food preparation and in meeting serving deadlines.

Ability to follow and transmit precise verbal and written instructions.

Ability to use and operate a variety of institutional food service utensils and equipment.

Ability to work under conditions of high temperature and stress.

### C & R Cook 2 (004510)

Skill in cooking.

NEW 10-93

#### **Nature Of Work**

This is skilled supervisory cooking work in a Metro-Dade County correctional institution.

## Human Resources Department

### Correctional Property Custodian (004515)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in inventory control and cashiering are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in the receipt, storage and release of prisoner property and money during incarceration in a county detention facility.

Employees in this class are responsible for receiving all money and personal property from inmates upon being booked into a county detention facility, accurately listing personal property and money received on the appropriate forms and in automated record systems, and issuing receipts to inmates. Duties include returning money and personal property to inmates upon release by identifying the inmate and assuring return of the correct property. Incumbents are responsible for assuring the accuracy of transactions involving inmate money and personal property and may be assigned to work various shifts. Duties involve working around incarcerated individuals in a county detention facility and incumbents follow prescribed security procedures and departmental regulations in the performance of assigned duties.

Supervision is received from a correctional superior who reviews work for conformance with established departmental rules and regulations and assists as questions arise during operations.

##### ILLUSTRATIVE TASKS

Receives all money, personal property and contraband items from prisoners who are booked into a county detention facility; accurately counts and lists money received on the appropriate form or using a computer terminal; accurately lists and describes all prisoner personal property on the appropriate form or in a computer system; issues receipts for money and for personal property to prisoners; attaches inmate picture to inmate property and money records.

Issues all money and personal property to prisoners upon release from the facility; verifies the identity of the prisoner and assures the return of the right property and money to the right inmate; accurately counts and issues prisoner money both in cash and checks.

Issues items of personal property to prisoners such as clothing or reading material to be taken by the prisoner to the cell; issues personal property or money to inmate friends or relatives as authorized; deletes property items issued from the property record; date stamps records and obtains inmate's signature to prevent claims by prisoners for the property upon release.

Receives clothing or money from inmate friends or relatives on behalf of prisoner for use during incarceration; correctly identifies the inmate for which the clothing or money is intended and issues receipts to delivering party.

Counts all money in the property room at the beginning of the shift; operates a computer terminal and adding machine to record money transactions and maintain a control total of money received; prepares computerized records at end of shift, showing total money received, payouts in cash and check, and correct cash balance on hand.

Prepares prisoner property for transfer with prisoners to other detention facilities; obtains signatures of prisoners and transporting officer.

Reviews daily release list and compares to property records; places property records of released inmates who did not claim property in released card file with release date.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental practices and procedures in the receipt, storage and issue of prisoner money and personal property.

Knowledge of the rules and regulations pertaining to prisoner property accountability.

Knowledge of detailed inventory recordkeeping practices and procedures.

Knowledge of business arithmetic.

Knowledge of the operation of computer terminals, adding machines and other office equipment.

Some knowledge of the typical behavior patterns of incarcerated individuals.

Some knowledge of the rules, regulations and procedures governing confinement and release of prisoners.

Ability to perform cash, checkbook and property transfer transactions with speed and accuracy.

Ability to make rapid and accurate mathematical computations.

Ability to maintain effective working relationships with the public, prisoners and correctional employees.

## Human Resources Department

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### Correctional Property Custodian (004515)

Ability to maintain complete and accurate prisoner property records.  
Ability to work in a confined, controlled and austere environment.  
Ability to understand and follow oral and written instructions.  
Skill in the operation of computer keyboards and other office equipment.

REV 5-86

#### **Nature Of Work**

This is specialized clerical work in the receipt, storage and release of prisoner property and money during incarceration in a county detention facility.

## Human Resources Department

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### C&R Property Room Supervisor (004516)

**Minimum Qualifications**

High school diploma or GED. Two years of experience in the receipt, storage and issuance of property or goods in a warehouse, correctional facility or inventory control environment are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional work in the supervision of employees engaged in the receipt, storage and release of prisoner property and money for the Corrections & Rehabilitative Department.



## Human Resources Department

### Correctional Aide (004519)

#### Minimum Qualifications

High school diploma or GED. One year of general clerical or public contact experience is required. Completion of coursework or business school training may substitute for the required experience on a month-for-month basis. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical and computer terminal operation work within a county penal facility.

Employees in this class perform security control work, operate crime information computer terminals and answer telephone inquiries relating to prisoner information in an assigned area of a penal facility. Work may involve working around incarcerated individuals. Incumbents follow prescribed security procedures and departmental regulations in performance of work. Supervision is received from a correctional superior who assists as questions arise or in the event of disturbances and spot checks work in progress.

##### ILLUSTRATIVE TASKS

Operates security control booths; issues cell block keys to correctional personnel; maintains key control on an assigned jail floor.

Observes officers and inmates in cell corridors; starts the emergency alarm system in the event of disturbances in the lobby or in corridors.

Maintains constant inventory of inmates on an assigned floor; enters activities into an incident log book.

Obtains data from the National and Florida Crime Information Centers by entering codes into computer terminals; enters prisoner booking, releasing and cell assignments on the terminal.

Answers telephone inquiries and releases authorized prisoner information.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of established rules, regulations and procedures governing prisoner confinement.

Knowledge of data entry coding procedures for the National and Florida Crime Information Center computer terminals relating to assigned work.

Some knowledge of the typical behavior patterns of incarcerated individuals.

Ability to understand and follow oral and written instructions.

Ability to remain alert, and to react calmly and quickly in emergencies and disturbances.

Ability to maintain effective working relationships with the public, inmates and correctional employees.

Ability to exercise care in the release of prisoner information.

NEW 10-77

#### Nature Of Work

This is advanced clerical and computer terminal operation work within a county penal facility.

## Human Resources Department

### Corrections Technician (004520)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required.

#### Job Specifications

##### NATURE OF WORK:

This is specialized work performing technical and clerical duties within a detention facility environment. Employees in this class perform diversified duties in support of detention facility functions, including but not limited to detention facility ingress and egress, key control, booking, and inmate records. Primary duties and responsibilities include operating control panels and monitoring security devices within a detention facility to control and monitor access/movement; and utilizing federal, state and local criminal justice databases to enter, retrieve research and update inmate and/or missing persons information. Supervision is received from a correctional superior who reviews work in progress and upon completion for thoroughness, accuracy, and adherence to established policies and procedures.

##### ILLUSTRATIVE TASKS:

Controls access to and within detention facilities/housing units, ensures proper operation of electronic doors, security devices/alarms; and alerts sworn personnel to conditions or circumstances which may inhibit the safe, secure and efficient operations of the detention facility.

Monitors closed circuit television cameras, telephones, alarm systems, intercom panels and/or control panel doors; coordinates documentation for inmate movement within assigned areas.

Controls and monitors access/movement within detention facilities by operating control panels for gates and doors; checks identification of persons entering/exiting controlled areas; monitors safety of staff, visitors, and inmates, generate work orders for inoperable equipment,

Records accurate entries in electronic and/or hand written log books; and maintains visual and verbal contact with sworn staff to ensure safety and security.

Serves as a communications liaison in the event of an emergency within detention facilities/housing units; and utilizes computer terminals for input and retrieval of various inmate information.

Maintains accountability for keys, restraining devices and other emergency equipment assigned to posts; monitor in-house radio transmissions to maintain an awareness of activities within various areas of the assigned facility; and records security checks conducted by sworn staff.

Alerts appropriate personnel of security violations and potentially threatening situations; controls exit and entry to doors, hallways, elevators and sally ports; and contact designated personnel in case of an emergency.

Conducts booking functions to include proofing affidavits for legal sufficiency and making entries into the criminal justice information systems.

Processes arrest history data, prepares arrest sheets, pulls original cards and jackets, performs name verifications, processes requests from the fingerprints unit.

Researches inmate records and makes requests for archived data/documents; receives and verifies court orders for accuracy and completeness; and complies with court orders for sealing/expunging arrest and corrects recorded data.

Responds to law enforcement personnel requests for records; processes and/or reviews various reports and related documentation to ensure that documents are stamped, dated, and issuer/recipient information is recorded; and make entries into the teletype system.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of departmental policies and procedures relating to detention facility ingress and egress, key control, booking, court orders and

### Corrections Technician (004520)

inmate records.

Knowledge of the operating characteristics and procedural requirements pertaining to national, state, and local criminal justice information systems.

Knowledge of the public records laws.

Knowledge of criminal charges pertaining to statutory felonies, misdemeanors, traffic, station bookings, non-prints and non-books.

Knowledge inmate charges and jail booking procedures.

Knowledge of office practices and procedures.

Ability to operate control panels for electronic doors, security devices, and alarms in order to control ingress and egress within detention facilities/housing units.

Ability to operate data terminals and computerized equipment.

Ability to rapidly and accurately enter, modify and retrieve information in criminal justice information systems.

Ability to alert appropriate personnel of security violations and potentially threatening situations.

Ability to react promptly and correctly in emergency situations.

Ability to understand and follow verbal and written instructions.

Ability to prepare reports and maintain records.

Ability to maintain accurate operations records.

Ability to make appropriate decisions in accordance with departmental policies and procedures.

Ability to develop and maintain effective working relationships with employees, supervisors, members of other law enforcement agencies, and the public.

NEW 1/23/2012

#### **Nature Of Work**

This is clerical and technical work involving police information files and computerized information systems.

## Human Resources Department

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### C&R Inmate Services Technician (004522)

**Minimum Qualifications**

High school diploma or GED. Two years of counseling or interviewing experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is clerical and public contact work maintaining inmate grievances in the computer system and answering inquiries pertaining to inmate cases for the Corrections & Rehabilitation Department.

## Human Resources Department

### Correctional Counselor 1 (004523)

#### Minimum Qualifications

Bachelor's degree in Criminology, Psychology, Human Relations or related field. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is professional prisoner counseling and casework in providing inmates with increased awareness of developmental opportunities and reorienting inmates to a community living and working environment.

Employees in this class are responsible for assisting inmates within a correctional facility in various matters which they are unable to resolve due to incarceration. Duties include arranging for legal assistance and medical attention, providing religious counseling and any social service need that may arise. Responsibilities include counseling and guiding inmates toward a rehabilitative program best suited to their needs. Incumbents participate on various committees as assigned, and prepare incident reports concerning inmate offenses. Incumbents also exercise independence in evaluating information and in setting priorities for various needs and requests of prisoners. Supervision is received from professional and administrative superiors who review and evaluate counseling and guidance activity for conformity with established policies and regulations and for quality of results.

##### ILLUSTRATIVE TASKS

Establishes rapport with inmates to mitigate tensions within the facility; refers their requests to the proper authority for appropriate action; keeps inmates aware of the various rehabilitative programs available to them.

Provides for the availability or the means of obtaining legal assistance, religious counseling or social services; recommends inmates to vocational, academic and job placement programs.

Obtains information concerning court dates, release dates and court actions taken on an inmate's case.

Investigates inmate offenses and prepares incident reports.

Serves as a participant on disciplinary and extra gain time committees.

Prepares case histories for assigned prisoners and necessary related correspondence.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental policies and operational procedures.

Knowledge of legal requirements pertaining to incarcerated individuals.

Knowledge of rehabilitative and social service programs available to inmates.

Knowledge of established procedures in recommending inmates for participation in rehabilitative programs.

Knowledge of counseling and guidance techniques.

Knowledge of behavior patterns of incarcerated individuals.

Ability to achieve rapport with inmates so as to motivate and assist them.

Ability to perceive unusual behavior characteristics of inmates.

Ability to achieve rapport with personnel in community resource agencies.

Ability to counsel and guide inmates in academic education, vocational training, job placement and social service needs.

Ability to prepare correspondence, case histories and comprehensive reports.

Ability to maintain required records.

NEW 10-77

#### Nature Of Work

This is professional prisoner counseling and casework in providing inmates with increased awareness of developmental opportunities and reorienting inmates to a community living and working environment.

## **Human Resources Department**

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**Correctional Counselor 1 (004523)**

### Correctional Counselor 2 (004524)

#### Minimum Qualifications

Bachelor's degree in Criminology, Psychology, Human Relations or related field. One year of professional experience working with inmates in a jail setting, a criminal justice setting or a pre-trial release program is required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory prisoner casework in providing rehabilitative programs to an assigned group of inmates within a correctional facility.

Employees in this class are typically responsible for conducting a major rehabilitative program such as work furlough, training and treatment, basic skills or social service referral. Responsibilities include counseling inmates on academic, vocational or employment programs, explaining rules, regulations, requirements and procedures of a particular program to participants, and may include assisting inmates and their families with personal or environmental problems requiring various kinds of social service assistance. Supervision is exercised over subordinate counselors, correctional officers and a clerical staff, or in the absence of supervisory responsibility, involves managing a more complex rehabilitative program including a large number of participants and requiring a high degree of coordination. This class differs from Prisoner Counselor 1 in that incumbents are generally in charge of a rehabilitative program as opposed to basic counseling in connection with rehabilitation. Supervision is received from professional superiors who review and evaluate program activity for conformity with established policies and regulations and for quality of results.

##### ILLUSTRATIVE TASKS

Coordinates an academic, vocational or employment program for an assigned group of prisoners, utilizing community resources; reviews and evaluates applications made by inmates for participation in a program; serves as a participant on committees responsible for placement of inmates in rehabilitative programs.

Counsels inmates in more difficult cases relating to academic, vocational and social service needs; guides counselors in their activities of obtaining assistance for and counseling with various prisoners.

Develops job opportunities and maintains contact with employers and educational instructors; insures the availability of materials required by various academic and vocational schools.

Investigates inmate offenses and program rule violations and prepares incident reports.

Serves on disciplinary and extra gain time committees and makes recommendations for extra gain time rewards.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental policies and operational procedures.

Considerable knowledge of legal requirements pertaining to incarcerated individuals.

Considerable knowledge of rehabilitative and social service programs available for inmates.

Considerable knowledge of established procedures in recommending inmates for participation in rehabilitative programs.

Considerable knowledge of behavior patterns of incarcerated individuals.

Considerable knowledge of interviewing and counseling techniques in identifying and analyzing problems and providing assistance in the rehabilitation of prisoners.

Knowledge of vocational training, academic education or job placement needs and opportunities.

Ability to supervise and guide a professional staff in a manner conducive to full performance and high morale.

Ability to coordinate and manage a rehabilitative program.

Ability to achieve rapport with inmates so as to motivate and assist them in difficult counseling cases.

Ability to maintain effective working relationships with personnel in community resource agencies and educational establishments.

Ability to counsel and guide inmates in academic education, vocational training, job placement and social service needs.

Ability to recognize unusual behavior patterns on the part of inmates.

Ability to supervise the preparation of or prepare correspondence, case histories and comprehensive reports.

## Human Resources Department

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### Correctional Counselor 2 (004524)

Ability to maintain required records.

#### **Nature Of Work**

This is professional and supervisory prisoner casework in providing rehabilitative programs to an assigned group of inmates within a correctional facility.



## Human Resources Department

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### C&R Commissary Specialist (004526)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in customer service or public contact to include receipt, coordination and distribution of supplies, products or inventory control are required. Must possess a Driver license. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is supervisory work involving the coordination, processing and distribution of regular, instant, and indigent commissary orders for members of an inmate population.

## Human Resources Department

### C&R Chaplain & Ministries Coordinator (004527)

#### Minimum Qualifications

Graduation from divinity school, theological college or a seminary and ordained for religious service by a recognized religious faith or denomination. One year experience as a member of the clergy to include experience providing guidance and counseling services or conducting institutional programs of a rehabilitative nature is required.

Additional experience may substitute for the required education on a year-for-year basis. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is professional rehabilitation and counseling work in a program of religious guidance and spiritual welfare for patients or inmates in a county facility.

An incumbent of this class is responsible for counseling and ministering to patients, prisoners, and members of their families, for conducting worship services and planning devotional activities. Emphasis of the work is on assisting patients distraught due to illness, family members who are bereaved or prisoners who need guidance in achieving a successful return to normal activity. Duties require the exercise of considerable knowledge of human behavior, and personality deviations which precipitate criminal acts. Work is performed under an administrative superior who provides guidance in departmental procedures and policies, and provisions of state statutes or local laws affecting the program of the facility.

##### ILLUSTRATIVE TASKS

Schedules and conducts institution worship services; conducts individual or group religion instructional services of a rehabilitative nature. Interviews and counsels inmates and patients and encourages participation in religious activities; advises on personal and family problems and offers spiritual guidance; calls on and cooperates with social assistance agencies to extend services to inmates, patients or their families as needed; offers advice on religious reading materials for inmates and patients.

Visits bedside of patients to offer spiritual guidance in recovery; comforts those who are terminally ill and gives assistance to distraught families; cooperates with physicians to assist patients in maintaining mental and physical health; administers baptisms, communion and other sacraments.

Participates in rehabilitation programs in the facility; counsels institution staff when requested; plans religious programs and may enlist the support of community church groups in providing appropriate music or sermons for religious programs and worship.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of sacred theology and the religious doctrine of the denomination represented.

Considerable knowledge of religious instructional material of the faith represented.

Considerable knowledge of those phases of ecclesiastical dogma relevant to spiritual guidance of a rehabilitative nature for the ill or imprisoned.

Knowledge of methods and techniques used in pastoral care.

Some knowledge of basic principles and concepts of behavioral science.

Ability to counsel and guide individuals in a hospital.

Ability to design and implement a program of religious worship and to encourage spiritual development.

Ability to recognize abnormal attitudes and behavior patterns and to recommend appropriate remedial action.

Ability to meet with community groups to obtain cooperation in religious activities.

Ability to comfort the seriously ill and members of their families.

Ability to respond appropriately to the needs and feelings of clients.

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#### Nature Of Work

## Human Resources Department

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### **C&R Chaplain & Ministries Coordinator (004527)**

This is professional rehabilitation and counseling work in a program of religious guidance and spiritual welfare for patients or inmates in a county facility.

## Human Resources Department

### Corrections Commissary Supervisor (004528)

#### Minimum Qualifications

Bachelor's degree. One year of experience in retail sales management is required. Additional experience in retail sales management may substitute for required education on a year-for-year basis. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in commissary operations for the Corrections and Rehabilitation Department.

An employee in this class is responsible for supervising receipt, storage and issue of commissary items for incarcerated individuals at Corrections and Rehabilitation facilities. Responsibilities include maintaining and preparing inventory, financial and statistical records, analyzing needed changes in accounting systems, reviewing product usage to determine product viability, analyzing distribution procedures, assuring integrity of the perpetual inventory and purchasing merchandise within prescribed requirements. Supervision is exercised over a staff of warehousing and inventory employees, and Trustees, engaged in various phases of commissary distribution. Supervision is received from a professional superior who reviews work through personal conferences and reports for quality, timeliness and proper management of commissary operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of subordinates engaged in the receipt, storage and distribution of commissary items for inmates at County Corrections and Rehabilitation facilities; assures operations are completed according to schedule and at level of quality required.

Maintains financial and statistical records; prepares periodic financial and inventory statements.

Analyzes and recommends changes to Automated Inmate Accounting System; coordinates work with other County departments on financial and procurement matters.

Contacts vendors concerning availability of merchandise and promptness of deliveries; determines need for new products and need to discontinue less popular items.

Analyzes and implements new procedures to improve operational efficiency.

Assures integrity of perpetual inventory; reviews accuracy of computer entries and supervises monthly physical inventories.

Contacts vendors and purchases merchandise; coordinates activities with other divisions; attends meetings, conferences and training sessions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and procedures of commissary management.

Considerable knowledge retail sales operations.

Considerable knowledge of County procurement policies and procedures.

Knowledge of supervisory principles and practices.

Knowledge of the principles of accounting.

Knowledge of departmental operations, location, policies and procedures.

Ability to plan, assign and review the work of a staff of subordinates in a manner conducive to full performance and high morale.

Ability to maintain and prepare financial statements, statistical records and inventory reports.

Ability to analyze commissary policies, procedures and practices and make recommendations for improvements.

Ability to plan commissary operations to assure availability of products and timely delivery.

NEW 10-88

#### Nature Of Work

## Human Resources Department

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### Corrections Commissary Supervisor (004528)

This is supervisory work in commissary operations for the Corrections and Rehabilitation Department.

### C & R Food Services Supervisor 1 (004529)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in a large scale food preparation environment including some supervisory experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory food service work in a Metro-Dade County correctional institution.

Employees in this class are responsible for supervising a staff of skilled cooks, food service workers and inmates serving as kitchen trustees in the large-scale production of meals in a County correctional institution kitchen. Emphasis of the work is on supervising cooking and meal preparation, instructing subordinates in food processing methods and procedures, coordinating cooking activities to assure food is served at scheduled times, supervising the service of meals in the employee cafeteria and distribution of meals to inmates at various facilities, planning work schedules, recommending changes in procedures for food preparation and service, and enforcing compliance with proper sanitary requirements. Supervision is exercised over skilled cooks, food service workers and trustees engaged in various phases of food service operations. Supervision is received from a food service supervisor who reviews work for effectiveness in carrying out food service responsibilities.

##### ILLUSTRATIVE TASKS

Supervises a staff of skilled cooks, food service workers and inmate trustees engaged in cooking and preparing meals in a County correctional institution; instructs subordinates in quality and quantity of supplies to be used; assures that recipes are followed; coordinates cooking activities to meet serving deadlines.

Supervises the service of meals in employee cafeteria and the distribution of meals to inmates at various facilities; assures appropriate temperature and portion control of food; oversees delivery of special diets to inmate areas.

Plans and revises work schedules for a seven-day period; trains new employees in food preparation and service tasks; assures that subordinates are properly uniformed and that standards of personal hygiene and sanitation are met including compliance to Florida Statutes and American Correctional Association standards of cleanliness and sanitation in all food service areas.

Attends meetings with departmental officials; recommends changes in procedures for food preparation or service; informs officials of food service situations which could impact facility security inmate morale; discusses therapeutic and cyclic menus.

Reports equipment failures or malfunctions; maintains security of all utensils, equipment, supplies and stored food in a correctional setting.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of modern methods and equipment used in large-scale food service operations.

Considerable knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of State of Florida and American Correctional Association food regulations.

Considerable knowledge of sanitary requirements and the potential hazards in food preparation.

Knowledge of the preparation of special therapeutic diets.

Ability to supervise skilled cooks, food service workers and kitchen trustees in accordance with correctional policies and regulations.

Ability to plan and schedule personnel and material requirements to achieve goals in food service preparation and in meeting serving deadlines.

Ability to estimate quantities of food supplies required for large-scale food preparation.

Ability to follow and transmit precise verbal and written instructions.

Ability to enforce compliance with established standards of hygiene in large-scale correctional food service operations.

Ability to assure the security of utensils, equipment, supplies and stored food in a correctional setting.

Skill in cooking.

## Human Resources Department

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### C & R Food Services Supervisor 1 (004529)

NEW 10-94

#### **Nature Of Work**

This is skilled supervisory food service work in a Miami-Dade County correctional institution.

## Human Resources Department

### C & R Food Services Supervisor 2 (004530)

#### Minimum Qualifications

Bachelor's degree. One year of experience in institutional food service management is required. Additional experience may substitute for required education on a year-for-year basis. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is advanced management and supervisory work assisting in directing food management services in County correctional facilities. An employee in this class assists a superior in supervising large-scale preparation, distribution and storage of food commodities in various County correctional facilities. Emphasis of the work is on direct supervision of a staff of subordinates engaged in food preparation and storage, and assuring the preparation of an extensive number of daily meals, including those requiring special diets. Duties include scheduling work, making unannounced inspections, training subordinates, developing quality menus, analyzing costs and resolving operational problems. Supervision is exercised through food service supervisors over a staff of cooks, bakers and food storage employees. Supervision is received from an administrative superior who reviews work through reports, personal conferences and observations, for satisfactory completion of food service responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a large staff of cooks, food service supervisors and food storage employees; plans and schedules daily work assignments.

Supervises and assures the preparation of an extensive volume of daily meals, including preparation of special dietary meals.

Makes unannounced inspections at various times to assure adherence to food preparation standards, sanitation, and to enforce cost control policies.

Coordinates training of cooks and trustys to enhance productivity and efficiency, while assuring cost control.

Consults with inmates and chaplains to develop special religious diets.

Works with food service supervisors and food service, specialists to develop quality menus and recipes for use by the department and other agencies using the catering service.

Analyzes costs and quality of menus in order to provide nutritional meals at lowest possible cost.

Analyzes problems and makes professionally sound decisions concerning kitchen operations.

Prepares dietary records and various reports.

Researches cost factors to determine where costs can be reduced.

Coordinates all menu variations with food service supervisors, cooks, and warehouse personnel.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorized leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of management principles, practices and procedures used in large-scale food production and applicable laws, rules and regulations pertaining to food management operations.

Considerable knowledge of current materials, equipment and methods used in large-scale food preparation and service.

Considerable knowledge of cost, purchase methods and economic planning practices in food service planning and established nutritional standards.

Considerable knowledge of the operation of all standard equipment typical of a large institutional kitchen.

Considerable knowledge of health precautions necessary in large-scale food preparation and service and sanitation requirements.

Knowledge of supervisory practices and procedures.

Ability to plan and supervise large-scale food production, distribution and service.

Ability to plan work operations so as to distribute and serve food efficiently to large numbers in various locations.

Ability to maintain cost, supply and other records accurately and completely.

Ability to prepare required records and other reports accurately and completely.



## Human Resources Department

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### **C & R Food Services Supervisor 2 (004530)**

Ability to plan, coordinate and supervise the work of a large staff in a manner conducive to full performance and high morale.

NEW 10-87

#### **Nature Of Work**

This is advanced management and supervisory work assisting in directing food management services in County correctional facilities.

## Human Resources Department

### C & R Investigations Specialist 1 (004535)

#### Minimum Qualifications

High school diploma or GED. Two years of investigative experience for a law enforcement, military, government and/or private organization are required. Must possess a Driver license. Must be bondable under the laws of the State of Florida. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is professional background investigation work in the Corrections and Rehabilitation Department.

Employees in this class are responsible for obtaining and reviewing background information of applicants seeking employment within the Corrections and Rehabilitation Department. Emphasis of the work is on conducting field and background investigations of applicants and current employees to determine compliance with department, state and county regulatory guidelines and laws and preparing reports of findings. Responsibilities include assisting the Internal Affairs Unit with confidential investigations as required. Duties require the use of task and judgment in dealing with applicants, employees and the general public. Supervision is received from an administrative superior who assists in difficult report preparation and reviews work through written reports, field supervision and analysis of techniques used for adherence to administrative and legal requirements.

##### ILLUSTRATIVE TASKS

Conducts confidential background investigations of applicants seeking employment within the Corrections and Rehabilitation Department; reviews a variety of reports and documents such as criminal histories, credit bureau reports, transcripts, legal documents and other sources to develop investigative leads; develops personal profiles which include interviewing previous and current employees and neighbors; verifies health information; confirms biographical and related information as requested to make employment decisions.

Conducts confidential background investigations of Correctional Officer candidates to determine compliance with State of Florida standards and requirements for certifications.

Conducts minor or non-criminal investigations as requested by the Internal Affairs Unit; conducts confidential field investigations of employees suspected of criminal activity and/or involvement in various social settings.

Compiles and prepares reports of findings concerning the background of applicants and departmental employees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of applicable sections of the Metropolitan Dade County code as it relates to the nature of the duties being performed.

Knowledge of the requirements for employment to the various sworn, non-sworn and technical support positions of the Corrections and Rehabilitation Department.

Knowledge of the arterial roadways of Dade County

Knowledge of analytical and research techniques.

Ability to develop investigative techniques and leads required to complete tasks and make sound recommendations concerning employment.

Ability to select pertinent data from a variety of source materials.

Ability to effectively interview and observe people and obtain information of a confidential nature.

Ability to prepare and submit complete and concise work products and reports.

Ability to express ideas and present factual information verbally and in writing.

Ability to understand and follow verbal and written instructions of a simple or complex nature.

NEW 10-87

#### Nature Of Work

This is professional background investigation work in the Corrections and Rehabilitation Department.

## Human Resources Department

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### C & R Investigations Specialist 1 (004535)

**Minimum Qualifications**

High school diploma or GED. Four years of investigative experience for a law enforcement, military, government and/or private organization are required. Must possess a Driver license. Must be bondable under the laws of the State of Florida. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional background investigation work in the Corrections and Rehabilitation Department.

## Human Resources Department

### C&R Pre-Trial Services Technician (004540)

#### Minimum Qualifications

High school diploma or GED. Two years of counseling or interviewing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is paraprofessional work in a County Pre-trial Service Program. Employees in this class are responsible for screening felony defendants to determine eligibility for participation in pre-trial service programs. Duties include interviewing defendants charged with felonies and obtaining additional information necessary to determine custody, release and suitable referrals to supervising agencies. Employees may be assigned to various shifts and rotate through various pre-trial units. Some judgment is exercised in evaluating behavioral tendencies and making recommendations for program participation, and suitable program placement of defendants. Supervision is received from a professional and administrative superior who reviews work for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Interviews defendants referred by State Attorney's Office to determine eligibility for program participation in pre-trial programs.

Refers defendants to supervising agencies based on charges and needs.

Prepares paperwork notifying the State Attorney's Office and Courts of defendants' acceptance in pre-trial programs.

Maintains contact with inmates, law enforcement agencies, assistant state attorney's public defenders, private attorney's, courts and other outside agencies.

Maintains a caseload of defendants who require minimum supervision; explains terms of release and maintains contacts to assure compliance with rules; monitors defendants progress throughout period of participation.

Maintains accurate case records and reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the organization and operation of County pre-trial service programs.

Knowledge of interviewing techniques used in obtaining a variety of relevant personal information.

Knowledge of statutes, ordinances, regulations and judicial rulings governing pre-trial service programs.

Knowledge of public relations principles and techniques.

Knowledge of departmental policies and procedures.

Ability to discover and verify a variety of personal background information.

Ability to establish rapport with defendants and develop cooperative attitudes to program requirements.

Ability to communicate clearly and concisely, verbal and in writing.

Ability to recognize anti-social personality traits and recommend suitable program placement.

NEW 10-88

#### Nature Of Work

This is paraprofessional work screening felony defendants to determine eligibility for participation in pre-trial service programs.

## Human Resources Department

### C&R Pre-Trial Services Officer 1 (004541)

#### Minimum Qualifications

Bachelor's degree in Criminology, Psychology, Human Relations or related field. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is professional work with supervisory responsibility in a County Pre-trial Services Program.

Employees in this class are responsible for defendant monitoring, casework and implementation of pre-trial services programs.

Responsibilities include interviewing inmates, reviewing cases for pre-and post-bond hearings, making recommendations concerning pre-trial release, performing casework and referring clients to assisting agencies. Employees may be assigned to various shifts and rotate through various pre-trial units. Incumbents exercise independent judgment in performing professional casework and in following guidelines for the release of defendants granted pre-trial release. Supervision may be exercised over subordinates engaged in providing paraprofessional pre-trial release services. Supervision is received from a professional superior who reviews work for effectiveness in managing a caseload and implementation of pre-trial service programs.

##### ILLUSTRATIVE TASKS

Interviews inmates, reviews cases for pre-and post bond hearings, makes recommendations to Bond Hearing Magistrates concerning suitability of defendants for pre-trial release; follows guidelines for defendants granted pre-trial release.

Maintains contacts with inmates, released defendants, court officials and magistrates regarding individual participation in pre-trial service programs.

Maintains a caseload, prepares records and reports, monitors defendants and refers clients to assisting agencies.

Performs a variety of duties in various pre-trial units including Releases, Client Supervision, Bond Review Division and Pre-trial Administration.

Implements procedures to arrange Post Bond Calendars, Special Administrative Order Releases, and Driving Under the Influence Hearings.

Plans, assigns and reviews the work of subordinates engaged in various support activities for pre-trial service programs.

Appears in court for custody release of potential clients.

Interviews arrested offenders, parole violators, prisoners transferred from other jurisdictions and persons released on recognizance.

Determines eligibility for confinement release pending case disposition or court adjudication.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the organization and operation of County pre-trial service programs.

Considerable knowledge of interviewing techniques used in obtaining a variety of relevant information.

Considerable knowledge of statutes, ordinances, regulations and judicial rulings governing pre-trial service programs.

Considerable knowledge of public relations principles and techniques.

Knowledge of departmental policies and procedures.

Knowledge of social casework principles and practices.

Knowledge of the principles of psychology.

Knowledge of supervisory principles, practices and techniques.

Ability to establish and maintain effective working relations with inmates, defendants, court officials and magistrates in pre-trial service programs.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate, clearly and concisely, verbally in writing.

Ability to prepare case records, reports and other documents related to pre-trial service programs.

Ability to recognize anti-social personality traits and recommend suitable program placement.

NEW 10-88

#### Nature Of Work

## Human Resources Department

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### C&R Pre-Trial Services Officer 1 (004541)

This is professional work with supervisory responsibility in a County Pre-trial Services Program.

### C&R Pre-Trial Services Officer 2 (004542)

#### Minimum Qualifications

Bachelor's degree in Criminology, Psychology, Human Relations or related field. One year of professional experience working with inmates in a criminal justice setting is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and supervisory work in a County Pre-Trial Service Program.

Employees in this class are responsible for supervising professional and clerical employees engaged in providing various pre-trial services to inmates and defendants. Responsibilities include overseeing pre-and post-bond hearing case reviews, advisory opinions given to bond hearing magistrates, release of defendants granted pre-trial services custody release, special administrative order releases, and driving under influence hearings. Incumbents exercise considerable independent judgment in the review and evaluation of program guidelines for adherence to established policies and regulations, and in implementing new policies and procedures. Supervision is exercised over a staff of professional and clerical employees engaged in various aspects of pre-trial service programs. Supervision is received from a professional superior who reviews for effectiveness in implementing pre-trial service programs.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of professional and technical subordinates assigned to pre-trial units including Release, Client supervision, Bond Review, and Diversion; provides on-the-job training; keeps staff members informed of changes in policies and procedures. Reviews and evaluates program guidelines for adherence to established policies and regulations; implements new policies and procedures when indicated.

Interviews inmates for program eligibility.

Coordinates pre-trial services programs; evaluates and reviews program effectiveness and makes recommendations for improvement; advises superiors of program or operational problems.

Prepares statistical and narrative reports concerning pre-trial programs.

Maintains contacts with inmates, released defendants, court officials, magistrates and judicial agencies regarding inmate participation in pre-trial services programs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performance related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the organization and operation of County pre-trial services programs.

Considerable knowledge of pre-trial services policies and procedures.

Considerable knowledge of legal requirements of established guidelines for bond requirements and pre-trial release obligations.

Considerable knowledge of statutes, ordinances, regulations and judicial rules governing pre-trial service programs.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare narrative and statistical reports.

Ability to establish and maintain effective working relations with inmates, court officials, magistrates and judicial agencies.

Ability to recognize anti-social personality traits and recommend suitable program placements.

NEW 10-88

#### Nature Of Work

This is advanced professional and supervisory work in a County Pre-Trial Service Program.

## Human Resources Department

### Corrections Fire Inspection Specialist (004549)

#### Minimum Qualifications

High school diploma or GED. Must possess a State of Florida Fire Inspector's Certificate. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is field and office work in fire safety and prevention for the Department of Corrections and Rehabilitation.

An employee in this class is responsible for conducting fire drills at department facilities, preparing reports, conducting fire safety inspections, arranging for annual fire inspections by County Fire Department personnel, responding to fire incidents, and providing assistance with firefighting training for appropriate correctional employees. Duties are performed in accordance with established procedures and the incumbent must possess State certification as a Fire Inspector. Supervision is received from an administrative superior who reviews work for satisfactory completion of assigned responsibilities and compliance with departmental requirements.

##### ILLUSTRATIVE TASKS

Conducts required fire drills at Corrections and Rehabilitation facilities, on each shift at each facility quarterly, and completes required reports.

Conducts monthly fire inspections of detention centers, treatment centers, and other departmental facilities, and completes required reports. Makes arrangements for annual fire inspections and reinspections if needed, of all departmental facilities, and provides required logistical support.

Prepares reports detailing deficiencies found as a result of fire safety inspections; ensures proper corrective measures are taken.

Acts as liaison with local jurisdictions concerning fires or instances of tamperings with the fire alarm systems; prepares reports and makes recommendations to prevent recurrence.

Provides training on fire safety and prevention to departmental employees, as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of State and County Fire Safety Codes and standards.

Considerable knowledge of State and County Fire Safety Codes and standards applicable to correctional facilities.

Knowledge of the various facilities of the Department of Corrections and Rehabilitation, their geographical location and physical layout.

Knowledge of departmental policies and procedures pertaining to fire safety and prevention.

Ability to conduct fire drills and prepare reports detailing their results.

Ability to detect faulty and hazardous conditions that violate fire safety code requirements.

Ability to conduct fire safety inspections and report on results.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to be on call twenty-four hours per day.

NEW 6-91

#### Nature Of Work

This is field and office work in fire safety and prevention for the Department of Corrections and Rehabilitation.



## Human Resources Department

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### C & R Supply Specialist (004552)

**Minimum Qualifications**

High school diploma or GED. One year of experience in supply and/or inventory control to include the purchasing of a variety of commodities for a large industrial type organization is required. Must possess a Driver license.

Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is inventory and supply work for the Corrections & Rehabilitation Department's warehouse.

## Human Resources Department

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### C & R Supply Supervisor (004553)

**Minimum Qualifications**

High school. Three years of experience in supply and/or inventory control to include the purchasing of a variety of commodities for a large organization are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is paraprofessional work supervising employees engaged in inventory and supply work for the Corrections & Rehabilitation Department's warehouse.

## Human Resources Department

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### C&R Inmate Property Manager (004555)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related field. Two years of professional administrative experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work managing the receipt, storage and release of prisoner property and money for the Corrections & Rehabilitative Department.

## Human Resources Department

### C&R Warehouse Supervisor (004556)

#### Minimum Qualifications

Bachelor degree in Business Administration, Public Administration or related field. Two years of experience in warehouse operations, inventory management and purchasing of a variety of commodities to include one year of supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory work in the purchase, receipt, storage and issuance of commodities for a group of utility warehouses in an assigned district.

Employees in this class are responsible for supervision and management of several warehouse facilities in an assigned region, stocking plumbing, electrical, carpentry, refrigeration and related building maintenance supplies. Emphasis of the work is on planning, assigning and reviewing the work of subordinate supervisory, specialized and clerical employees engaged in the purchase, receipt, storage and issuance of commodities. Responsibilities include development, implementation and evaluation of operational methods and procedures, monitoring work flow and stock levels of assigned facilities, and reviewing and authorizing requisitions. Supervision is exercised directly and through subordinate supervisors whose work is reviewed for completeness and conformance with department policies and procedures. Supervision is received from an administrative superior who reviews work for efficient operation of the supply facilities within the assigned district.

##### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors the work of specialized and clerical employees engaged in the purchase, receipt, storage and issuance of parts, materials, tools, supplies and equipment in an assigned water and sewer geographical district containing several warehousing operations.

Supervises and participates in the development of methods and procedures for all functions of several utility warehouses; monitors work flow of assigned facilities; reviews reports for accuracy and completeness and reconciles errors.

Supervises the maintenance of a computerized inventory control system; monitors the stock levels of supply facilities within assigned region; visits warehouse facilities to assure operation in conformance with department policies and procedures.

Reviews and authorizes requisitions; coordinates requisitioning with central purchasing officials and advises on commodity specifications, bid quotations, vendor selection and billing transactions; receives copies of purchase orders and assures delivery to the proper supply facility.

Contacts vendors concerning deliveries, shortages, improper goods and charges; handles return of merchandise and reordering for assigned supply facilities.

Determines layout for supply warehouses; assures security of warehouse stock; supervises the inventory of all stock items at each supply facility.

Trains subordinates in purchasing, distribution and inventory control procedures.

Advises supervisors and technical employees of problems in requisitioning and obtaining commodities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of departmental policies and procedures concerning the purchase, receipt, storage and issuance of various commodities including parts, materials, tools and equipment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of computerized purchasing and inventory control systems.

Considerable knowledge of inventory control and records keeping procedures.

Knowledge of simple data processing and data transmission principles utilized in computerized information systems.

Knowledge of centralized purchasing methods and procedures.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories in area of assignment.

Ability to plan, assign and supervise the work of a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to develop and implement warehousing and purchasing operational policies and procedures.

### C&R Warehouse Supervisor (004556)

Ability to supervise the maintenance of procurement and inventory records.

Ability to analyze and review a large volume of procurement requests on a timely basis.

Ability to manage geographically dispersed regional utility warehouse operations in an efficient and effective manner.

Ability to determine the types, sizes, grades and quantities of a variety of utility equipment and goods.

Ability to establish and maintain effective working relationships with vendors, manufacturers, subordinates, superiors and central purchasing officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 1-86

#### NATURE OF WORK

This is advanced supervisory work in the purchase, receipt, storage and issuance of commodities for a group of utility warehouses in an assigned district.

Employees in this class are responsible for supervision and management of several warehouse facilities in an assigned region, stocking plumbing, electrical, carpentry, refrigeration and related building maintenance supplies. Emphasis of the work is on planning, assigning and reviewing the work of subordinate supervisory, specialized and clerical employees engaged in the purchase, receipt, storage and issuance of commodities. Responsibilities include development, implementation and evaluation of operational methods and procedures, monitoring work flow and stock levels of assigned facilities, and reviewing and authorizing requisitions. Supervision is exercised directly and through subordinate supervisors whose work is reviewed for completeness and conformance with department policies and procedures. Supervision is received from an administrative superior who reviews work for efficient operation of the supply facilities within the assigned district.

#### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors the work of specialized and clerical employees engaged in the purchase, receipt, storage and issuance of parts, materials, tools, supplies and equipment in an assigned water and sewer geographical district containing several warehousing operations.

Supervises and participates in the development of methods and procedures for all functions of several utility warehouses; monitors work flow of assigned facilities; reviews reports for accuracy and completeness and reconciles errors.

Supervises the maintenance of a computerized inventory control system; monitors the stock levels of supply facilities within assigned region; visits warehouse facilities to assure operation in conformance with department policies and procedures.

Reviews and authorizes requisitions; coordinates requisitioning with central purchasing officials and advises on commodity specifications, bid quotations, vendor selection and billing transactions; receives copies of purchase orders and assures delivery to the proper supply facility.

Contacts vendors concerning deliveries, shortages, improper goods and charges; handles return of merchandise and reordering for assigned supply facilities.

Determines layout for supply warehouses; assures security of warehouse stock; supervises the inventory of all stock items at each supply facility.

Trains subordinates in purchasing, distribution and inventory control procedures.

Advises supervisors and technical employees of problems in requisitioning and obtaining commodities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

## Human Resources Department

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### C&R Warehouse Supervisor (004556)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of departmental policies and procedures concerning the purchase, receipt, storage and issuance of various commodities including parts, materials, tools and equipment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of computerized purchasing and inventory control systems.

Considerable knowledge of inventory control and records keeping procedures.

Knowledge of simple data processing and data transmission principles utilized in computerized information systems.

Knowledge of centralized purchasing methods and procedures.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories in area of assignment.

Ability to plan, assign and supervise the work of a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to develop and implement warehousing and purchasing operational policies and procedures.

Ability to supervise the maintenance of procurement and inventory records.

Ability to analyze and review a large volume of procurement requests on a timely basis.

Ability to manage geographically dispersed regional utility warehouse operations in an efficient and effective manner.

Ability to determine the types, sizes, grades and quantities of a variety of utility equipment and goods.

Ability to establish and maintain effective working relationships with vendors, manufacturers, subordinates, superiors and central purchasing officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 1-86

#### **Nature Of Work**

This is advanced supervisory work in the purchase, receipt, storage and issuance of commodities for a group of utility warehouses in an assigned district.

## C&R Trade Superintendent (004557)

### Minimum Qualifications

### Job Specifications

### Nature Of Work

This is skilled work at the journeyman level with supervisory responsibility in planning and reviewing the work of journeyman in various trades.

### C & R Facilities Manager (004558)

#### Minimum Qualifications

Bachelor's degree in Engineering, Property Management, Construction Management, Maintenance Management, Business Administration, Public Administration or related field. Three years of experience in facilities, building or property management in the governmental, military or commercial field are required. Additional experience may substitute for the required education on a year-for-year basis. Certification as a Systems Maintenance Administrator (SMA), Facility Management Administrator (FMA) or Real Property Administrator (RPA) may substitute for one year of the required experience. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work in the maintenance and construction of County correctional facilities.

An employee in this class is responsible for supervising and coordinating maintenance and construction crews assigned to a large and complex detention center. Responsibilities include coordinating various construction and maintenance projects in and around the detention center, assuring that work is performed within strict security constraints, planning projects, and developing appropriate budgets for their execution, and supervising work in progress to completion. The incumbent interprets engineering and architectural drawings to layout and direct completion of required projects. Supervision is exercised over subordinate trades supervisors, journeymen, helpers, inmate trustees, and contracted employees by assignment of tasks, inspection of work in progress, and review upon completion for adherence to prescribed building codes and standards. Supervision is received from a maintenance superior who reviews work for effective planning and scheduling and completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews through subordinate trades supervisors, the work of journeyman, helpers, inmate trustees, civilian laborers and contracted employees engaged in a variety of maintenance, repair and construction tasks at a large and complex County correctional facility.

Coordinates maintenance and construction projects within a security environment where movement on and around areas with inmate activity must be completed while space is occupied by detainees; establishes control and accountability for tools in the performance of jobs.

Schedules work projects in conjunction with correctional security staff to assure smooth operation of facility as work is performed, and provide for control of inmate population and safety of staff visitors.

Prepares and administers facilities maintenance budget for facility; reviews and approves expenditures and initiates purchase orders.

Develops procedures related to routine and emergency building operations; prepares monthly reports.

Monitors computerized building maintenance systems including fire safety, security, and environmental; recommends changes and assures alterations are completed satisfactorily by vendor.

Manages service contracts, including preventive and corrective equipment maintenance, landscape, waste collection, water treatment, and pest control.

Maintains all licenses, permits, and certificates required by regulatory agencies; assures maintenance work is completed prior to inspections.

Responds to emergency situations at the detention center on a twenty-four hour per day basis.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employees performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the organization, operation, and security procedures of a large and complex County detention center.

Thorough knowledge of the physical plant, mechanical, electrical, and electronic systems of a complex County detention center.

Thorough knowledge of the construction trades and their applications to the repair, maintenance, and construction of County correctional facilities.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of local building codes and regulations.

Considerable knowledge of the practices and techniques of maintenance planning and scheduling pertinent to a large and complex



### C & R Facilities Manager (004558)

correctional facility.

Ability to plan, direct, and coordinate complex repair, maintenance and construction projects in a high-security environment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze time, labor, and material requirements in order to estimate costs of proposed maintenance and construction projects.

Ability to enforce safety and security procedures applicable to maintenance work in a high-security facility.

Ability to inspect maintenance and construction projects and assure their completion in compliance with applicable codes and regulations.

Ability to keep records and prepare reports.

NEW 7-92

#### **Nature Of Work**

This is advanced technical and supervisory work in the maintenance and construction of County correctional facilities.

### C & R Facilities Superintendent (004559)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering, Construction Management or related field. Four years of experience in the management of maintenance activities in a large and complex building facility are required. Must possess a Miami-Dade County or State of Florida General Contractor's license or Miami-Dade County or State of Florida General Building Contractor license. Additional experience may substitute for the required education on a year-for-year basis. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work with administrative responsibility in the maintenance and construction of County correctional facilities.

An employee in this class is responsible for supervising and directing centralized maintenance and construction activities for geographically dispersed County correctional facilities. Responsibilities include directing subordinate supervisors engaged in maintenance and construction projects, preparing budgets, coordinating work at various facilities, conducting inspections, developing specifications for contracted services, and assuring construction and maintenance projects meet all required codes and standards. The incumbent exercises considerable independent judgment in planning and coordinating maintenance and construction activities within strict security constraints of high-security facilities. Supervision is exercised through subordinate supervisors over a staff of journeyman, trades, skilled, and unskilled employees engaged in various phases of the work. General supervision is received from an administrative superior who holds the incumbent responsible for effective management of departmental construction and maintenance activities.

##### ILLUSTRATIVE TASKS

Directs and supervises centralized maintenance and construction activities at geographically dispersed County correctional facilities operation 24 hours a day; supervises a central warehouse used for storage and delivery of construction materials, and staff assigned to welding and fabrication shops.

Responds to emergency maintenance problems on a 24-hour basis.

Prepares and administers maintenance and construction budget; initiates purchase orders and approves expenditures.

Attends meetings with departmental staff, correctional facility supervisors, officials of the other County departments, and outside contractors and vendors to coordinate maintenance and construction activities.

Monitors preventive maintenance activities to assure proper operation of buildings and equipment; inspects and monitors computerized interior and exterior security systems of correctional facilities; conducts scheduled and unscheduled construction and maintenance inspections.

Develops technical specifications, requirements, and RFP's for various contracted services and monitors service contracts.

Assures all construction and maintenance work conforms to local building codes and other applicable regulations.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the organization, operations, locations, and security procedures of County correctional facilities.

Thorough knowledge of physical plant operations

including mechanical, electrical, and electronic systems at County correctional facilities.

Thorough knowledge of the construction trades and their application to the repair, maintenance, and construction of County correctional facilities.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of local building codes and regulations.

Considerable knowledge of the content of contracts for maintenance and construction

Considerable knowledge of the principles of management.

## Human Resources Department

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### **C & R Facilities Superintendent (004559)**

Ability to plan, coordinate, and direct complex maintenance and construction projects at a variety of County correctional facilities.

Ability to plan, assign, and review, through subordinate supervisors, the work of journeymen, trades helpers, and related employees in a manner conducive to full performance and high morale

Ability to inspect maintenance and construction projects and assure their completion in compliance with applicable codes and regulations.

Ability to delegate authority to subordinates necessary to complete responsibilities in a variety of activities.

Ability to prepare budget documents, reports, and RFP's.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 7-92

#### **Nature Of Work**

This is advanced technical and supervisory work with administrative responsibility in the maintenance and construction of County correctional facilities.

## Human Resources Department

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### C&R Paralegal Assistant (004610)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in governmental and/or administrative law is required.

Paralegal Certification is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Human Resources Department

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### C & R Public Affairs Manager (004613)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible professional administrative work managing the Public Affairs Unit for the Corrections & Rehabilitation Department.

## Human Resources Department

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### C&R Legal Advisor (004614)

**Minimum Qualifications**

Juris Doctorate degree. Current membership in the State of Florida Bar Association is required. A minimum of three to five years of progressively responsible legal experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional legal work providing legal guidance to the Corrections & Rehabilitation Department Director and senior staff.

## Human Resources Department

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### Corrections Bureau Commander (004692)

**Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of progressively responsible administrative experience to include supervisory experience are required. Applicants may be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible administrative and supervisory work planning and directing activities of a Corrections & Rehabilitation Department bureau.

## Human Resources Department

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### Corrections Division Chief (004693)

#### **Minimum Qualifications**

Bachelor's degree and a minimum of five to nine years of progressively responsible administrative and managerial experience to include three years of supervisory experience; or Bachelor's degree and a minimum of three years of administrative and managerial experience to include two years of experience as a Correctional Captain, Correctional Bureau Commander or higher command level are required.

Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional and supervisory work planning and directing the activities of a Corrections and Rehabilitative Department division.



## Human Resources Department

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### Assistant Director, Corrections & Rehabilitation Department (004694)

#### Minimum Qualifications

Bachelor's degree and a minimum of six to ten years of progressively responsible command level experience in a large correctional agency to include four years of experience overseeing the operation of a detention facility or correctional support services in areas such as court services, pre-trial services, monitored release, hospital services, inmate transportation, construction management, facilities management; and/or related correctional operation. Must be certified as a State of Florida Correctional Officer or become certified as a State of Florida Correctional Officer within one year of employment. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

#### Nature Of Work

This is advanced responsible professional administrative work performing a variety of support activities pertaining to strategic planning under the direction of the Director for the Corrections & Rehabilitation Department.

This position is responsible for the management and daily operations of MDCRÆs Management Services. Management Services provides a combination of administrative and fiscal resource services for the department, including training, personnel, policy and planning, procurement, accounts payable, fiscal and budget services. The Assistant Director for Management Services manages a departmental budget of \$300+ million and 2,906 positions. This position is tasked with the responsibility of ensuring MDCR does not exceed its budget by anticipating and communicating problem areas through appropriate mitigation plans. Additionally, this position is responsible for overseeing the hiring process in order that attrition objectives are met while ensuring approved vacancies are filled.

### JA Information Clerk (004707)

#### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is routine public contact work for the Administrative Office of the Courts.

An employee in this class is responsible for greeting and directing the public and clientele for the Administrative Office of the Courts. Duties include directing visitors to proper locations and officials, taking messages and transmitting to appropriate employees, and providing routine information. The incumbent is required to remember names, locations of employees, functions and courtrooms. Supervision is received from an administrative superior who reviews work through observations and conferences for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Directs visitors and clientele to appropriate employees and locations.

Takes messages and transmits them to proper employees.

Provides routine, non-technical information upon request and refers other questions to appropriate authorities.

Maintains current information on personnel, locations of employees, office functions and courtrooms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of departmental personnel, office functions and locations of various office operations.

Knowledge of departmental policies and procedures.

Knowledge of public relations principles and techniques.

Ability to deal with the public in a tactful and courteous manner.

Ability to follow verbal and written instructions.

Ability to direct visitors and clientele to the proper employee or location.

NEW 10-96

#### Nature Of Work

This is routine public contact work for the Administrative Office of the Courts.

### JA Clerk 2 (004711)

**Minimum Qualifications**

High school diploma or GED. One year of general clerical experience is required. Completion of coursework or business school training may substitute for the required experience on a month-for-month basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work which involves moderately complex work methods and problems.

## Human Resources Department

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### JA Personnel Specialist (004718)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Personnel Management, Human Resources Management, or a related field. One year of professional personnel experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional personnel management work in Judicial Administration.

## Human Resources Department

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### JA Mail Center Clerk (004724)

**Minimum Qualifications**

High school. One year of clerical experience is required. Must possess a CDLicense/Class C and be able to lift and handle items weighing up to 50 pounds.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized clerical work in a Judicial Administration mailroom facility.

### JA Administrative Secretary (004731)

**Minimum Qualifications**

High school diploma or GED. Three years of secretarial or related word processing experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the Judicial Administrative Department.

## Human Resources Department

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### JA Legal Secretary 2 (004739)

**Minimum Qualifications**

High school. Three years of advanced secretarial experience are required. Must take and pass a typing skills test with a score of 40 WPM. Photo identification is required to take the typing skills test.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is complex legal secretarial and supervisory work in assisting the lead court legal staff with administrative and paralegal duties.

## Human Resources Department

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### JA Administrative Officer 3 (004746)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, or related field. Two years of professional administrative experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function of Judicial Administration.



### JA Statistical Analyst (004747)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced highly specialized and independent work in research and analysis in court management.

## Human Resources Department

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### JA Clinical Social Worker 2 (004758)

#### **Minimum Qualifications**

Master's degree in Social Work. One year of professional experience in family oriented social casework is required.  
Must be licensed by the State of Florida as a Clinical Social Worker.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional and supervisory clinical social casework working with juveniles and adults from the dependency and delinquency divisions of the Juvenile Court.

## Human Resources Department

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### JA Communications Engineer (004762)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### JA Telecommunications Administrator (004763)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

### JA Computer Technician 1 (004764)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is technical work in the delivery, installation, setup, and maintenance of computer hardware and software components.

### JA Computer Technician 2 (004765)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced technical work in the delivery, installation, setup, testing, and maintenance of computer hardware and software components

## Human Resources Department

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### JA Computer Technician Supervisor (004766)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in the installation, maintenance or repair of personal computers and related equipment; completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment and two years of experience in the installation, maintenance or repair of personal computers and related equipment; or high school and three years of experience in the installation, maintenance or repair of personal computers and related equipment are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is technical and supervisory work managing a computer help desk.

## Human Resources Department

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### JA Network Manager 1 (004767)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is professional analytical and technical work with administrative responsibility in the development, implementation, and management of local-area-networks (LANs) for the Judicial Administration department.



## Human Resources Department

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### JA Network Support Supervisor (004770)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced professional and technical work in the implementation, support and maintenance of platform technology systems for the administrative office of the courts and judges.

## Human Resources Department

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### JA Systems Analyst Programmer 2 (004772)

**Minimum Qualifications**

Bachelor's degree. Two years of systems analysis and programming experience are required. Additional systems analysis and programming experience may substitute for the required education on a year-for-year basis up to a maximum of two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced and supervisory work in systems analysis in a centralized data processing operation.

## Human Resources Department

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### JA Senior Systems Analyst/Programmer (004773)

**Minimum Qualifications**

Bachelor's degree. Three years of systems analysis and programming experience are required. Additional systems analysis and programming experience may substitute for the required education on a year-for-year basis up to a maximum of two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced technical systems analysis work in a large and complex centralized data processing operation.

## Human Resources Department

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### JA Computer Services Manager (004774)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced responsible technical work with administrative responsibility in managing the activities of an information technology application development and/or networking section.

## Human Resources Department

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### JA Technical Training Specialist 2 (004775)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced technical work providing training and support on all in-house databases and software to departmental staff and other agency personnel.

## Human Resources Department

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### JA Technical Training Specialist 3 (004776)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced professional, technical and administrative work in the development, administration and evaluation of a highly technical range of training programs in the Information Technology Department.

## Human Resources Department

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### JA Video Production Assistant (004780)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is skilled technical work assisting in the development of television programs for a government access cable television station.

## JA Court Interpreter (004785)

### Minimum Qualifications

### Job Specifications

### Nature Of Work



### Bailiff (004790)

#### Minimum Qualifications

High school. Two years of public contact experience are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized public contact, security and related work in the conduct of official judicial proceedings in the civil and criminal courts. Employees in this class are responsible for a variety of duties in connection with official proceedings in courtrooms and chambers and in assisting Judges, jurors, witnesses and attorneys previous to, during or upon the conclusion of court sessions. Emphasis of the work is on preparing courtrooms and chambers for official use, maintaining order during proceedings, providing security for Judges, assisting Judges and jurors in their official responsibilities and providing assistance to both witnesses and attorneys as the need requires. Incumbents are also called upon to perform various duties in the processing of court cases and in assisting the secretarial staff as the occasion demands. Incumbents are typically assigned to one Judge and are subject to transfer between courts as Judges are transferred. Employees follow instructions from individual Judges, the Administrative and Chief Judges, the Chief Bailiff and the provisions of established court procedures and local rules of practice. Work is performed under the immediate direction of the Judge of assignment who directs incumbents as to proper action in courtroom emergencies, and reviews work generally for adherence to established judicial procedures and quality of performance.

##### ILLUSTRATIVE TASKS

Insures that courtrooms, chambers and jury rooms are ready for use; makes certain that all parties and clerical support personnel are in attendance; notifies Chief Bailiff when larger courtrooms are needed; brings Judge's equipment to the courtroom; announces Judge and calls court to order.

Maintains order during court sessions and remains alert to possible disturbances; provides security for the Judge in attendance; obtains materials needed by the Judge during proceedings; restrains persons and escorts them out of court upon Judge's directive and places persons held in contempt of court under arrest, escorting them to proper authorities; closes court and advises Chief Bailiff when courtroom is not needed further.

Calls jury pool to have panels ready to be brought to court; contacts pool for additional jurors as needed; escorts jurors to jury room during recesses and insures their presence after such recesses; answers questions of jurors as to court procedures.

Remains with impaneled juries outside the jury room; escorts them to lunch or supper as the Judge dictates; orders food when jury is deliberating at length or at night; arranges hotel accommodations for jurors in event the jury is sequestered and returns juries to court after verdicts are reached.

Escorts jurors to their transportation during evening hours or when travel outside the courtroom is necessary for any reason during trials. Calls witnesses into court for testifying and sees that they remain outside hearing of court during trial; conducts witnesses to the stand; excludes witnesses when rule is invoked.

Orders needed files for motion hearings and places in proper sequence; insures that all necessary files are on hand; obtains files for ensuing days's calendar; photostats papers in evidence, letters and documents and conforms copies of orders; cancels motions and hearings as necessary.

Telephones attorneys as to the time to report for trial, as needed; calls attorneys into chambers at hearing time; assists the secretarial staff when necessary by answering telephones, opening mail or maintaining case records or forms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of established procedures for the conduct of judicial proceedings in courtroom and chambers.

Considerable knowledge of established procedures in the flow of official documents between the Office of the Clerk of the Courts and courtrooms.

Knowledge of local instructions and rules of practice issued by Judges and the Chief Bailiff.

Some knowledge of the use of legal instruments and records pertinent to the court of assignment.

Ability to establish rapport with Judges, law enforcement personnel, employees of the court system and the Clerk of the Courts.

Ability to deal with jurors, witnesses, attorneys and the general public with necessary tact and courtesy.

Ability to remain alert and observant with attention to necessary detail during the conduct of court sessions.

### **Bailiff (004790)**

Ability to maintain composure in the event of courtroom disturbances and to restrain persons creating such disturbances effectively.

Ability to react quickly in following Judge's directives in emergencies which arise during court sessions.

Ability to follow all established procedures previous to, during and following the conclusion of court sessions.

Willingness to work extended hours as the occasion demands.

Willingness to follow requirements of official conduct as a representative of the court system.

NEW 10-78

### **Nature Of Work**

This is specialized public contact, security and related work in the conduct of official judicial proceedings in the civil and criminal courts.

### Chief Bailiff (004791)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced specialized public contact, security and related work with supervisory responsibility in the conduct of official judicial proceedings in the civil and criminal courts.

## Human Resources Department

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### Judicial Services Coordinator 1 (004802)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible case coordination work in any one of a number of divisions in the Administrative Office of the Courts.

## Human Resources Department

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### Judicial Services Coordinator 2 (004803)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible advanced case coordination work in any one of a number of divisions in the Administrative Office of the Courts.

### Mediator 1 (004813)

**Minimum Qualifications**

Bachelor's degree. Certified in County Court Mediation.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible specialized work in mediating county court cases.

### Mediator 2 (004814)

**Minimum Qualifications**

Certified in County Court Mediation with juris doctor degree; or certified in County Court Mediation and at least one area of Circuit Court Mediation.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible specialized work in mediating county and circuit court cases.

### JA Court Security Monitor (004820)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is specialized public contact, security related work providing for the physical safety of judges, hearing officers, court employees and visitors to the court in the conduct of judicial proceedings.



### JA Court Security Specialist (004821)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is specialized public contact, security related work providing for the physical safety of judges, general masters, court employees and visitors to the court in the conduct of official court hearings.

## Human Resources Department

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### Judicial Support Specialist 1 (004830)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible clerical work which involves moderately complex work methods and problems.

## Human Resources Department

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### Judicial Support Specialist 2 (004831)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced and independent clerical work involving complex work methods and problems, and periodic administrative assignments.

## Human Resources Department

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### JA Administrative Assistant 2 (004833)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible work performing a variety of administrative and fiscal related duties assisting a non-judicial officer in managing the daily operations and support function of a court program or administrative office.

## Human Resources Department

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### Judicial Support Administrator 1 (004835)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is administrative work involving the administration of a function for the Administrative Office of the Courts.

## Human Resources Department

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### Judicial Support Administrator 2 (004836)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced administrative work involving the administration of a function for the Administrative Office of the Courts.

## Human Resources Department

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### Judicial Support Administrator 3 (004837)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced managerial work involving the administration of a functional unit for the Administrative Office of the Courts.

## Human Resources Department

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### Senior Judicial Support Administrator (004838)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible managerial work involving the administration of a major functional unit for the Administrative Office of the Courts.



## Human Resources Department

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### JA Senior Court Legal Advisor (004845)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly advanced responsible professional legal work providing legal guidance to the Court.

## Magistrate (004848)

### Minimum Qualifications

### Job Specifications

### Nature Of Work

This is highly responsible professional legal work calendaring and conducting hearings and trials.

## Human Resources Department

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### JA Budget Analyst 3 (004855)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced professional budget analysis work for the Judicial Administration Department.

## Human Resources Department

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### Legal Aid Secretary 1 (004904)

#### **Minimum Qualifications**

High school diploma or GED. Two years of advanced secretarial experience are required. Applicants must take and pass a typing skills test with a score of 40 WPM. Photo identification is required to take the typing skills test.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### Legal Aid Secretary 2 (004905)

#### **Minimum Qualifications**

High school diploma or GED. Three years of advanced secretarial experience are required. Must take and pass a typing skills test with a score of 40 WPM. Photo identification is required to take the typing skills test.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

### Law Librarian 1 (004930)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is entry level professional library work in a variety of phases of library operations.

## Law Librarian 2 (004931)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is professional library work with supervisory responsibility in a variety of library operations.

Employees in this class may be responsible for supervising the operations of a department at a regional or sub-regional branch library, or serving as assistant to the branch manager of a medium branch library, or functioning as the assistant to the department manager at the main library. Responsibilities include supervising library staff, analyzing collection development needs, assisting the public, and continuous familiarization with the library's collection. Supervision may be exercised over a staff of professional, paraprofessional, technical or clerical employees engaged in various phases of library operations. Supervision is received from a higher level librarian who assigns responsibilities and reviews work for satisfactory performance of professional librarian duties.

#### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate library staff engaged in a variety of library operations.

Serves as librarian-in-charge of a medium branch library in the absence of the branch manager.

Analyzes collection development needs, oversees the selection of materials, provides reader's advisory and reference services for assigned areas of responsibility.

Provides for staff development and training of subordinate professional, paraprofessional, clerical and technical staff members.

Exercises responsibility for the proper maintenance of library materials and equipment in an assigned library area.

Maintains an awareness of current library issues and trends by reading professional and related literature, and attending workshops, conferences and courses.

Resolves personnel and patron problems concerning library or County policies.

Exercises responsibility for special subject cataloging.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of professional library principles, methods, materials, and practices.

Considerable knowledge of library reference materials and tools of research.

Considerable knowledge of a variety of books, authors and reader interest levels.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Ability to analyze administrative problems and make recommendations for their solution.

Ability to plan, organize, and direct the work of professional, paraprofessional and support staff.

Ability to interpret library policies, objectives and services to the public and library staff.

Ability to establish and maintain effective working relationships with library patrons, subordinates, and supervisors.

Ability to maintain fiscal and administrative records.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare reports.

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### Nature Of Work

This is professional library work with supervisory responsibility in a variety of library operations.

### Law Librarian 2 (004931)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible executive work planning, developing, promoting and directing the operations of the Miami-Dade County Law Library.



## Human Resources Department

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### Senior Economic Analyst (004970)

#### Minimum Qualifications

Bachelor's degree in Economics or related field. Three years of professional experience in applied research and analysis of urban economic development issues or macroeconomic fluctuations is required. A Master's degree in Economics is preferred and may substitute for the required work experience. Experience with quantitative analytical methods, excellent written communication skills, and proficiency in Microsoft Excel, Word, and PowerPoint are highly desirable.

#### Job Specifications

##### NATURE OF WORK

This is advance professional work in conducting economic analysis, preparing economic reports, and presentations. Employees in this class are expected to conduct both qualitative and quantitative applied economic research and analyses that often involve basic statistical methods, gathering, processing and presenting economic data and information from secondary sources. Employees in this class exercise considerable independent judgment in the analysis of complex economic issues and the local impacts of changing macroeconomic conditions. Supervision is received from a professional superior who holds the incumbent responsible for maintaining economic databases, conducting data analysis and preparing reports and presentations as directed.

##### ILLUSTRATIVE TASKS

- Maintains economic databases and analyzes economic information using descriptive and econometric statistical methods.

- Generates graphs and maps that convey economic information in ways that are accessible to non-economists.

- Prepares economic reports and assist the chief economist in the preparations of reports, studies, presentations and the evaluation of alternative economic policy options.

- Provides staff support to county appointed advisory boards on economic matters and makes oral presentations to county administration, local community groups.

- Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of the principles, methods and practices of economic development

- Considerable knowledge of research techniques and statistical methods

- Considerable knowledge of those elements of the County's Strategic Plan and Comprehensive Development Master Plan that address economic development

- Considerable knowledge of computer applications pertaining to economic analysis including statistical, spreadsheet, database, and economic impact models

- Considerable knowledge of socioeconomic characteristics of Miami-Dade County

- Ability to research, develop, organize and analyze information, and prepare finished reports or work products

- Ability to express ideas and information clearly and concisely, verbally and in writing

- Ability to establish and maintain effective working relations with supervisors, fellow employees, officials of other agencies, and local business and economic development organizations

#### Nature Of Work

This is advance professional work in conducting economic analysis, preparing economic reports, and presentations.

## Human Resources Department

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### Section Chief, Aviation (005016)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of procurement contracting experience in a large centralized purchasing environment or related managerial experience to include analytical work with contracts and one year of experience with the RFP and RFQ process is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

This is an advanced professional administrative position managing a section of the Miami-Dade Aviation Department.

## Human Resources Department

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### Section Chief, Environmental Engineering Systems (005018)

#### Minimum Qualifications

Bachelor's degree in Environmental, Chemical, Mechanical, Civil Engineering or related field. A minimum of four to eight years of progressively responsible environmental project management experience is required to include supervisory experience. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is an advanced professional administrative position managing the development and implementation of the environmental rehabilitation programs to support the Miami-Dade Aviation Department.

An employee in this class is responsible for the day to day operations of the Airport Environmental Engineering Section. Responsibilities include managing the implementation of the requirements of a Consent Agreement with Miami-Dade Environmental Resources Management Department (DERM), a Consent Order and a separate Settlement Agreement with the Florida Department of Environmental Protection (FDEP); implementing a Cost Recovery Program to recover the costs of environmental cleanups from responsible parties and State Programs; managing the pollution prevention program, recycling programs and the ISO 14001 Program for the Department; and developing a Brownsfield Development Order with FEDP, alternative fuel programs and low emission vehicles replacement program. The incumbent serves as the prime contact for environmental regulatory agencies including the Department of Environmental Resources Management (DERM), the Florida Department of Environmental Protection, the South Florida Water Management District (SFWMD), and the United States Environmental Protection Agency (USEPA). Supervision is exercised over a section of professional engineers, project managers and paraprofessionals which directs the application of manpower, equipment and materials necessary to recommend and carry out Departmental policy related to the management of environmental engineering programs and projects. General direction is received from an administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, assigns and reviews the work of the Environmental Engineering Section engaged in managing, reviewing and monitoring the work of Professional Engineering Consultants and Environmental Contractors under contract to Miami-Dade Aviation Department (MDAD).

Establishes, implements and directs programs, and sets priorities for the Environmental Engineering Section; proposes procedures and policies to the Division Manager, assigns projects to staff, monitors staff workloads and assists with problems in relations with contractor, consultants and testing labs; hold regular staff meetings, briefs supervisors and meets with senior staff to keep them advised of work progress and/or problems; assists staff in the management and coordination of their workload on a daily basis.

Reviews Professional Services Agreements of environmental consultants and contractors, and sits on consultants selection committees as required; meets with contractors and consultants regarding site analysis, completion dates, delays or related activities; reviews and recommends additional services to consultants, change orders, etc.; reviews and approves Pay Estimates, Work Orders and Service Orders issued to consultants and contractors.

Assigns staff and resources to support other divisions of the MDAD by monitoring their operations to ensure environmental compliance with ever changing regulations; assigns staff and engages professional consultants to develop programs and train MDAD staff to support the Departments efforts to maintain environmental compliance.

Supervises, assigns and monitors all work related to the development of programs for the environmental restoration of all six airports in the Miami Dade County Airports System. Programs include the assessment, remediation and compliance of pollution control systems.

Directs and coordinates with the Miami-Dade Department of Environmental Resources Management (DERM) and the Florida Department of Environmental Protection (FDEP) all activities related to the compliance with two Consent Orders and a Settlement Agreement with the

## Human Resources Department

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### Section Chief, Environmental Engineering Systems (005018)

regulatory agencies.

Supervises, assigns and reviews work related to the implementation of the Cost Recovery Program.

Supervises, assigns, and reviews the work of MDAD's Asbestos Abatement Program.

Assigns staff and resources to develop wild life control programs.

Supervises the implementation and maintenance of the ISO 14001 Certification of the Environmental Engineering Division.

Coordinates with other Divisions of the Department, the Airlines, Tenants, the FAA and contractors so that construction activities through contaminated areas do not spread the contamination.

Reviews and recommends the environmental language of all leases prepared by the Properties Division before issuance to tenants.

#### KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the theories, principles and practices of environmental engineering.

Extensive knowledge of local, State and Federal regulations pertaining to environmental protection, water quality, hazardous waste and related fields.

Extensive knowledge of the aviation industry's operations and environmental issues.

Considerable knowledge of supervisory principles and practices.

Ability to supervise through subordinate engineers, the work of professional engineering consultants and contractors under contract to the Miami-Dade Aviation Department.

Ability to plan, direct and coordinate the design of complex aviation environmental engineering projects on a multi-year basis.

Ability to understand complex engineering concepts and ensure the sound design of aviation environmental engineering projects.

Ability to understand complex engineering drawings, specifications and documents and make changes, additions and corrections.

Ability to negotiate service agreements, service orders and change orders.

Ability to communicate clearly and concisely, verbally and in writing.

#### Nature Of Work

This is an advanced professional administrative position managing the development and implementation of the environmental rehabilitation programs to support the Miami-Dade Aviation Department.

## Human Resources Department

### Manager, Airport Fine Arts and Cultural Affairs (005023)

#### Minimum Qualifications

Master's degree in Fine Arts. A minimum of three to five years of experience coordinating and organizing art exhibitions to include the handling of art work is required. Fine arts teaching experience may be substituted for required experience to a maximum of two years. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work directing fine arts and cultural affairs activities for the Aviation Department.

An employee in this class is responsible for development and administration of a fine arts gallery and exhibition program for Miami International Airport. Responsibilities include planning and overseeing installation of art collections and exhibits, classifying and preparing descriptions of accessions to the arts gallery an exhibition collection, planning and organizing loan exhibitions, conducting art appreciation programs for children's groups, preparing cost and material estimates for new installations and construction, and coordinating work with various public and private organizations. The incumbent exercises considerable independent judgment and technical expertise in the development and administration of fine art collection and exhibition activities for the department. General direction is received from a senior executive who holds the incumbent responsible for the professional management of fine arts and cultural affairs activities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Identifies, classifies and prepares descriptions of accessions to the fine arts gallery and exhibition collection at Miami International Airport.

Plans, organizes and supervises the installation of additions to MIA's collections; conducts research in connection with identifying and publicizing information on objects in the collection; supervises the care and preservation of works of art.

Plans and organizes fine art loan exhibitions; corresponds with lenders and prepares cost estimates; designs and supervises installations; assembles data and photographs for publicity and compiles catalogues and brochures.

Plans and conducts art appreciation programs for children's groups; lectures on and discusses art objects from the collection; conducts gallery tours and interprets the exhibits in all fields of art for school classes and the public.

Prepares cost and material estimates for new installations and their construction; supervises the planning and construction of special exhibits, accessory materials, and special installations such as showcases and settings, and temporary partitions including framing and hanging of doors, walls and special exhibit effects.

Meets with departmental executive staff, officials of the Office of Art in Public Places and the Cultural Affairs Council, exhibitors, art lenders, art donors, customs brokers, insurers, cargo shippers and others to ensure success of the fine arts gallery and exhibition program and to resolve problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the goals and objectives of a fine arts and cultural affairs program at Miami International Airport.

Thorough knowledge of the principles, methods and techniques of fine art collection and exhibition program management.

Thorough knowledge of art history, fine arts, art publications, paintings and decorative arts.

Thorough knowledge of techniques and procedures required in the maintenance and care of a collection of fine art work.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles of management, business and public administration.

Ability to effectively develop and administer a fine arts and exhibition program at Miami International Airport.

Ability to classify fine artwork, conduct related research and supervise fine art collection installations.

Ability to deal tactfully and courteously with various public and private officials, officials of external organizations, artists, exhibit loaners, donors, airport tenants and the public.

## Human Resources Department

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### Manager, Airport Fine Arts and Cultural Affairs (005023)

Ability to prepare cost estimates, agreements, reports, catalogues and brochures.

Ability to exercise independent judgment, initiative and creativity in the development and administration of a fine arts and exhibition program.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced responsible professional work directing fine arts and cultural affairs activities for the Aviation Department.

## Human Resources Department

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### Division Director 1, Aviation (005039)

#### Minimum Qualifications

Bachelor's degree in Business or Public Administration or related field. Four to seven years of progressively responsible professional experience in RFP/RFQ selection processes and contract and agreement administration of a government agency are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work planning and directing the functions in a small division of the Miami-Dade Aviation Department.

An employee in this class is responsible for planning, directing and coordinating diversified activities of a division. Responsibilities include providing direction and guidance to subordinate supervisory staff on a variety of issues pertaining to the operation of the division. The incumbent exercises considerable independent judgment in the management of various division services and in the resolution of complex administrative problems. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in various phases of division operations. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of division activities and services.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors, specialized and clerical employees engaged in providing division service activities and functions at Miami International Airport.

Attends various planning and programming meetings with departmental and other officials; participates in the development and implementation of new and revised policies and procedures to improve division activities and services

Ensures the development and maintenance of tracking and report systems for division activities and services.

Conducts analytical reviews of division operational activities to install improvements or implement new programs.

Interprets County, state and federal regulations and policies as they pertain to the management and operation of the division.

Coordinates division procurement activities consistent with departmental and County policies and procedures.

Prepares and reviews budget estimates and documents; administers budget for the division; reviews and authorizes requisitions for equipment, materials and supplies.

Establishes and maintains effective working relationships with subordinates, superiors, the public, officials of various local and federal agencies and representative of various private organizations doing business at the airport, to assure compliance with airport rules and regulations and to resolve operational problems.

Represents the department with various local, state, federal agencies, and at state, national and international conferences; attends meetings with Airport divisional heads, and other County departments.

Supervises the development of agreements, contracts and leases to ensure compatibility with established policies of county, state and federal rules and regulations.

Develops and implements training programs to enhance employee job performance and operational activities.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorized leave and overtime; reviews employee performance reports prepared by subordinates and rates employees' performance.

Performs other related duties.

## Division Director 1, Aviation (005039)

### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the County Administrative Orders.

Thorough knowledge of County regulations and ordinances.

Thorough knowledge of the principles of business and public administration.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in the application of departmental policies and procedures to a variety of complex problems.

Ability to enforce established rules and regulations with firmness, tact and impartiality.

Ability to determine if departmental standards have been met and redirect priorities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 11/15/2006

### **Nature Of Work**

This is highly responsible professional managerial work planning and directing the functions in a small division of the Miami-Dade Aviation Department.



## Human Resources Department

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### Division Director 2, Aviation (005054)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to eight years of professional administrative experience is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work planning and directing the functions in a medium sized division of the Miami-Dade Aviation Department. An employee in this class is responsible for planning, directing and coordinating diversified activities of a division. Responsibilities include providing direction and guidance to subordinate supervisory staff on a variety of issues pertaining to the operation of the division. The incumbent exercises considerable independent judgment in the management of various division services and in the resolution of complex administrative problems. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in various phases of division operations. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of division activities and services.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors, specialized and clerical employees engaged in providing division service activities and functions at Miami International Airport.

Attends various planning and programming meetings with departmental and other officials; participates in the development and implementation of new and revised policies and procedures to improve division activities and services

Ensures the development and maintenance of tracking and report systems for division activities and services.

Conducts analytical reviews of division operational activities to install improvements or implement new programs.

Interprets County, state and federal regulations and policies as they pertain to the management and operation of the division.

Coordinates division procurement activities consistent with departmental and County policies and procedures.

Prepares and reviews budget estimates and documents; administers budget for the division; reviews and authorizes requisitions for equipment, materials and supplies.

Establishes and maintains effective working relationships with subordinates, superiors, the public, officials of various local and federal agencies and representative of various private organizations doing business at the airport, to assure compliance with airport rules and regulations and to resolve operational problems.

Represents the department with various local, state, federal agencies, and at state, national and international conferences; attends meetings with Airport divisional heads, and other County departments.

Supervises the development of agreements, contracts and leases to ensure compatibility with established policies of county, state and federal rules and regulations.

Develops and implements training programs to enhance employee job performance and operational activities.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorized leave and overtime; reviews employee performance reports prepared by subordinates and rates employees' performance.

## Human Resources Department

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### Division Director 2, Aviation (005054)

Performs other related duties.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the County Administrative Orders.

Thorough knowledge of County regulations and ordinances.

Thorough knowledge of the principles of business and public administration.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in the application of departmental policies and procedures to a variety of complex problems.

Ability to enforce established rules and regulations with firmness, tact and impartiality.

Ability to determine if departmental standards have been met and redirect priorities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

DRAFT - 11/15/2006

#### **Nature Of Work**

This is highly responsible professional managerial work planning and directing the functions in a medium sized division of the Miami-Dade Aviation Department.

## Human Resources Department

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### Chief, Airport Facilities Initiation & Engineering (005066)

#### Minimum Qualifications

Bachelor of Science in Engineering. A minimum of four to eight years of progressively responsible, professional, administrative experience in planning, coordinating and implementing engineering or architectural design to include three years at the supervisory level are required. Must possess a State of Florida Professional Engineer license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

#### Nature Of Work

This is highly responsible professional engineering work ensuring that airport facilities are designed and maintained for current and future needs.

## Human Resources Department

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### Chief, Aviation Concessions Development (005067)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of responsible administrative experience in retail management, real estate development or management or a related field to include supervisory experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

### Chief, Aviation Maintenance Utilities & Public Works (005069)

#### Minimum Qualifications

Bachelor's degree. Four years of progressively responsible experience in facilities maintenance and repair operations including responsibility for supervising journeyman- level construction, utilities, facilities or building trades employees engaged in preventive maintenance programs and installation, repair and maintenance activities are required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible administrative, technical and supervisory work in aviation base facilities maintenance for the Aviation Department.

An employee in this class is responsible for supervising, directing and coordinating all utilities maintenance functions for Miami International Airport and auxiliary airport facilities. Responsibilities include directing trades maintenance shops and field operations in the repair and maintenance of Aviation Department plumbing facilities, airfield lighting, electrical facilities, roof structures, and air conditioning facilities and chiller plants. Responsibilities include supervising the striping of runways, taxiways and roadways, and the exterior painting of departmental structures. The incumbent exercises considerable independent judgment and technical expertise in the large-scale coordination of employees, equipment and materials to provide utilities maintenance support for aviation base facilities. Supervision is exercised through subordinate maintenance supervisors and superintendents over a staff of skilled and semi-skilled subordinates. General direction is received from an administrative superior who holds the incumbent responsible for the achievement of airport utilities maintenance goals and objectives.

##### ILLUSTRATIVE TASKS

Establishes and implements policies and procedures for utilities maintenance functions for Miami International Airport and auxiliary airport facilities.

Supervises, directs and coordinates all phases of airport utilities repair and maintenance through a large staff of maintenance supervisors, trades supervisors and trades employees, and skilled and semi-skilled employees.

Directs a plumbing shop in seven-day two-shift coverage of plumbing facilities and an electrical shop providing seven-day two-shift coverage of electrical facilities.

Directs an air conditioning shop maintaining seven-day two-shift coverage for all airport air conditioned facilities and chiller plants.

Supervises the maintenance of airfield lighting at MIA and auxiliary airports.

Directs maintenance of the Central Base including utility plants, buildings and industrial waste plant.

Directs departmental exterior painting operations including a paint shop and sign shop; supervises striping of runways, taxiways, landside roadways and painting of exterior of terminal building and other airport buildings.

Supervises a facilities maintenance shop engaged in roof maintenance, building preventive maintenance and refurbishment.

Provides engineering and technical assistance to subordinate supervisors and other departmental maintenance operations; assists facilities design and construction groups in troubleshooting mechanical and electrical problems.

Initiates utilities design projects to improve the performance and efficiency of mechanical and electrical systems.

Enforces established safety practices and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinate supervisors and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles and techniques of large-scale utilities maintenance management.

## Human Resources Department

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### Chief, Aviation Maintenance Utilities & Public Works (005069)

Thorough knowledge of methods, practices and techniques used in the repair and maintenance of utilities in an airport complex and related buildings.

Thorough knowledge of principles, practices and methods of the building and mechanical trades.

Thorough knowledge of the structural and geographical lay out of Miami International Airport and auxiliary airports.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of architectural and engineering principles pertaining to the design and construction of plumbing, electrical, air conditioning and other utilities.

Knowledge of local building codes, laws and regulations.

Ability to plan, direct and coordinate large-scale utilities maintenance functions for Miami International Airport and auxiliary airport facilities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to read and interpret construction plans, blueprints and specifications.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of departmental officials.

Ability to provide effective assistance in the diagnosis of complex mechanical and electrical failures of airport equipment.

Ability to use judgment and discretion in devising and implementing utilities maintenance policies and procedures.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is highly responsible administrative, technical and supervisory work in aviation base facilities maintenance for the Aviation Department.

## Human Resources Department

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### Chief, Aviation Terminal Building Maintenance (005071)

#### **Minimum Qualifications**

Bachelor's degree. Five years of progressively responsible experience in the management of varied building maintenance and repair operations are required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional work managing the efficient and consistent operation of passenger loading bridges and baggage system equipment to ensure a safe and comfortable environment for users of MIA's Terminal Building.

## Human Resources Department

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### Aviation Senior Schedule Manager (005099)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of professional experience in construction project management or project control top include analyzing schedules and claims for large, complex construction projects to is required.

Experience with Primavera Scheduling software is preferred. Professional certifications such as AACE PSP (Planning and Scheduling Professional), AACE CFCC (Certified Forensic Claims Consultant) or PMI PMP (Project Management Professional) are desired.

Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

#### Nature Of Work

This is responsible professional construction management work in monitoring the Master Program Schedule for on-time project completion of capital projects at the Miami-Dade Aviation Department.



## Human Resources Department

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### Chief, Aviation Risk Management & Support Services (005109)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional administrative experience to include developing and preparing insurance requirements and specifications or risk management experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Airport Accounting Chief (005116)

### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or related field. Four years of progressively responsible professional experience managing financial activities to include the preparation of monthly financial reports, enterprise fund annual budget and supervisory experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is advanced professional accounting and supervisory work for the Aviation Department.

An employee in this class is responsible for supervising airport revenue, disbursement and general accounting functions. Responsibilities include supervising financial and statistical reporting, managing departmental financial matters to assure maximum revenue generation and collection, preparing budgets and designing and implementing accounting procedures and internal controls. Duties require coordination of accounting activities with departmental officials, internal and external auditors, consultants and officials of the banking industry and the implementation of specialized accounting systems and reports. The incumbent exercises considerable independent judgment and professional knowledge of accounting principles, theories and practices as well as knowledge of governmental accounting procedures. Supervision is exercised over a staff of professional, clerical and specialized employees through review of records and reports for adherence to established accounting principles, practices and procedures. General supervision is received from a professional superior who holds the incumbent responsible for the effective and efficient professional management of daily accounting activities for the airport. Completed work is also subject to periodic internal and external audit.

#### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors the work of a staff of professional, clerical and specialized employees engaged in recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records, preparing and analyzing financial statements, reports, summaries, schedules and tabulations, accounting for airport revenues and disbursements, and performing general accounting and financial and statistical reporting functions.

Designs, implements and evaluates accounting forms, systems and procedures.

Analyzes, evaluates and implements internal control procedures to improve efficiency and effectiveness of accounting operations.

Prepares divisional budget and participates in formulation of departmental budget documents.

Plans, directs and controls revenue functions, including billings, collections, recording, statistical and financial reporting, customer relations, credit review and problem resolution.

Plans, directs and controls disbursement functions including processing items for payment, vendor relations, purchasing functions, recording and problem solving.

Plans and directs general account activities such as proper recording of transactions in accordance with generally accepted accounting principles and governmental accounting and financial reporting principles, maintenance of cash and accrual basis records, monthly analysis of reports and reconciliation of control accounts with detail.

Plans and controls department reporting functions including assisting internal and external auditors in the examination of department accounting activities, coordinating audits and preparation of schedules, and preparing and publishing monthly internal financial statements and annual audited financial statements.

## Human Resources Department

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### Airport Accounting Chief (005116)

Participates in work on special projects such as preparation of special technical reports and construction loan administration.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of professional accounting principles and practices, office management, and the development, installation of maintenance of government accounting systems.

Thorough knowledge of the source of information, accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex accounting statements and documents.

Thorough knowledge of federal, state and local laws, rules and regulations relating to financial records of county departments.

Thorough knowledge of the financial and operating activities of the Aviation Department.

Considerable knowledge of the general principles of public financial administration including budgetary processes and reporting requirements.

Considerable knowledge of supervisory principles and practices.

Knowledge of office methods and procedures and familiarity with the use of standard office equipment.

Some knowledge of public relations principles and techniques.

Ability to supervise through subordinate supervisors, the work of a conducive to full performance and high morale.

Ability to communicate technical financial information to assure comprehension by departmental management.

Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems.

Ability to supervise preparation of complete and accurate accounting reports and statements of considerable complexity.

Ability to design, develop and supervise the implementation of revised and new accounting procedures, techniques and systems.

Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the Aviation Department.

Ability to participate effectively in the formulation of departmental policies and procedures.

NEW 10-74

#### **Nature Of Work**

This is advanced professional accounting and supervisory work for the Aviation Department.

## Human Resources Department

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### Airport Accounting Chief (005116)

**Minimum Qualifications**

Bachelor's degree. Four years of professional experience to include producing and analyzing expenditure reports, or monitoring construction costs experience are required. Experience with tracking and reporting of bond revenue preferred. Familiarity with Enterprise Financial Systems software products and web-based solutions for team collaboration preferred.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional analytical work updating the Master Program Schedule for program budgets of capital projects.

## Human Resources Department

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### Aviation Senior Cost Manager (005119)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of professional experience in preparing and analyzing estimates for large, complex construction projects to include supervisory experience is required.

#### Job Specifications

#### Nature Of Work

This is responsible professional analytical work monitoring the Master Program Schedule for on-budget completion of capital projects.

## Human Resources Department

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### Aviation Cash Management Coordinator (005123)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to eight of financial management experience to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible financial management work in managing cost accounting systems, bond fund compliance and cash management activities for the Miami-Dade Aviation Department.

## Human Resources Department

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### Chief, Aviation Contracts & Construction (005125)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Architecture, Interior Design, Construction Management or Technology. A minimum of four to eight years of progressively responsible professional experience in the management of diversified construction, roofing, contracts and maintenance projects is required.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional construction work in the management of diversified construction, roofing, contracts and maintenance projects.

## Human Resources Department

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### Manager Aviation Communications (005130)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is an advanced professional administrative position managing the development and implementation of the environmental rehabilitation programs to support the Miami-Dade Aviation Department.



## Human Resources Department

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### Chief, Aviation Planning (005135)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering, Architecture, City Planning, Regional Planning, or related field. A minimum of three to six years of responsible professional experience to include supervisory experience in airport planning programs, airport engineering, or in the design and management of airport construction programs is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and technical managerial work planning and directing activities of the Aviation Planning Division.

An employee in this class is responsible for directing, coordinating and supervising comprehensive planning functions for the long-range development of Miami International Airport and auxiliary airport facilities. Responsibilities include preparing long-range forecasts and plans to meet future aviation needs, conducting airport system and master planning studies and analyses, formulating airport layout plans, obtaining required planning approvals for airport development projects, planning airport facilities for maximum compatibility with surrounding communities, and representing the department to various industry groups and governmental agencies. The incumbent exercises an extensive degree of independent judgment in multi-faceted planning for airport development to meet future aviation demands and comply with regulatory requirements. Supervision is exercised over a staff of professional subordinates with assigned responsibilities in comprehensive aviation planning activities or assisting in support capacities. General direction is received from an executive who holds the incumbent responsible for effective professional and technical management of aviation planning functions.

##### ILLUSTRATIVE TASKS

Directs and coordinates the work of professional subordinates and consultants performing comprehensive aviation planning functions for the long-range development of Miami International Airport and auxiliary airport facilities; reviews completed work to assure sound technical conclusions and comprehensible reporting.

Prepares long-range forecasts and plans for aviation needs, conducts airport system and master planning studies and related evaluations, and formulates airport layout plans.

Obtains necessary local, state and federal planning approvals for airport development projects including federal environmental assessments and state regional impact studies.

Manages noise and other airport/community impacts; receives noise complaints, initiates noise/community impact and land-use planning studies, and formulates mitigation measures.

Prepares state and federal grant requests and administers airport development grant programs.

Provides information for state and federal airspace studies and prepares departmental responses to County height zoning applications.

Prepares information for the County Transportation Plan, Capital Improvement Plan, and aviation elements of the Dade County Comprehensive Development Master Plan.

Participates as departmental representative on various local and regional planning meetings, councils and committees.

Reviews projects in planning phases of facility development process for airfield/ airspace and noise-related elements.

Participates in the consultant selection process for various aviation planning and design projects and directs consultants in the conduct of

### Chief, Aviation Planning (005135)

aviation planning-related assignments.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the principles, methods and practices of airport planning.

Thorough knowledge of the theories, principles and practices of comprehensive urban planning.

Thorough knowledge of aircraft flight operations, air traffic control procedures, airspace use and analysis criteria, and airfield analysis and evaluation techniques.

Thorough knowledge of airport noise abatement and control techniques, airfield construction phasing and safety techniques, and air transportation economies and their relationships with ground support requirements and facilities.

Thorough knowledge of current developments in civil aviation and airport facilities which affect airport capacity and community compatibility.

Thorough knowledge of state and federal processes, regulations and criteria pertaining to airport development.

Knowledge of supervisory principles and practices.

Ability to direct and coordinate long-range planning activities for the future development of aviation facilities.

Ability to analyze complex comprehensive aviation planning data and reach sound technical conclusions.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of various public and private agencies.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to obtain necessary local, state and federal planning approvals for airport development projects.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is responsible technical professional work in the management of project formulation aviation planning studies.

This is highly responsible professional and technical managerial work planning and directing activities of the Aviation Planning Division.

## Human Resources Department

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### Manager, Aviation Rental Car Facility (005137)

#### **Minimum Qualifications**

Bachelor's degree with a minimum of three years of professional administrative experience in project management; budget development and contract management; fiscal management and/or forecasting experience is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Aviation Special Assistant 2 (005138)

#### Minimum Qualifications

Bachelor's degree in Aviation Business Administration, Aeronautical Science, Aviation Computer Science, Business Information Systems, Aviation Technology and Operations, Business Administration, Business Management, or related field. Two years of professional administrative experience to include responsible professional or managerial experience in an airport or aviation industry related environment are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work assisting in a governmental affairs program for the Aviation Department.

Employees in this class are responsible for assisting in the development and administration of a complex governmental affairs program. Responsibilities include reviewing current regulations and proposed legislative changes impacting aviation operations, preparing analytical reports, serving as a liaison on local, state and federal policy issues, reviewing agenda items which may impact County airport operations, and disseminating information related to complex international airport operations and development. Incumbents exercise independent judgment in analyzing legislative developments to determine the effect on airport activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective assistance in administration of a governmental affairs program.

##### ILLUSTRATIVE TASKS

Assists in administration of an aviation governmental affairs program by serving in a liaison capacity between the Aviation Department and the Office of the County Manager, Office of the Mayor, Board of County Commissioners, State of Florida and agencies of the federal government.

Maintains current regulations and reviews proposed state and federal legislation for impact on operation of Dade County airport facilities.

Reviews agenda items presented to the Board of County Commissioners and identifies items which may impact County airport operations.

Assists in the review of contracts, agreements, leases and other documents to ensure compliance with local, state and federal regulations.

Prepares aviation-related analytical reports dealing with a variety of specialized projects; prepares computerized statistical reports as required and prepares periodic narrative progress reports.

Reviews various documents to ensure they conform with departmental goals and objectives.

Coordinates and disseminates information relating to complex international airport operations and development which is required for policy decisions by departmental management.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of local, state and federal legislative processes affecting local airport operations.

Considerable knowledge of local, state and national aviation policy issues.

Considerable knowledge of the organization and operations of Miami International Airport and County auxiliary airports.

## Human Resources Department

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### Aviation Special Assistant 2 (005138)

- Considerable knowledge of research techniques and the sources and availability of information pertaining to the aviation industry.
- Considerable knowledge of agenda items which are submitted to the Board of County Commissioners and Commission committees.
- Knowledge of Federal Aviation Administration regulations.
- Ability to provide effective assistance in the administration of an aviation governmental affairs program.
- Ability to establish and maintain effective working relationships with a variety of public and private officials.
- Ability to analyze proposed legislation and determine the effect upon departmental operations.
- Ability to prepare detailed narrative and statistical reports concerning proposed legislation and other aviation projects.
- Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced professional work assisting in a governmental affairs program for the Aviation Department.

### Aviation Special Assistant 3 (005139)

#### Minimum Qualifications

Bachelor's degree in Aviation Business Administration, Aeronautical Science, Aviation Computer Science, Business Information Systems, Aviation Technology and Operations, Business Administration, Business Management, or related field. Three years of professional administrative experience to include responsible professional or managerial experience in an airport or aviation industry related work environment are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work assisting in a governmental affairs program for the Aviation Department.

Employees in this class are responsible for assisting in the development and administration of a complex governmental affairs program. Responsibilities include reviewing current regulations and proposed legislative changes impacting aviation operations, preparing analytical reports, serving as a liaison on local, state and federal policy issues, reviewing agenda items which may impact County airport operations, and disseminating information related to complex international airport operations and development. Incumbents exercise independent judgment in analyzing legislative developments to determine the effect on airport activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective assistance in administration of a governmental affairs program.

##### ILLUSTRATIVE TASKS

Assists in administration of an aviation governmental affairs program by serving in a liaison capacity between the Aviation Department and the Office of the County Manager, Office of the Mayor, Board of County Commissioners, State of Florida and agencies of the federal government.

Maintains current regulations and reviews proposed state and federal legislation for impact on operation of Dade County airport facilities.

Reviews agenda items presented to the Board of County Commissioners and identifies items which may impact County airport operations.

Assists in the review of contracts, agreements, leases and other documents to ensure compliance with local, state and federal regulations.

Prepares aviation-related analytical reports dealing with a variety of specialized projects; prepares computerized statistical reports as required and prepares periodic narrative progress reports.

Reviews various documents to ensure they conform with departmental goals and objectives.

Coordinates and disseminates information relating to complex international airport operations and development which is required for policy decisions by departmental management.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of local, state and federal legislative processes affecting local airport operations.

Considerable knowledge of local, state and national aviation policy issues.

Considerable knowledge of the organization and operations of Miami International Airport and County auxiliary airports.

## Human Resources Department

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### Aviation Special Assistant 3 (005139)

Considerable knowledge of research techniques and the sources and availability of information pertaining to the aviation industry.

Considerable knowledge of agenda items which are submitted to the Board of County Commissioners and Commission committees.

Knowledge of Federal Aviation Administration regulations.

Ability to provide effective assistance in the administration of an aviation governmental affairs program.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze proposed legislation and determine the effect upon departmental operations.

Ability to prepare detailed narrative and statistical reports concerning proposed legislation and other aviation projects.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced professional work assisting in a governmental affairs program for the Aviation Department.

## Associate Aviation Director, Government Affairs (005147)

### Minimum Qualifications

Bachelor's degree. A minimum of four to eight years of progressively responsible professional experience in an airport management environment are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is advanced responsible professional work assisting the director of the Aviation Department with a variety of governmental affairs activities.

An employee in this class is responsible for liaison activities between the Aviation Department and the Office of the County Manager, Board of County Commissioners, State of Florida, and the federal government. Duties include coordinating and disseminating information related to complex international airport operations and development required for policy decisions, participating in the formulation of department policies, procedures and strategic planning for the improvement and expansion of county airports, reviewing submissions to the Board of County Commissioners and their committees, and representing the department before commission committees and BCC meetings. Related duties include reviewing and monitoring legislative actions at the state and federal level which pertain to aviation interests and assisting in preparation of proposed legislation. Supervision is exercised over a staff of professional subordinates with assigned responsibilities in various governmental affairs areas. General supervision is received from the department director who holds the incumbent responsible for achievement of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Serves in a liaison capacity between the Aviation Department and the Office of the County Manager, Board of County Commissioners, State of Florida and federal government; coordinates issues affecting the department with departmental staff.

Directs, plans, and coordinates departmental agenda item submissions to the Board of County Commissioners and Commission committees; reviews contracts, agreements, leases, and permits to ensure they are in the best interests of the county, conform with pertinent policies and objectives, and meet legal and administrative requirements.

Reviews BCC agenda for items that may impact county airports and reviews with departmental staff; coordinates revisions as required; monitors state and federal legislation.

Assists in developing departmental legislative goals and objectives; coordinates work with state agencies, legislative committees and legislators to obtain additional aviation funding.

Represents the department at meetings with airlines, DCAD management companies, state and federal officials, and local, national and international trade, civic, and business groups.

Reviews and recommends approval or disapproval of department procurement matters which require approval by the Board of County Commissioners.

Reviews incoming correspondence to the department director and assigns responsibility for developing responses; reviews completed correspondence for conformity with departmental requirements.

Supervises subordinate administrative and clerical employees; prepares and monitors office budget, and evaluates periodic budget reports.

Performs related work as required.



## Human Resources Department

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### Associate Aviation Director, Government Affairs (005147)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of public relations principles and techniques, executive protocol, and proper order of etiquette in dealing with appointed and elected public officials.

Thorough knowledge of agenda items which are submitted to the Board of County Commissioners and Commission committees.

Thorough knowledge of departmental procurement policies, procedures, and regulations pertaining to procurement matters which require Board of County Commissioner approval.

Considerable knowledge of local, state, and national aviation policy issues.

Considerable knowledge of the organization and operation of Miami International Airport and county auxiliary airports.

Considerable knowledge of departmental goals and objectives.

Knowledge of supervisory principles and practices.

Ability to deal tactfully and diplomatically with a variety of appointed and elected public officials.

Ability to keep informed on current developments in the aviation industry and on legislative issues pertaining to departmental operations.

Ability to review agenda item submissions for sufficiency.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to represent the department at a variety of conferences, meetings, and gatherings.

NEW 6-91

#### **Nature Of Work**

This is advanced responsible professional work assisting the director of the Aviation Department with a variety of governmental affairs activities.

## Human Resources Department

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### Division Director 3, Aviation (005148)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of progressively responsible professional experience is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional and t managerial work in planning and directing activities of a large Division of the Aviation Department.

### Aviation Financial Performance Coordinator (005162)

#### Minimum Qualifications

Bachelor's degree in Accounting or Business Administration. A minimum of three to six years of progressively responsible experience to include management experience in budgets and forecasting is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible managerial work in directing and managing the Aviation Financial Planning and Performance Analysis Division. An employee in this class is responsible for overseeing the financial planning and performance analysis of the MDAD's operating fund. Responsibilities include coordinating, developing and monitoring the operating budget for the department; directing the calculation of the rates and fees to be charged to the airlines; directing and disseminating the monthly preparation of budget monitoring results, statistics and graph analysis trends for all airport activities; and monitoring management and concession agreements to ensure compliance with budget standards. The incumbent exercises considerable independent judgment to resolve accounting, contractual and budget issues. Supervision is exercised over subordinate professional and clerical employees engaged in various phases of operations. General direction is received from an Assistant Director who holds the incumbent responsible for the professional management of assigned responsibilities and the achievement of divisional goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and coordinates preparation of departmental annual operating budget, including projections of facility usage and revenue and review of proposed division budgets.

Directs and coordinates calculations of airline rates and charges and participates in the fee setting process.

Directs and coordinates the preparation of monthly financial management reports and analyses to assist senior management and division managers to monitor the department's and individual division's financial performance and adjust performance as required.

Acts as the liaison between the department and the Office of Strategic Business Management including annual operating budget process and monitoring and completion of County-wide Quarterly Performance Reports.

Directs and coordinates preparation of long-term projections of operating expenses, revenues and airline rates and charges.

Directs and coordinates benchmarking for evaluating departmental financial performance in relation to goals and objectives and to industry standards and practices.

Directs and coordinates indirect cost studies/administrative reimbursement to the County; allocation studies and single audits.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of budget development, monitoring and reporting.

Thorough knowledge of the principles of management and public administration.

## Human Resources Department

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### Aviation Financial Performance Coordinator (005162)

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of management performance reporting and auditing systems.

Ability to direct and coordinate budget planning.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze financial operations, prepare budget projections and trends, formulate alternatives to assist in making policy decisions.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to perform critical calculations in support of the annual development of rates, fees and charges as provided in airline agreements.

NEW 9/27/2005

#### **Nature Of Work**

This is highly responsible managerial work in directing and managing the Aviation Financial Planning and Performance Analysis Division.

## Human Resources Department

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### Chief, North Terminal Development (005176)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Architecture, Construction Management, or related field. Must possess a State of Florida Professional Engineer license or State of Florida Registered Architect license. A minimum of four to eight years of experience in construction management to include supervisory experience is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional administrative work in the management of the North Terminal Development Program.

## Human Resources Department

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### Chief Financial Officer, Miami-Dade Aviation Department (005181)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Public Administration, Business Administration or related field. A minimum of six to ten years of progressively responsible administrative or professional experience to include financial analytic experience in budgets and forecasting and strategic planning are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible executive work planning and directing all financial activities for the Miami-Dade Aviation Department.

## Human Resources Department

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### Assistant Director, Aviation (005182)

**Minimum Qualifications**

Bachelor's degree. Ten years of progressively responsible managerial and/or administrative experience in business development, public relations, marketing or related field are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional work directing the activities of divisions for the Miami-Dade County Aviation Department

## Human Resources Department

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### Deputy Director, Miami-Dade Aviation Department (005196)

#### Minimum Qualifications

Minimum requirements include a bachelor's degree and a minimum of seven to ten years of managerial experience in airport operations, airport security and/or airport maintenance at a major hub airport are required. Experience with maintenance issues in the airfield, terminal and landside areas as well as experience dealing with federal agencies on air traffic, FIS, public health, crisis planning and security issues is highly preferred. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work assisting in the planning and direction of the complex and diversified operations and activities of the Miami-Dade County Aviation Department.

An employee in this class is responsible for assisting in planning, directing and coordinating extensive and complex airport system operations at Miami International Airport and at geographically dispersed general aviation airports. Responsibilities include directing, through subordinate levels of executives and managers, the management of terminal and landside operations, aviation engineering and facilities development, business and financial activities, airside operations, safety and security activities, and a variety of other administrative and operational support functions. The incumbent exercises extensive independent judgment and professional managerial knowledge in providing assistance in the direction of daily operations of a large and complex airport system. Supervision is exercised through subordinate levels of executives, managers and supervisors over a large staff of professional, operational, technical, administrative and clerical employees at Miami International Airport and at auxiliary airport facilities. General direction is received from the Department Director who holds the incumbent responsible for effective assistance in the professional management of departmental operations.

##### ILLUSTRATIVE TASKS

Assists in planning, directing and coordinating, through subordinate executives, managers and supervisors, a complex airport system including terminal facilities management, landside facilities management, administrative services, management information systems, finance and business management functions, properties management, marketing and trade development, route development, facilities planning and engineering, contract administration, environmental engineering, facilities maintenance, airside operations, and operations of general aviation airports.

Assists in the formulation of department policy, programs, objectives and direction; coordinates aviation policy with the Mayor's Office, Board of County Commissioners and other County departments as required.

Maintains thorough knowledge of current aviation regulations and assists in ensuring compliance with all required Federal Aviation Administration, state and County standards, policies and programs in the management, operation and development of the County's airport system.

Directs the effective promotion of the airport system to achieve first class national and international air service and to meet the needs of the County.

Assists in the negotiation of multi-million dollar agreements and contracts for the department.

Encourages the maximum use of airport facilities to provide a range of high quality aviation-related services for the communities served by the airport system, and to generate revenues adequate to operate and develop the airport system as a self-sustaining financial enterprise.

Establishes and maintains effective working relationships with senior management of airlines, concessionaires, airport tenants and users, and federal, state and local agencies; exercises responsibility for departmental activities in the absence of the Department Director.



## Human Resources Department

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### Deputy Director, Miami-Dade Aviation Department (005196)

Meets with governmental, business, professional, civic and community groups to discuss, interpret and explain departmental policies, programs and objectives; represents the department at national and international industry associations.

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, airport system operating and maintenance problems, airport engineering and development activities, legislative proposals and new regulations, and other subjects.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the organization, interrelationships and operations of the Miami-Dade County Aviation Department.

Extensive knowledge of the mission, goals and objectives of the department in providing the highest level of safety, convenience and efficiency in all aspects of airport system operations and services.

Extensive knowledge of the principles of general management, business and public administration, and aviation management.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of local, state and federal regulations pertaining to airport system safety, operations, development and maintenance.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, business, aviation and public administration in providing effective assistance in directing, supervising and coordinating a large and complex airport system.

Ability to plan, organize, direct and coordinate, through various levels of executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with senior airline officials, senior County management, elected officials, and officials of other local, state and federal organizations.

Ability to effectively coordinate and operate all departmental functions in the absence of the Department Director.

NEW 10/00

#### **Nature Of Work**

This is highly responsible executive level work assisting in the planning and direction of the complex and diversified operations and activities of the Miami-Dade County Aviation Department.

## Human Resources Department

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### Director, Miami-Dade Aviation Department (005197)

#### Minimum Qualifications

Bachelor's degree. A minimum of eight years of progressively responsible managerial and supervisory experience to include significant experience in aviation administration, homeland security, and/or international trade is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the complex and diversified operations and activities of the Miami-Dade County Aviation Department.

An employee in this class is responsible for planning, directing and coordinating extensive and complex airport system operations at Miami International Airport and at geographically dispersed general aviation airports. Responsibilities include directing, through subordinate levels of executives and managers, the management of terminal and landside operations, aviation engineering and facilities development, business and financial activities, airside operations, safety and security activities, and a variety of other administrative and operational support functions. The incumbent exercises extensive independent judgment and professional managerial knowledge in the administration of a large and complex airport system to provide the highest level of safety, convenience and efficiency in all aspects of airport operations and services. Supervision is exercised through subordinate levels of executives, managers and supervisors over a large staff of professional, operational, technical, administrative and clerical employees at Miami International Airport and at auxiliary airport facilities. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and achievement of airport system goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates, through subordinate executives, managers and supervisors, a complex airport system including terminal facilities management, landside facilities management, facilities management administrative support, administrative services, minority affairs and employee development, information systems, technical support, finance, properties management, marketing trade development, route development, facilities planning and engineering, contract administration, environmental engineering, facilities maintenance, airside operations, retail commercial operations, public affairs and governmental affairs.

Defines and formulates department policy, programs, objectives and direction; coordinates aviation policy with the Mayor's Office, Board of County Commissioners and other County departments as required.

Ensures that departmental goals and objectives are established for the operation of the airport system which are compatible with County policies and with the needs of airport users.

Ensures compliance with all required Federal Aviation Administration, state and County standards, policies and programs in the management, operation and development of the County's airport system.

Directs the effective promotion of the airport system to achieve first class national and international air service and to meet the needs of the County.

Encourages the maximum use of airport facilities to provide a range of high quality aviation-related services for the communities served by the airport system, and to generate revenues adequate to operate and develop the airport system as a self-sustaining financial enterprise.

Defines, formulates, implements and evaluates departmental policies, procedures, priorities, mission goals and objectives for continually providing safe, efficient and cost effective movement of people and goods; determines if departmental goals, objectives and standards are being met; redirects priorities as necessary to achieve the highest level of safety, convenience and efficiency at Miami-Dade County's airport

## Human Resources Department

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### Director, Miami-Dade Aviation Department (005197)

system.

Oversees the implementation of the capital expansion program to ensure to ensure highest quality of service to business partners, traveling public and communities served by the airport system with compliance to local, state and federal requirements.

Establishes and maintains effective working relationships between the department and senior management of airlines, concessionaires, airport tenants and users, and federal, state and local agencies.

Ensures that the airport system is developed with appropriate regard to the environmental needs of communities adjacent to airport system airports.

Meets with governmental, business, professional, civic and community groups to discuss, interpret and explain departmental policies, programs and objectives; represents the department at national and international industry associations.

Reviews organizational patterns, work relationships, and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, airport system operating and maintenance problems, airport engineering and development activities, legislative proposals and new regulations, and other subjects.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates; rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the organization, interrelationships and operations of the Miami-Dade County Aviation Department.

Extensive knowledge of the mission, goals and objectives of the department in providing the highest level of safety, convenience and efficiency in all aspects of airport system operations and services.

Extensive knowledge of the principles of general management, business and public administration, and aviation management.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of local, state and federal regulations pertaining to airport system safety, operations, development and maintenance.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, business, aviation and public administration in directing, supervising and coordinating a large and complex airport system.

Ability to plan, organize, direct and coordinate, through various levels of executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with senior airline officials, senior County management, elected officials, and officials of other local, state and federal organizations.

## Human Resources Department

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### Director, Miami-Dade Aviation Department (005197)

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to effectively evaluate the impact of alternative possible courses of action on airport system operations, future developments and circumstances of a new or unprecedented nature.

Ability to determine if departmental standards, objectives and goals are being met and to redirect priorities as necessary.

REV 01/98

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the complex and diversified operations and activities of the Miami-Dade County Aviation Department.

## Human Resources Department

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### Airport Operations Supervisor (005202)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in airport operations to include three years at a supervisory level are required. Completion of coursework may substitute for two years of non-supervisory experience on a month-for-month basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work coordinating operations and service activities in the airfield operating area at Miami International Airport.

An employee in this class is responsible for planning, assigning and reviewing the work of a staff of specialized supervisory and clerical employees engaged in a variety of activities in support of airfield operations. Emphasis of the work is on assuring the safe and efficient movement of aircraft and vehicular traffic in the airfield operating area, inspecting various areas of the airfield to ensure compliance of airport tenants and others with a variety of regulations, rules and procedures, and reviewing a variety of reports prepared by subordinates to identify deficiencies and initiate corrective action. Independent judgment is exercised in making immediate decisions regarding airfield hazards and problems, and in the development and implementation of procedures to ensure safe and efficient ground traffic movement in the aircraft operating area. Supervision is exercised through subordinate supervisors over specialized and clerical employees who assist with various phases of work. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for efficiency of airfield operations activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisory, specialized and clerical employees engaged in supervising operations activities, conducting airfield safety inspections, collecting landing fees, conducting aircraft location field checks, assigning gates and cargo loading positions to various aircraft, compiling information for daily reports for U.S. Customs on passenger arrivals, monitoring closed circuit television cameras to observe airfield operations and performing a variety of other duties in support of airfield operations.

Reviews a variety of reports prepared by subordinates on assigned shifts concerning field inspections, non-routine incidents, accidents and other significant events to determine the effect upon aircraft operations; assures that corrective actions have been taken or will be taken to provide for safe airfield operations; assures that reports are completed properly and in accordance with established procedures.

Conducts daily physical inspections of the airfield and the airfield operating area; observes conditions of runways, taxiways, aprons, aircraft parking areas, airfield lighting and construction areas for hazardous situations that may affect the safety of aircraft movement; takes necessary actions to eliminate hazards.

Assists in the development and implementation of divisional policies and in planning improvements; prepares recommendations for new or revised rules, regulations and procedures to improve efficiency; assists in coordinating airfield construction activities.

Coordinates airfield operations activities with various other department divisions, fire and police agencies, airlines, airport tenants and a variety of Federal organizations.

Investigates operational problems and hazards which could interfere with aircraft and vehicle safety in the airfield operating area; exercises independent judgment in making immediate decisions concerning airfield hazards which pose a threat of loss of life or property.

Assists police and fire agencies in providing routine and emergency services in the airfield operating area; participates in planning for emergencies such as for storms and aircraft crashes.

## Human Resources Department

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### Airport Operations Supervisor (005202)

Prepares periodic reports summarizing airfield operations activities.

Prepares or directs the preparation of Notices to Airmen in the event of circumstances which affect aircraft operations such as closed runways, closed taxiways, changes in airfield markings or other situations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of airfield operating procedures and departmental rules and regulations related to security, safety, aircraft operations and emergencies in the airfield operating area.

Thorough knowledge of airline, tenant and leasehold operations at Miami International Airport.

Thorough knowledge of the geography of Miami International Airport including road network, building locations, public and private facilities and aircraft operating area.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of federal and local regulations governing the control of air traffic at a large airport facility.

Knowledge of the principles and practices of modern office administration.

Knowledge of the principles and practices of public and business administration.

Knowledge of public relations principles and techniques.

Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other government agencies, airlines and airport tenants.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to initiate and install administrative and operational programs and procedures and to evaluate their effectiveness.

Ability to react promptly and correctly in emergency situations.

REV 2-81

#### **Nature Of Work**

This is administrative and supervisory work coordinating operations and service activities in the airfield operating area at Miami International Airport.

## Human Resources Department

### Airport Operations Senior Agent (005203)

#### Minimum Qualifications

High school diploma or GED. Must currently be employed by Miami-Dade County with permanent status as an Airport Operations Agent and one year of continuous acceptable full-time service as an Airport Operations Agent. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law.

#### Job Specifications

##### NATURE OF WORK

This is specialized supervisory work coordinating operations and service activities in the terminal, airfield and safety and security operations areas, monitoring the operations and maintenance of terminal facilities, performing operational and service functions in the airfield operating areas, and involving a considerable amount of public contact for the terminal, airfield and safety and security operations areas on assigned shifts (most shifts rotating) at Miami International Airport.

Employees in this class are responsible for planning, assigning, reviewing and implementing work procedures for Airport Operations Specialists and Agents, and clerical employees on an assigned shift engaged in a variety of activities in support of terminal facilities, airfield, and safety and security operations areas. Emphasis of the work involves securing a safe, well-managed and maintained and efficient environment of a County-owned airport which includes ensuring staffing requirements are met for all shifts; compiling and preparing a variety of reports; performing thorough inspections; providing assistance, directions and information to passengers, tenants and visitors to the airport; maintaining operational safety and security of the airfield; ensuring the timely process of ID requests and ID issuance, assisting with SIDA training classes and monitoring various private contracts to ensure compliance with departmental rules, regulations and procedures. Supervision is received from an administrative superior through personal conferences and review of a variety of shift reports for efficiency of operations activities and for fulfillment of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Exercises supervisory responsibility of subordinate employees engaged in the day-to day routine specialized functional areas of the airport including terminal, airfield and safety and security operations, to ensure compliance with the FAA/TSA-approved Security Program and other established departmental rules, regulations, policies and procedures and contractual requirements.

Reviews a variety of reports prepared by subordinates concerning field inspections, non-routine incidents, accidents, and other significant events; oversees a fleet of vehicles and ensures they are kept maintained and running.

Monitors use of airfield by airlines, general aviation aircraft, fixed base operators and tenants to ensure compliance with operating rules and regulations, and with lease agreements; issues safety and security violations as necessary; directs subordinates to escort aircraft having no radio contact, aircraft unfamiliar with the airfield or other aircraft as required; personally provides aircraft escorts as necessary.

Continuously monitors ground and local government radio frequencies; receives calls from control tower and subordinates concerning debris on runways or taxiways, safety and security violations, aircraft movements, unauthorized persons on airfield, and other problems.

Responds to accidents involving aircraft, vehicles, or persons and emergency alerts; escorts or directs the escort of emergency vehicles to and from the airfield operating area; participates in emergency, storm, crash, and rescue exercises.

Reviews sales tickets for landing fees, cargo fees, parking fees, and other charges for accuracy; corrects or returns to originator for correction if required; physically places liens on aircraft delinquent in charges as assigned.

Provides training to airline personnel in the proper use and operation of jetways.

Coordinates, maintains and supervises security inspection activities.

Evaluates operational conditions and responds to the needs of the airport users to ensure the expeditious transition of public movement.

Ensures the proper control of persons and vehicles in restricted access areas of the airport.

Coordinates and supervises the initial response to airport emergencies involving aircraft or vehicular accidents, security breaches or other security concern issues on the Airport.

Interacts with command level personnel of responding police, fire and federal agencies to ensure proper handling of emergency, storm, crash and rescue situations, and Airport security violations.

## Human Resources Department

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### Airport Operations Senior Agent (005203)

Oversees the monitoring and entering of daily flight arrivals, departures and changes in aircraft locations.  
Oversees the process of ID requests, ID issuance and SIDA training classes.  
Interprets, prepares a variety of specialized reports of operational and administrative activities.  
Oversees the monitoring of various contract work activities to ensure compliance with FAA/TSA requirements and departmental rules and regulations.  
Oversees the management of the terminal facility to ensure excellent building management.  
Oversees the enforcement of MDAD's Standards.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of airfield, terminal and operating procedures and departmental rules and regulations related to terminal, security, safety, aircraft operations and emergencies in these operating areas.  
Thorough knowledge of the geography of Miami International Airport including road network, building locations, public and private facilities, and aircraft operating area.  
Considerable knowledge of airline, tenant, and leasehold operations at Miami International Airport.  
Considerable knowledge of federal and local regulations governing the control of air traffic at a large airport facility.  
Knowledge of public relations principles and techniques.  
Knowledge of departmental records, forms, and reports required for airfield, terminal and safety and security operations.  
Ability to establish and maintain effective working relationships with subordinates, superiors, and officials of other government agencies, airlines, and airport tenants.  
Ability to exercise judgment and discretion in the application of departmental policies and procedures in a variety of airfield, terminal and security operating circumstances, problems, and conditions.  
Ability to express ideas clearly and concisely, verbally and in writing.  
Ability to react promptly and correctly in emergency situations.  
Ability to understand and follow complex verbal and written instructions.

Rev. 09/02

#### Nature Of Work

This is specialized supervisory work coordinating operations and service activities in the terminal, airfield and safety and security operations areas, monitoring the operations and maintenance of terminal facilities, performing operational and service functions in the airfield operating areas, and involving a considerable amount of public contact for the terminal, airfield and safety and security operations areas on assigned shifts (most shifts rotating) at Miami International Airport.



## Human Resources Department

### Airport Operations Agent (005204)

#### Minimum Qualifications

High school diploma or GED. Must be currently employed by Miami-Dade County with permanent status as a Airport Operations Specialist, Airport Attendant, Airport Noise Abatement Officer or Airport Public Service Assistant and one year of continuous acceptable full-time service in one of the above job classifications. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized independent operational and service work monitoring the operations and maintenance of terminal and airfield facilities, performing operational and service functions in the airfield and terminal operating areas, and involving a considerable amount of public contact for the terminal, airfield and safety and security operations areas on an assigned rotating shift at Miami International Airport.

Employees in this class are responsible for performing a variety of tasks at Miami International Airport (MIA) on the airfield, in the airport terminal building, and international facilities, and administrative areas. This is in order to assist in the safe, secure, well-managed and well-maintained operation of MIA, for the convenience of passengers, the public and MIA's tenants.

Duties include conducting periodic inspections of all common-use areas of the terminal, the runways, taxiways and ramp areas to detect hazardous conditions; inspection of aircraft parking areas to determine fees and charges; monitoring usage of airport facilities to ensure compliance with operating rules, regulations, lease agreements and MIA's Standards;

planning and assigning gates for arriving international and domestic flights, and entering gate assignment information into the Flight Information Display System (FIDS). Other duties may include monitoring janitorial, skycap and other service contracts for contract compliance.;

checking and reporting maintenance conditions within the terminal facility, assisting the public and tenants in solving problems and providing customer service.; patrolling the terminal facility to detect equipment malfunctions, assisting in crowd control, enforcing departmental regulations and Standards;

providing assistance, directions and information to passengers, visitors and tenants; and preparing a variety of reports of operational and administrative activities; inspecting aircraft parking areas to determine fees and charges;; monitoring contractual agreements, preparing reports of operational activities,

conducting SIDA training classes, assisting with the timely processing of ID requests and ID issuance, and monitoring the work of subordinates as it relates to security doors, baggage claim areas and various other security breaches or safety hazards. Supervision is received from a specialized superior who makes daily assignments and reviews work for satisfactory performance of assigned responsibilities.

#### ILLUSTRATIVE TASKS

Troubleshoots problems for tenants to resolve unsatisfactory situations.

Patrols public and restricted areas of the terminal building and reports malfunctions of elevators, escalators, lights, carousels, and other equipment.

Assists in crowd control at airline ticket counters, Customs' exits and other areas as necessary.

Responds to accidents throughout the terminal facility.

## Human Resources Department

### Airport Operations Agent (005204)

Provides assistance, information and customer assistance to passengers and visitors in various areas of the airport.

Accepts lost items and issues found items to rightful owners.

Serves as gate controller by exercising the responsibility for domestic and international flights

Monitors janitorial service contract and performance by making numerous walk-throughs of the airport facility and checking for acceptable conditions and follow up response to problems. Assures that employees are working in areas as assigned; prepares reports detailing observations of janitorial service employees' performance and compliance with prescribed regulations; observes condition of terminal and directs janitorial service employees to clean up trash or spills as required.

Monitors skycaps service contract (in the same manner as described above for janitorial contract)

Monitors the performance of subordinates in the carrying out of all "Illustrative Tasks" contained herein.

Operates a motor vehicle and conducts periodic inspections of the airfield operating areas.

Periodically inspects aircraft parking areas to determine new arrivals, departure and changes in aircraft locations

Assists in the arrival, departure and storage of aircraft; assigns parking to arriving aircraft as required and escort aircraft to parking areas.

Monitors subordinates in the performance of their duties as it relates to terminal and airfield operations, and Airport ID badge processing and issuance, employment background checks audits and fingerprinting referrals.

Monitors and conducts SIDA training classes and ensures compliance with FAA and or TSA requirements.

Assists in disseminating information to companies requesting Airport identification badges and responds to inquiries accordingly.

Prepares a variety of reports of operational and administrative activities, surveys, work orders and work assignment logs.

Monitors various private contractor work activities to ensure compliance with FAA /TSA or other Federal mandates, departmental rules, regulations and procedures.

### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the specialized rules, regulations and procedures applicable to terminal operations at Miami International Airport.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of airline, tenant, concessionaire, and leasehold operations at Miami International Airport.

Considerable knowledge of the geography of Miami International Airport including public access road network, building locations, and locations of public and private facilities.

Considerable knowledge of departmental records, forms, and reports required for terminal operations.

Knowledge of departmental rules, regulations, and procedures.

Knowledge of crowd control methods and techniques.

Knowledge of contractual agreements between the Aviation Department and private contractors performing various service functions in the terminal complex at Miami International Airport.

Some knowledge of security practices and procedures.

Ability to establish and maintain effective working relations with superiors, subordinates, departmental officials, employees of private contractors, public and government agencies, tenants and the traveling public.

Ability to exercise judgment and discretion in the application of departmental policies, procedures and Standards - in a variety of terminal, airfield and security and safety operations circumstances, problems and conditions.

Ability to enforce established rules, regulations and Standards with firmness, tact, and impartiality.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to understand and follow verbal and written instructions.

Ability to prepare a variety of reports, surveys, and maintain logs.

Ability to react promptly and correctly to emergency situations.

Ability to perform basic math.

Ability to oversee the work of subordinates.

Rev 09/02

### Nature Of Work

This is specialized independent operational and service work monitoring the operations and maintenance of terminal and airfield facilities, performing operational and service functions in the airfield and terminal operating areas, and involving a considerable amount of public contact for the terminal, airfield and safety and security operations areas on an assigned rotating shift at Miami International Airport.

## **Human Resources Department**

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**Airport Operations Agent (005204)**

## Human Resources Department

### Airport Operations Specialist (005205)

#### Minimum Qualifications

High school diploma or GED. One year of experience working in direct contact with the general public is required. Must work rotating shifts, weekends, and holidays. Some positions require working in a noisy environment without air-conditioning. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is routine operational and patrol work involving a considerable amount of public contact for the terminal, airfield, and safety and security operations areas on an assigned rotating shift at Miami International Airport.

Employees in this class are responsible for assisting with and ensuring a safe, healthy, secure, well-maintained and managed operating environment for the terminal building, airfield, aircraft, passengers, general public, tenants and various other airport entities. Duties include inspection of the terminal facilities, including monitoring of janitorial and skycap contracts, maintaining crowd control within the terminal facilities, performing periodical inspections of the terminal facility and various security access areas, identifying potential security breaches, assisting with the identification badge issuance process, providing airport information and instructions to passengers, private contractors, tenants and the general public, preventing unauthorized access into the Air Operations Area, (AOA) monitoring access gates and private contractors to ensure their compliance with contractual requirements and performing surveillance of airport property against fire, theft, accident and vandalism. Supervision is received from a specialized superior who makes daily work assignments and reviews work through personal conferences, observations and written reports for compliance with departmental rules, regulations and procedures.

##### ILLUSTRATIVE TASKS

Checks and patrols the terminal complex to ensure that the facility is well-maintained and managed, clean and that corrective action is taken in a timely manner.

Patrols and inspects terminal facilities such as restrooms, concourses, jetways, holding rooms, escalators, elevators and telephones to ensure they are in proper working order.

Patrols all terminal building areas to ensure integrity of all doors leading to the AOA including satellite and Federal Inspection Services (FIS) Areas.

Checks all personnel having access to AOA for proper I.D.

Performs door inspections of all bag make-up doors leading to the AOA.

Works access gates to exercise control of vehicular and pedestrian traffic at access and egress gates.

Responds to AOA Door Alarms for security violations.

Identifies and escorts a large number of authorized and unauthorized vehicles on and off the airfield operations area.

Conducts visual inspection of vehicle contents.

Prepares sales tickets to charge aircraft operators for use of airport facilities; prepares receipts; maintains a cash bank and records of revenue and makes deposits.

Operates radio equipment and other inter-communication devices to maintain excellent overall communications and ground control.

Patrols and performs physical checks of Airport security access areas such as security doors and baggage claims areas.

Identifies potential security breaches.

Assists with the identification badge issuance process, reviewing airport identification applications, disseminating information to companies and conducting the Security Identification Display Area (SIDA) Training Classes.

Prepares detailed reports, surveys and maintains logs as required

Assists in rescue operations at the scene of emergencies and notifies police of accidents, thefts vandalism or other security concern issues on the Airport.

Monitors various contractor and subcontractor work activities to ensure compliance with FAA, TSA or other Federal mandates;

Departmental rules, regulations, procedures and Standards.

### Airport Operations Specialist (005205)

#### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of rules, regulations, and procedures pertaining to terminal operations at Miami International Airport.  
Knowledge of effective public relations techniques.  
Knowledge of operations and activities at Miami International Airport.  
Knowledge of crowd control methods and techniques.  
Knowledge of airline, tenant, concessionaire, and leasehold operations at Miami International Airport.  
Knowledge of business English, spelling and arithmetic.  
Some knowledge of modern security practices and techniques.  
Ability to establish and maintain effective working relationships with superiors and with officials of various airport related organizations.  
Ability to enforce airport regulations firmly and impartially and with respect for individual rights.  
Ability to exercise judgment and discretion in the application of departmental policies and procedures.  
Ability to react promptly and correctly in emergency situations.  
Ability to prepare routine and written records.  
Ability to make arithmetic computations.  
Ability to understand and follow verbal and written instructions.  
Physical strength and agility sufficient to perform assigned duties.

Revised: 10/2007

#### **Nature Of Work**

This is routine operational and patrol work involving a considerable amount of public contact for the terminal, airfield, and safety and security operations areas on an assigned rotating shift at Miami International Airport.

## Human Resources Department

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### Aviation Customer Service Supervisor (005207)

#### **Minimum Qualifications**

Bachelor's degree. Two years of supervisor experience in customer service are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional work with supervisory responsibility for directing and coordinating customer service efforts for the Miami International Airport.

## Human Resources Department

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### Airport Telecommunications Installer (005208)

#### **Minimum Qualifications**

High school or GED. Two years of experience in the installation, testing, operation and maintenance of communications equipment such as mobile vehicular radios, digital and analog computers and related electronic systems is required. Must possess a Driver license. Must be able to work a permanent or rotating shift to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is skilled technical work in the installation, testing and maintenance of telecommunications equipment in a centralized telecommunications operation.

## Aviation Property Manager 1 (TRAINEE) (005210)

### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Aviation Business Administration, or related field. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is specialized property management work for the Miami-Dade Aviation Department.

Employees in this class are responsible for performing a variety of property management duties in the leasing, inspection and maintenance of airport facilities and properties. Responsibilities include inspection of airport properties, assisting in the administration of airport leases, contracts and permits, preparing less complex leases and amendments, attending airport planning and construction meetings, preparing recommendations for new airport facilities and reviewing construction plans. Duties require the application of real estate knowledges in the interpretation of airport contracts and leases. Supervision is received from an administrative superior who reviews work for conformity to departmental procedures and achievement of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Inspects airport properties including office buildings, fueling facilities, commissaries, warehouses, terminals, hangers and aircraft ramp areas; recommends repairs or removal of unsafe or economically unsound structures.

Assists in administration of airport leases, contracts and permits by inspecting, evaluating and monitoring leased airport property for compliance with terms and conditions contained in the agreements.

Prepares less complex leases and amendments concerning property and facilities at general aviation airports.

Conducts or attends various meetings concerning planning, construction and implementation of a wide range of projects including airport roads and buildings.

Assists in preparing recommendations for new facilities at Miami International Airport and the general aviation airports, including additions or modification to warehousing and other buildings, aircraft washing racks, pavement stripping, taxiways, fueling facilities, aircraft and auto parking.

Reviews a variety of construction plans submitted by airport tenants for airport staff review and recommends approval and coordinates efforts to assure compliance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of real estate practices, terminology, contracts and lease agreements.

Considerable knowledge of the design, construction and operation of airport roads, utilities, aircraft runways, taxiways, aircraft ramps, and other aviation facilities.

Knowledge of applicable federal, state and local laws pertaining to lease agreements and airport property management.

Knowledge of real property management, contract management and commercial and industrial property leasing.



## Human Resources Department

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### Aviation Property Manager 1 (TRAINEE) (005210)

Knowledge of public relations principles and techniques.

Ability to inspect a variety of airport properties and detect unsafe or unsound conditions.

Ability to monitor the use of airport properties to assure compliance with the provisions of lease agreements.

Ability to prepare leases, agreements and amendments for airport properties and facilities.

Ability to assist in the review of proposed new airport facilities.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with superiors and airport tenants or their representatives.

NEW 6-91

#### **Nature Of Work**

This is specialized property management work for the Miami-Dade Aviation Department.

## Human Resources Department

### Aviation Property Manager 2 (005211)

#### Minimum Qualifications

Bachelor's degree in Real Estate, Business Management, Business Administration, Public Administration, or related field. Two years of experience in the management of commercial properties and/or facilities are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized property management work for the Metro-Dade County Aviation Department.

Employees in this class are responsible for performing a variety of property management duties in the negotiation of agreements, and leasing and inspection of airport properties. Emphasis of the work is on negotiating and preparing a variety of agreements and leases, maintaining favorable tenant relations, inspecting leased airport properties for compliance with terms and conditions, and conducting research pertaining to utilization of airport properties. Incumbents exercise independent judgement in the negotiation of lease agreements and in assuring work is performed in accordance with departmental requirements. Supervision is received from an administrative superior who reviews work for effectiveness in negotiating and preparing agreements in conformance with applicable policies, procedures and regulations.

##### ILLUSTRATIVE TASKS

Negotiates, develops and prepares airport leases, financing and construction agreements, aviation development agreements, management and concession agreements, permit, and other documents.

Initiates and maintains ongoing tenant relations to assure a favorable working relationship between leases and airport administration.

Inspects, evaluates and monitors leased airport property for compliance with terms and conditions, policies and procedures, contained in airport leases and agreements.

Conducts research studies, and prepares related statistical reports, interprets findings, and recommends solutions regarding utilization of airport property and development of airport leases and agreements.

Reviews and evaluates applications for airport property leases and agreements, to provide greatest economic return and best uses of the properties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of real property management, commercial and industrial property leasing.

Considerable knowledge of the principles of contract management and the application to management of County-owned airports.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the location, type and use of various airport properties.

Knowledge of research techniques and sources of current information applicable to airport property management and administration.

Knowledge of applicable local, State and Federal laws related to lease agreements at airport properties.

Ability to use tact and persuasion in the negotiation of leasehold interests for airport properties.

Ability to prepare complex leases, financing and construction agreements, management and concession agreements, permits and amendments.

Ability to establish and maintain effective working relationships with superiors and airport property lessees.

Ability to prepare clear and concise reports and correspondence.

Ability to monitor the use of airport properties to assure compliance with the provisions of leases agreements.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 6-91

#### Nature Of Work

## Human Resources Department

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### **Aviation Property Manager 2 (005211)**

This is advanced specialized property management work for the Miami-Dade County Aviation Department.

## Human Resources Department

### Aviation Property Manager 3 (005212)

#### Minimum Qualifications

Bachelor's degree in Real Estate, Business Management, Business Administration, Public Administration, or related field. Three years of experience in the management of commercial properties and/or facilities to include experience in contract or lease development and preparation are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible and supervisory property management work for the Metro-Dade County Aviation Department.

Employees in this class are responsible for supervising and participating in the planning and management of aviation leasing programs for airport air cargo, aircraft maintenance and other airport facilities. Responsibilities include negotiating and monitoring the leasing of airport lands, buildings and other properties, assisting in the resolution of disputes between tenants and others, preparing complex airport leases, agreements and contracts, assuring tenant compliance with lease provisions, and evaluating lease and permit applications. Incumbents exercise considerable independent judgment in the management of aviation leasing programs and in negotiating complex leases, agreements and permits. Supervision is exercised over a staff of professional subordinates engaged in various phases of planning and management of aviation leasing programs. Supervision is received from an administrative superior who reviews work for effectiveness in negotiating leasehold interests and in managing aviation leasing programs.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of professional subordinates engaged in planning and management of aviation leasing programs for airport air cargo, aircraft maintenance and various other airport facilities.

Coordinates appropriate leasing programs for airport air cargo, aircraft maintenance and other airport facilities.

Assists in resolution of disputes and problems among tenants and other airport operations.

Develops, negotiates and prepares complex airport leases, financing and construction agreements, aviation development agreements, permits, and other airport agreements.

Initiates and maintains positive tenant relations to assure a favorable working arrangement among airport administration, tenants and other users of the airport.

Coordinates work involving airport construction projects with tenants; contacts other County agencies to assure that other governmental requirements are met.

Inspects, evaluates and monitors airport leaseholds and facilities for compliance with prescribed uses and other terms and conditions contained in leases and agreements.

Reviews and evaluates applications for leases and permits; recommends approval of those providing maximum economic return and utilization of airport properties and facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of real property management, commercial and industrial property leasing.

Thorough knowledge of the principles of contract management and their application to management of County-owned airports.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the location, type and use of various airport properties.

Knowledge of research techniques and sources of current information applicable to airport property management and administration.

Knowledge of applicable local, state and federal laws related to lease agreements at airport properties.

## Human Resources Department

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### Aviation Property Manager 3 (005212)

Knowledge of supervisory principles and practices.

Ability to use tact and persuasion in the negotiation of complex leasehold agreements at airport properties.

Ability to prepare complex leases, financing and construction agreements, management and concession agreements, permits and amendments.

Ability to establish and maintain effective working relationships with superiors and airport tenants.

Ability to prepare clear and concise reports and correspondence.

Ability to monitor the use of airport properties to assure compliance with the provisions of lease agreements.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

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#### **Nature Of Work**

This is advanced responsible and supervisory property management work for the Miami-Dade County Aviation Department.

## Human Resources Department

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### Airport Telecommunications Technician (005213)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in the installation, testing, repair, and maintenance of complex communications equipment; Certificate of Completion in Electronics from a vocational school and one year of experience in the installation, testing, repair, and maintenance of complex communications equipment; or Completion of 60 semester credits to include 15 semester credits in Electronics or Electrical Engineering and one year of experience in the installation, testing, repair, and maintenance of complex communications equipment are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced skilled technical work in the installation, maintenance and repair of telecommunications equipment in a centralized telecommunications operation.

### Airport Senior Telecommunications Technician (005214)

**Minimum Qualifications**

High school diploma or GED. Four years of experience in the installation, maintenance, testing and repair of complex communications equipment are required. Possession of a certificate in Electronics from a vocational school may substitute for one year of the required experience. Completion of 60 semester credits to include 21 semester credits in Electronics or Electrical Engineering may substitute for two years of the required experience. Must possess a Driver license. Must possess a Driver license. Must be able to work a permanent or rotating shift to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced skilled technical work in the installation, maintenance and repair of complex telecommunications infrastructure equipment in a centralized telecommunications operation.

## Human Resources Department

### General Aviation Airports Supervisor (005218)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in airport operations to include three years at a supervisory level are required. Must possess a current drivers license. This position may require you to work nights, weekends and/or holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work coordinating operations and service activities at Dade County's general aviation airports.

An employee in this class is responsible for planning, assigning and reviewing the work of a staff of subordinate supervisory, specialized and clerical employees engaged in a variety of activities in support of general aviation airport operations. Emphasis of the work is on assuring the safe and efficient movement of aircraft and vehicular traffic on the general aviation airports, inspecting various areas of the airports to assure compliance of airport tenants and others with a variety of regulations, rules and procedures, reviewing a variety of reports prepared by subordinates to identify deficiencies and initiate corrective action, and planning for future improvements. Considerable independent judgment is exercised in establishing and maintaining effective working relations with officials of various public and private organizations and participating in the formulation of departmental policies and programs. Supervision is exercised over a staff of specialized employees directly, or through subordinate supervisors, who assist with various phases of work. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for efficiency of airport operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisory and specialized employees engaged in providing airport support activities at several general aviation airports.

Supervises the operation and maintenance of various general aviation airports directly and through subordinate supervisors and specialized employees.

Reviews a variety of reports prepared by subordinates on assigned shifts concerning field inspections, non-routine incidents, accidents and other significant events to determine the effect upon airport operations and the public safety; assures that corrective actions have been taken or will be taken to provide for safe airport operations.

Attends various planning and programming meetings with departmental and other officials; assists in the development and implementation of divisional policies and in planning improvements; assists in coordinating airfield construction activities.

Coordinates airport operations activities with various other departmental divisions, fire and police agencies, airport tenants and a variety of State and Federal organizations.

Investigates operational problems and hazards which could interfere with aircraft and vehicle safety; exercises independent judgment in making immediate decisions concerning hazards which pose a threat of loss of life or property.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Manages five general aviation airports; oversees and manages general aviation airport facilities; administers budgets,

Monitors and institutes measures to remove non-flyable aircraft from general aviation airports.

Prepares Resolutions for activities affecting the general aviation airports.

Prepares and implements Letters of Agreement between DCAD and FAA Air Traffic Control Tower.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of airfield operating procedures and departmental rules and regulations related to security, safety, aircraft operations and emergencies in the airfield operating area.

Thorough knowledge of tenant and leasehold operations at the general aviation airports.



## Human Resources Department

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### General Aviation Airports Supervisor (005218)

Thorough knowledge of the geography of the general aviation airports, including road networks, building locations, public and private facilities, and aircraft operating area.

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of Federal and local regulations governing the control of air traffic at various general aviation airports.

Knowledge of the principles and practices of modern office administration.

Knowledge of the principles and practices of public and business administration.

Knowledge of public relations principles and techniques.

Ability to supervise a staff of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relations with subordinates, superiors and officials of other government agencies and airport tenants.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to initiate and install administrative and operational programs and procedures, and to evaluate their effectiveness.

Ability to react promptly and correctly in emergency situations.

NEW 10-88

#### **Nature Of Work**

This is administrative and supervisory work coordinating operations and service activities at Dade County's general aviation airports.

## Human Resources Department

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### Aviation Interior Design & Space Planning Supervisor (005219)

**Minimum Qualifications**

Bachelor's degree in Architecture or Interior Design. Five years of interior design and office space planning experience to include the design and construction of interior architectural projects and supervisory experience are required. Licensure as Interior Designer by State of Florida is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional interior design work scheduling and planning project relocation of staff and the remodeling of existing offices at the Miami-Dade Aviation Department.

### Airport Videographer/Editor (005225)

#### Minimum Qualifications

Associate's degree in Radio/Television, Communications, or related field. Two years of experience in television or video production to include experience in field camera operations and Media 100 editing are required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in videography and video editing for the Miami-Dade Aviation Department.

Employees in this class are responsible for operating video cameras in the field, studio cameras in a television studio, and video editing equipment to video tape and finish programs for the Miami-Dade Aviation Department. Duties include gathering on-location video footage, operating studio cameras and video tape studio programs, lighting and picture composition, and generating computerized video editing equipment. Incumbents apply advanced knowledges of video technology to assemble and complete television programs or program segments. Supervision is received from a professional superior who reviews work for technical quality of completed assignments.

##### ILLUSTRATIVE TASKS

Operates video camera and VCR to gather images and interviews in the field for later editing into finished programming for the Miami-Dade Aviation Department.

Operates studio cameras to video tape studio programs.

Utilizes studio and field lighting to achieve technical and artistic levels of lighting necessary for obtaining good video images.

Operates computerized video editing equipment to finish programs and program segments for cablecast; assembles field video footage into finished programs per script; uses editing techniques including scene pacing and timing, shot transitions, graphics, and digital effects.

Performs duties involving studio set-up, video duplication, direction of studio and field production, video graphics and character generation.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics of audio-visual production and editing systems.

Considerable knowledge of lighting and picture composition aesthetics.

Considerable knowledge of the principles and techniques of video tape editing.

Knowledge of the principles, practices and techniques of cable television production and broadcast journalism.

Ability to operate field and studio cameras to secure images and interviews for finished programming.

Ability to operate advanced video editing equipment to assemble and complete television programs and program segments.

Skill in the operation of video cameras and video tape editing equipment.

### Airport Videographer/Editor (005225)

Skill in videography.

Skill in the techniques of video tape editing.

Skill in studio and field lighting required for good video images.

REV 11/99

#### **Nature Of Work**

This is skilled technical work in videography and video editing for the Miami-Dade Aviation Department.

## Human Resources Department

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### Chief Aviation Safety & Quality Assurance Program (005228)

#### **Minimum Qualifications**

Bachelor degree. A minimum of three to five years of experience in developing, implementing and facilitating safety and training programs in a maintenance environment to include supervisory experience. Experience in budget preparation and recruitment is highly desired.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible professional work administering, coordinating and managing the Facilities Management Divisions Safety and Health Programs, administration and quality assurance/quality control productivity programs.

### General Aviation Business Development Coordinator (005231)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Aviation Management or related field. Four years of general aviation business management or operations, or similar aviation/airport management experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in the business planning development of the General Aviation Airports (GAA).

An employee in this classification is responsible for developing business and marketing plans for the GAA. Responsibilities include coordinating with GAA operations staff, MDAD facility maintenance staff, MDAD planning and development staff, GAA properties staff and GAA business development staff in the development of business plans for the development of the GAA; coordinating operations, County facility development, leasing activities, leasehold improvements and maintenance within the framework of established policy and procedures involving the GAA; conducting outreach activities to foster interest in development opportunities at the GAA; maintaining communications with operations staff and developers; assisting prospective developers in the County developmental process and recommending policies for the GAA which assure the overall effectiveness, attractiveness and efficiency of the GAA. The incumbent exercises considerable managerial expertise and specialized knowledge in the development of business and marketing plans. General supervision is received from an Assistant Department Director who holds the incumbent responsible for the achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Develops business plans in coordination with GAA Operations, GAA Properties, Business Management, Business Development, Planning and Development, and Facilities Maintenance for the GAA; develops marketing plans to implement business plans.

Maintains effective lines of communication with tenants, prospective tenants and MDAD staff through personal contacts, briefings, correspondence and user meetings.

Coordinates with GAA Operations and Facility Maintenance staff regarding GAA tenant operational and facility needs.

Coordinates with Properties staff and participates in leasing activities, including negotiations and administration, tenant leasing policies and related issues.

Participates in the formulation of plans and policies regarding the development of facilities and compatibility for each of the Airports and in the review of specifications pertaining to design and construction of new facilities or rehabilitation of existing GAA facilities.

Monitors tenants, rental payments on a monthly basis to measure performance, project revenues lost due to tenant's financial difficulties and for possible legal action.

Coordinates oversight of engineering, maintenance and construction in the operations and tenants' areas.

##### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the development of business planning.

Thorough knowledge of the principles and practices of marketing applicable to the aviation industry.

Thorough knowledge of the principles of management and business administration.

Thorough knowledge of research techniques and the sources and availability of information pertaining to airport business development programs.

Thorough knowledge of the methods and techniques employed in the strategic development of business and marketing plans for General Aviation Airports.

Thorough knowledge of the principles and practices of marketing applicable to the aviation industry.

Knowledge of airport design characteristics and operational practices and procedures.

knowledge of public relations principles and techniques.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

## Human Resources Department

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### **General Aviation Business Development Coordinator (005231)**

Ability to plan and develop business and marketing strategies to assure the overall effectiveness, attractiveness and efficiency of the General Aviation Airports.

Ability to coordinate and conduct outreach activities to foster interest in development opportunities at the General Aviation Airports.

Ability to design, develop and complete market research projects.

Ability to plan, organize and manage aviation marketing projects.

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#### **Nature Of Work**

This is advanced professional work in the business planning development of the General Aviation Airports (GAA).

## Human Resources Department

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### Aviation Facilities Financial Coordinator (005232)

#### **Minimum Qualifications**

Bachelor's degree and three years of professional experience in financial administration, procurement, budget development, and compliance administration are required. Certified Fraud Examiner certification is preferred. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### Aviation Technical Services Supervisor (005233)

#### **Minimum Qualifications**

Bachelor's degree to include 15 semester credits in a computer related field and four years of progressively responsible experience in the design, implementation, maintenance of a GIS system; document management; and architectural/engineering design of major airport. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

### Aviation Marketing Specialist (005234)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Marketing, Public Administration, or related field. Two years of professional experience in the research, development and utilization of strategies to market goods or services are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in the development of marketing programs for the Miami-Dade Aviation Department.

Employees in this class are responsible for planning, developing, analyzing, and coordinating a variety of Aviation Department marketing projects. Responsibilities include analyzing airport concessions, cargo and air services, developing recommendations for professional service agreements and contracts, conducting research on airline schedules and product market potential, and serving as project manager on technical and specialized international market development projects. Incumbents exercise considerable independent judgement in the application of professional knowledges of marketing to market surveying and technical analysis. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for attainment of marketing project goals and objectives.

##### ILLUSTRATIVE TASKS

Prepares detailed and complex reports concerning airport concessions, cargo and air services.

Prepares marketing projections and develops recommendations for marketing strategies based upon analysis of computer-generated data and various trade indicators.

Writes reports related to specific market research projects.

Manages and directs daily activities of marketing development projects, including reviewing and monitoring budgets.

Conducts visits to review and evaluate the technical needs of airports in the Caribbean, Central and South America, and develops recommended plans of action for incorporation into technical assistance projects.

Plans development strategies to meet divisional goals and objectives.

Coordinates marketing project management efforts with applicable federal agencies, departmental personnel, outside vendors, and contractors, to assure adherence to project specifications for procurement of equipment.

Maintains contacts with Federal Aviation Administration and foreign civil aviation authorities.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of marketing applicable to the aviation industry.

Considerable knowledge of research methods and techniques used in the collection and analysis of narrative and statistical information.

Considerable knowledge of federal requirements and regulations pertaining to the shipment of cargo.

## Human Resources Department

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### Aviation Marketing Specialist (005234)

Considerable knowledge of airport design characteristics and operational practices and procedures.

Considerable knowledge of airlines, airline routes, headquarters and aircraft types in domestic and international civil aviation.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of public relations principles and techniques.

Ability to analyze and interpret a variety of technical data and prepare reports containing sound conclusions.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to design, develop and complete market research projects.

Ability to establish and maintain effective working relationships with superiors and a variety of public and private officials.

Ability to plan, organize and manage aviation marketing projects.

NEW 6-91

#### **Nature Of Work**

This is advanced administrative work in the development of marketing programs for the Miami-Dade Aviation Department.

### Aviation Governmental Executive Assistant (005236)

#### Minimum Qualifications

Bachelor's degree. Three years of professional administrative experience to include responsible professional or managerial experience in an airport or aviation industry related work environment are required. Additional experience may substitute for education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work assisting in a governmental affairs program for the Aviation Department.

Employees in this class are responsible for assisting in the development and administration of a complex governmental affairs program. Responsibilities include reviewing current regulations and proposed legislative changes impacting aviation operations, preparing analytical reports, serving as a liaison on local, state and federal policy issues, reviewing agenda items which may impact County airport operations, and disseminating information related to complex international airport operations and development. Incumbents exercise independent judgment in analyzing legislative developments to determine the effect on airport activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective assistance in administration of a governmental affairs program.

##### ILLUSTRATIVE TASKS

Assists in administration of an aviation governmental affairs program by serving in a liaison capacity between the Aviation Department and the Office of the County Manager, Office of the Mayor, Board of County Commissioners, State of Florida and agencies of the federal government.

Maintains current regulations and reviews proposed state and federal legislation for impact on operation of Dade County airport facilities.

Reviews agenda items presented to the Board of County Commissioners and identifies items which may impact County airport operations.

Assists in the review of contracts, agreements, leases and other documents to ensure compliance with local, state and federal regulations.

Prepares aviation-related analytical reports dealing with a variety of specialized projects; prepares computerized statistical reports as required and prepares periodic narrative progress reports.

Reviews various documents to ensure they conform with departmental goals and objectives.

Coordinates and disseminates information relating to complex international airport operations and development which is required for policy decisions by departmental management.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of local, state and federal legislative processes affecting local airport operations.

Considerable knowledge of local, state and national aviation policy issues.

Considerable knowledge of the organization and operations of Miami International Airport and County auxiliary airports.

## Human Resources Department

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### Aviation Governmental Executive Assistant (005236)

- Considerable knowledge of research techniques and the sources and availability of information pertaining to the aviation industry.
- Considerable knowledge of agenda items which are submitted to the Board of County Commissioners and Commission committees.
- Knowledge of Federal Aviation Administration regulations.
- Ability to provide effective assistance in the administration of an aviation governmental affairs program.
- Ability to establish and maintain effective working relationships with a variety of public and private officials.
- Ability to analyze proposed legislation and determine the effect upon departmental operations.
- Ability to prepare detailed narrative and statistical reports concerning proposed legislation and other aviation projects.
- Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced professional work assisting in a governmental affairs program for the Aviation Department.

## Human Resources Department

### Airport Revenue Control Analyst 1 (005237)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field. One year of professional accounting experience to include the utilization of a computerized accounting system or performing operational and/or financial audits is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is professional accounting work auditing contracted revenue operations at Miami International Airport.

Employees in the class are responsible for auditing the operational and internal control systems of retail, restaurant and food service management firms under contract with the Aviation Department. Emphasis of the work is on analyzing productivity and profits, auditing and reviewing accounting systems and procedures for internal control and preparing a variety of management reports regarding the operational performance standards of contractual management firms. Incumbents utilize professional knowledge of accounting and auditing principles and exercise independent judgment in the preparation of income and expenditure reports, recognition of accounting errors, irregularities and system or control problems which require correction. Supervision is received from a professional superior who reviews work for adherence to professional auditing standards and departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Prepares capital expenditures, return on investment, profit and loss statements; calculates and analyzes variances in accounting records.

Analyzes accounting records including sales, cost of sales, operating expenses, and management fees; processes and verifies billings from management contract companies; prepares bank reconciliations and advises on or makes adjusting journal entries.

Assists in the preparation of narrative and statistical reports of management contract activities; compiles data for input into computerized system.

Assists in the design, development and implementation of new accounting and operational procedures, techniques and systems; reviews systems and operational procedures as required.

Analyzes competitive pricing practices used in the acquisition of goods and services.

Reviews compliance of contractual management firms with federal, state and local laws, rules and regulations.

Prepares or assists in verbal or written presentations to management recommending corrective actions as necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of retail, restaurant and food service industry accounting practices, operational requirements and economic conditions.

Knowledge of generally accepted accounting principles and internal control systems, methods and application to the development, installation and audit of accounting systems.

Knowledge of the accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Knowledge of computerized and manual accounting systems, operating activities and fiscal programs of restaurant and food service operations.

Knowledge of established audit program guidelines applicable to the area of assignment.

Some knowledge of the regulations pertaining to records of county departments and private firms.

Ability to analyze complex accounting processes and problems and make effective recommendations for their resolution.

Ability to design, develop and implement revised and new accounting procedures and techniques.

Ability to analyze and interpret complex accounting data, statements and tabulations.

Ability to prepare a variety of complex financial reports and statements.

Ability to compare and analyze information with industry standards.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Airport Revenue Control Analyst 1 (005237)

Ability to make mathematical calculations rapidly and accurately.

NEW 10-87

#### **Nature Of Work**

This is professional accounting work auditing contracted revenue operations at Miami International Airport.

## Human Resources Department

### Airport Revenue Control Analyst 2 (005238)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field. Two years of professional accounting experience to include the application of computerized accounting systems and generally accepted auditing techniques to retail merchandising or to the hospitality or food and beverage service industries are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional accounting work with some supervisory responsibility in the audit of contracted revenue operations at Miami International Airport.

Employees in this class are responsible for auditing the operational and internal control systems of restaurant and food service management firms under contract with the Aviation Department. Emphasis of the work is on monitoring productivity and profits, auditing and revising accounting systems and procedures for internal control and preparing a variety of management reports regarding the operational performance standards of contractual management firms. Incumbents utilize professional knowledge of accounting and auditing principles and exercise independent judgment in the audit of income and expenditure records, recognition of accounting errors, irregularities and system or control problems which require correction. Supervision is received from a professional superior who reviews work for adherence to professional auditing standards and departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Reviews retail, restaurant and food service management contracts; evaluates effectiveness of internal control systems, procurement, estimating and cost systems and the operational standards of operations; makes suggestions regarding cost reductions and changes to pricing policies and procedures.

Evaluates capital expenditure records and returns on investments; analyzes variances in accounting records and prepares justifications and corrective action plans as needed.

Conducts field investigations by reviewing financial records and documents to ensure integrity of information being produced by management companies.

Prepares narrative and statistical reports of management contract activities; compares results of operational and accounting performance standards with current and past historical and industrial performance standards.

Designs, develops and implements new accounting and operational procedures, techniques and systems; reviews systems and operational procedures as required.

Analyzes competitive pricing practices used in the acquisition of goods and services.

Reviews compliance of contractual management firms with Federal, state and local laws, rules and regulations.

Prepares or assists in verbal or written presentations to management recommending corrective actions as necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of retail, restaurant and food service industry accounting practices, operational requirements and economic conditions.

Considerable knowledge of generally accepted accounting principles and internal control systems, methods and application to the development, installation and audit of accounting systems.

Considerable knowledge of the accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Considerable knowledge of computerized and manual accounting systems, operating activities and fiscal programs of restaurant and food service operations.

Considerable knowledge of established audit program guidelines applicable to the area of assignment.



### **Airport Revenue Control Analyst 2 (005238)**

Considerable knowledge of the regulations pertaining to records of county departments and private firms.

Some knowledge of supervisory principles and practices.

Ability to analyze complex accounting processes and problems and make effective recommendations for their resolution.

Ability to design, develop and implement revised and new accounting procedures and techniques.

Ability to analyze and interpret complex accounting data, statements and tabulations.

Ability to prepare a variety of complex financial reports and statements.

Ability to compare and analyze information with industry standards.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to make mathematical calculations rapidly and accurately.

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#### **Nature Of Work**

This is advanced professional accounting work with some supervisory responsibility in the audit of contracted revenue operations at Miami International Airport.

## Human Resources Department

### Airport Revenue Control Analyst 3 (005239)

#### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field. Three years of professional accounting experience to include the utilization of computerized accounting systems and generally accepted auditing techniques, and the review and interpretation of leases, management agreements, and contracts are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional accounting and administrative work with supervisory responsibility in the audit of contracted revenue operations at Miami International Airport.

Employees in this class are responsible for supervising Airport Revenue Control Analysts in the audit of management contracts for compliance with operations and monitoring productivity and profits. Emphasis of the work is on supervising professional subordinates, making financial decisions on behalf of the department, analyzing and preparing operational reports, evaluating operational efficiency, and verifying information through field investigations. Incumbents utilize advanced professional knowledge of accounting and auditing principles and exercise considerable independent judgement in the various aspects of operational and financial review of management contracts. Supervision is exercised over a staff of Airport Revenue Control Analysts engaged in audit of income and expenditure records, recognition of accounting errors or irregularities, and identification of system or control problems which require corrections. General supervision is received from a professional superior who reviews work for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of professional subordinates engaged in monitoring productivity and profits, auditing and revising accounting systems and procedures for internal control, and preparing a variety of management reports regarding operational performance standards of contractual management firms.

Represents superior in meetings with management companies; makes financial decisions in behalf of the Dade County Aviation Department. Analyzes and prepares periodic reports on various aspects of operations including budget performance, capital, expenditures, return on investment and financial statements.

Supervises, Airport Revenue Control Analysts in the operational and financial review of management contracts.

Analyzes results of operations, evaluates operational efficiency suggesting possible cost reductions and implementing changes in pricing policies; revises and develops information systems and operational procedures to improve efficiency.

Verifies the integrity of information being produced by management companies by conducting field investigations to review records and documents.

Analyzes internal controls, reports analytical results, evaluates internal control systems being used, develops new control systems when necessary and implements new policies and procedures for management companies to follow.

Reviews, interprets and participates in the creation of management and lease contracts.

Performs special projects as assigned including cost studies, feasibility studies, funding analyses, procedures manuals, management reports, organizational research, performance planning objectives and performance reporting.

Prepares analysis of performance statistics comparing historical with current and industrial performance standards.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of retail, restaurant and food service industry accounting practices, operational requirements and economic conditions.

Thorough knowledge of generally accepted accounting principles and internal control systems, methods and application to the development, installation and audit of accounting systems.

## Human Resources Department

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### Airport Revenue Control Analyst 3 (005239)

Thorough knowledge of the accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Considerable knowledge of computerized and manual accounting systems, operating activities and fiscal programs of restaurant and food service operations.

Considerable knowledge of established audit program guidelines applicable to the area of assignment.

Considerable knowledge of the regulations pertaining to records of county departments and private firms.

Knowledge of supervisory principles and practices.

Knowledge of investigative techniques using management information systems and sampling of statistical data.

Knowledge of operation and implementation of point of sale and back office systems.

Ability to analyze complex accounting processes and problems and make effective recommendations for their resolution.

Ability to design, develop and implement revised and new accounting procedures and techniques.

Ability to analyze and interpret complex accounting data, statements and tabulations.

Ability to prepare a variety of complex financial reports and statements.

Ability to compare and analyze information with industry standards.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to make mathematical calculations rapidly and accurately.

Ability to review and interpret general business contracts.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10-87

#### **Nature Of Work**

This is advanced professional accounting and administrative work with supervisory responsibility in the audit of contracted revenue operations at Miami International Airport.

## Human Resources Department

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### Aviation Business Systems Specialist (005240)

#### Minimum Qualifications

Bachelor's degree. Three years of experience in the implementation and maintenance of computerized financial, accounting, or computerized business systems are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible accounting and system analysis work for the Business Management Group of the Miami-Dade Aviation Department. An employee in this class is responsible for assisting in the updating, modifying, maintaining and in the operation of the financial, properties management and concessions management systems; the implementation of automated environment to include documentation and support of the systems; the development and operation of automated applications on a network of personal computers; and the planning and organizing system projects to modify and implement information systems. Responsibilities include maintaining contact with the Information Systems Division to expeditiously solve system-related problems; providing technical assistance to all PC users in the Business Management Group; assessing reporting needs and periodic statistical reports requested by the Business Management staff; providing assistance to staff in resolving problems with the mainframe computer system and applications on personal computers; reviewing computer-generated and manual reports; coordinating requirements for desk top; analyzing information technology needs and managing a problem management system to assure timely and effective services to Business Management staff. The incumbent exercises considerable independent judgment and expertise in planning, managing, and administering various major automation projects, analyzing computer needs, developing new accounting systems and financial statements, and instituting modifications to existing systems and the application of management information systems techniques to division information systems.. Supervision is received from an administrative superior who reviews work through personal conferences and written reports and holds the incumbent responsible for achieving the desired goals and objectives of the Business Management Group.

##### ILLUSTRATIVE TASKS

Oversees personal computers and the financial system network in the Business Management Group; maintains and updates system's reporting requirements; assists in the design and development of financial, properties and concession reporting programs, which include the analysis and the changes needed in report formats and accounting programs; assists in instituting modifications requested by accounting staff which may be related to budget preparation and financial statements; provides assistance, problem resolution and technical support to all PC users in the Business Management Group; provides assistance in the development of personal computer applications, studies requirements of applications, determines feasibility of proposed programs and makes recommendations; coordinates meetings with Business Management users to assure that automated needs are fully analyzed and met; monitors installation of computer equipment, billings and other reports related to computer technology; coordinates computer system training in conjunction with the Information System Division.

Assists in the automation of the billing collection process in conjunction with operating personal computers to generate client billing; reviews computer generated and manually prepared statistical reporting for accuracy; checks system errors due to data entry or faulty programming; designs and assists in the redesign of existing forms to meet changing data processing requirements, reports and applications on personal computers; assists Business Management staff with operating problems on mainframe computer system and applications on personal computers.

Participates in the analysis and evaluation of information technology requirements related to finance/accounting, properties and concessions operations; maintains contacts with the Information System Division to order, expedite and follow up on the delivery of computer equipment pertaining to the Business Management Group; provides feedback and advice to superiors in conjunction with system requirements for computer equipment and printers; coordinates requests for Geographic Information System access and reports.

Organizes files and documentation for back-up to financial, properties and concession reporting, exercises responsibility for inventory of Business Management computer equipment; provides for maintenance and support of personal computer network and accessories; requests the production of required format for financial statements used in the publication of Aviation records.

## Human Resources Department

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### Aviation Business Systems Specialist (005240)

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the requirements of financial and accounting systems including system selection and development.

Knowledge of the implementation of computer systems.

Knowledge of accounting principles.

Knowledge of computer system software.

Knowledge of operating systems and the maintenance requirements of personal computers related to the Finance Department.

Knowledge of the Project Geographical Tracking System (PGTS).

Ability to evaluate user requirements and needs.

Ability to manipulate systems to import and export information between various computer system applications.

NEW 10/25/04

#### **Nature Of Work**

This is highly responsible accounting and system analysis work for the Business Management Group of the Miami-Dade Aviation Department.

## Human Resources Department

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### Aviation Fueling Systems Supervisor (005242)

#### **Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience in fueling systems operations and management are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional supervisory work in the operation of fueling systems for the Miami-Dade Aviation Department.

## Human Resources Department

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### Airport Building Systems Manager (005249)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Computer Science or related field. Three years experience in building management systems design, engineering design, electronics, and electrical work (both high and low voltage), to include supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced administrative and technical work responsible for the management of Building Automation Systems at the Miami International Airport.

### Aviation Volunteer Information Program Coordinator (005251)

#### Minimum Qualifications

Bachelor's degree in Human Resources, Psychology, Public Administration, Education or related field. One year of experience in training and development of training programs is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in a Volunteer Information Program for the Miami-Dade Aviation Department. An employee in this class is responsible for supervising and managing the work of a large group of volunteers providing front line customer assistance to airport users. Responsibilities include promoting the Volunteer Information Program in the print and broadcast media, through personal appearances in the community and at Miami International Airport; developing and implementing a recruitment program to expand the volunteer workforce and maximize customer service available to the traveling public; conducting the ongoing training of the participants of the Volunteer Information program; supervising and scheduling first line volunteer supervisors and volunteers; assisting in the implementation of programs intended to obtain these objectives and increase the quality of service available to Miami International Airport patrons; receiving, investigating and adjusting external customer's complaints relating to the Aviation Department and other service providers within the airport such as airlines, transportation services and federal agencies; investigating and adjusting internal customers' suggestions received through the department's Employee Participation Program; and administrative duties relating to presentations of the Volunteer Information Program through the community dealing with the service and tourism industry. The incumbent exercises considerable independent judgment in managing a Volunteer Information Program. Supervision is exercised through volunteer supervisors over a large staff of volunteers assigned to the Volunteer Information Program. Supervision is received from an administrative superior who reviews work through personal conferences and written reports and holds the incumbent responsible for achieving the business and public relations objectives of the Volunteer Information Program.

##### ILLUSTRATIVE TASKS

Manages, plans, assigns & reviews the work of subordinate volunteer supervisors engaged in supervising volunteers providing front line customer assistance to airport users.

Speaks to community groups to explain the VIP volunteer program; manages the publication of promotional literature; implements recognition programs to acknowledge the contribution of volunteers.

Compiles VIP volunteer statistics on a weekly basis and reports to an administrative superior.

Recommends and implements policies and procedures governing the operations of the VIP volunteer program.

Assists in the development and monitors the administration of the VIP volunteer program budget and expenditures.

Maintains a database of volunteer staff, their training histories and future training requirements.

Evaluates volunteers by observation and written reports to establish appropriate assignments and level of responsibility.

Identifies training needs of volunteers and provides training as required, to include training on airport services ranging from the provision phone numbers to airline and other service locations and familiarity with the airport, in particular the terminal, in order to guide lost and confused customers.

Develops and updates a training manual for the Volunteer Information Program (VIP) to be used as a guideline for training volunteers in the execution of their job functions; reviews manual regularly to make any necessary adjustments regarding new or changed policies and procedures.



### **Aviation Volunteer Information Program Coordinator (005251)**

Monitors the ongoing performance of VIP volunteers and other subordinates; supervises and evaluates the work performance and review of job assignments of the volunteers; assists volunteers and Aviation personnel with unusual customer requests and difficult situations requiring special intervention.

Reviews and follows up on employee suggestions in order to improve internal and external customer service; responds to complaints and requests from the public concerning airport facilities; attempts to resolve complaints and forwards to appropriate authorities as required.

Develops application forms, worksheets and other written materials necessary for the scheduling and monitoring of VIP Training Program; coordinates these activities with all divisions of the Aviation Department, the operating federal agencies, airline management and concessions.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of airline operations and activities, location of ticket counters and terminal services at Miami International Airport.

Considerable knowledge of departmental rules, regulations and procedures.

Considerable knowledge of the development and implementation of customer service programs.

Considerable knowledge of the business policies and procedures of the Aviation Department and other businesses operating at the airport.

Knowledge of the principles, practices and procedures of personnel management.

Knowledge of the laws, regulations, and business practices associated with volunteer employment.

Knowledge of recruitment methods and techniques.

Knowledge of business English and its proper use in oral and written form.

Ability to develop and execute recruitment plans including networking, events, advertising, etc.

Ability to compile, analyze and evaluate facts and data, make sound judgments, and prepare and present concise oral and written reports and recommendations.

Ability to establish and maintain highly effective and harmonious internal and external working relations.

Ability to communicate clearly and concisely, verbally and in writing.

New 6/05

#### **Nature Of Work**

This is advanced administrative work in a Volunteer Information Program for the Miami-Dade Aviation Department.

### Airport Noise Abatement Officer (005253)

**Minimum Qualifications**

High school diploma or GED. Four years of public contact experience to include working with computers are required. College coursework may substitute for the public contact experience on a year-for-year basis. Must be able to lift 50 pounds and work rotating shifts to include evenings, nights, weekends and holidays. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is paraprofessional work in the receipt, investigation and response to complaints from the public regarding aircraft noise.

## Human Resources Department

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### Airport Maintenance Supervisor (005262)

#### Minimum Qualifications

High school diploma or GED. Five years of skilled experience in one or more of the following trades: carpentry, painting, plumbing, refrigeration, electrical, mechanical, masonry and/or related field are required. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled maintenance and supervisory work in planning and directing all phases of Airport Facilities Maintenance operations for Miami International Airport and satellite Airports.

An employee in this class is responsible for planning, assigning and supervising the work of trades personnel, maintenance mechanics, repairers, and laborers and often participates in the more difficult maintenance tasks. Employees in this class require a high degree of skill and a broad knowledge of various trades including carpentry, painting, refrigeration, mechanical, electrical and other related maintenance work. Supervision is exercised over subordinates through the assignment and inspection of work while in progress and upon completion for adherence to departmental standards. Work is performed with considerable independent judgment regarding job priorities and methods and materials to be utilized in completing assigned tasks. All work is performed under the supervision of a maintenance superintendent or administrative superior who holds the incumbent responsible for effective maintenance activities in the area of assignment.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises maintenance personnel in a variety of duties including plumbing, masonry, carpentry, painting, electrical, refrigeration and other related maintenance work.

Performs field inspections before and after heavy equipment operations.

Reviews and approves bids for equipment and contracts.

Prepares funds transfers and change orders, estimate and order all materials for all sections.

Reviews blueprints, contract documents, revises documents as needed prior to and during discussions with architect/engineer prior to pre-construction meeting.

Personally performs the more skilled tasks as necessitated by workload.

Assists superiors in planning and implementing work projects and work methods.

Estimates time and materials required for proposed jobs; keeps records and submits requisition forms for supplies and materials.

Determines manpower needs for maintenance crews and assigns work accordingly.

Completes performance reports on subordinates and may conduct a continuous training program for maintenance personnel.

Institutes preventive maintenance programs.

Makes recommendations regarding hiring, discipline, and promotion of subordinates. Authorizes leave and overtime; evaluates and rates employee performance.

## Human Resources Department

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### Airport Maintenance Supervisor (005262)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of building, grounds and equipment maintenance.

Knowledge of the occupational hazards and appropriate safety rules and regulations applicable to maintenance work.

Knowledge of preventive maintenance procedures and techniques.

Knowledge of the tools, equipment, materials and practices of several of the building and mechanical trades.

Ability to follow oral and written instructions and work with a minimum of technical supervision.

Ability to establish and maintain effective working relationships with subordinates and superiors.

Ability to keep records and prepare reports.

Ability to make estimates of needs in terms of labor, material and equipment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

#### **Nature Of Work**

This is skilled maintenance and supervisory work in planning and directing all phases of Airport Facilities Maintenance operations for Miami International Airport and satellite Airports.

## Human Resources Department

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### Airport Plant Maintenance Supervisor (005265)

**Minimum Qualifications**

High school diploma or GED. Five years of skilled experience in the installation, maintenance, and repair of a variety of pumps and related mechanical equipment. Must possess a driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is skilled work with supervisory responsibility in the installation, maintenance, and repair of a variety of pumps and related mechanical equipment.

### Airport Loading Bridges Maintenance Supervisor 1 (005267)

#### Minimum Qualifications

High school diploma or GED. Three years of skilled trades experience in hydraulic, mechanical, electrical, or electronic maintenance and repair work to include experience in the inspection, repair and maintenance of airport loading bridges and ground power systems are required. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work with supervisory responsibility in the maintenance, repair and adjustment of airport loading bridges and related equipment.

Employees in this class are responsible for supervising subordinate technicians engaged in the maintenance and repair of electrical, electronic, mechanical and hydraulic systems which control loading bridge functions. Responsibilities include directing the preventive maintenance of passenger loading bridges, supervising repair tasks required on out-of-service equipment, coordinating work with planner/schedulers to provide a schedule of service for equipment, requisitioning required parts and supplies, and maintaining records of service intervals and completed repair work. Incumbents exercise some independent judgment in assuring the safe and proper functioning of systems and equipment. Supervision is exercised over skilled technicians, mechanics and repairers engaged in the maintenance and repair of airport loading bridges and related equipment. Supervision is received from a technical superior who reviews work through personal conferences and written reports for effectiveness of maintenance and repair activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of technicians, mechanics and repairers engaged in performing preventive maintenance on passenger loading bridges in accordance with manufacturers specifications and recommendations.

Plans and directs required repair tasks on out-of-service equipment to maintain the safe operation of airport passenger loading bridges.

Coordinates work with maintenance scheduling officials to provide service schedules for airport loading bridges and assure maximum utilization and reduce equipment out-of-service downtime.

Obtains parts and supplies required for scheduled passenger loading bridge repair and maintenance.

Maintains records of service intervals; documents loading bridge repair work.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operational characteristics and maintenance requirements of airport loading bridges and related airport equipment.

Considerable knowledge of the principles and theories of electricity, hydraulics and mechanics.

Considerable knowledge of airside operations and procedures pertaining to gate assignments.

Considerable knowledge of blueprints, diagrams and schematics.

Knowledge of supervisory principles and practices.

Ability to supervise technical subordinates in a manner conducive to full performance and high morale.

Ability to direct the preventive maintenance, repair and adjustment of complex electrical, mechanical and hydraulic equipment.

Ability to read and interpret electrical blueprints, diagrams and schematics.

Ability to detect and locate defects in complex electrical and electronic equipment and systems.

Skill in the diagnosis and repair of malfunctions in complex electrical and electronic systems.

## Human Resources Department

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### Airport Loading Bridges Maintenance Supervisor 1 (005267)

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#### **Nature Of Work**

This is skilled work with supervisory responsibility in the maintenance, repair and adjustment of airport loading bridges and related equipment.

### Airport Loading Bridges Maintenance Supervisor 2 (005268)

#### Minimum Qualifications

High school diploma or GED. Four years of skilled experience in the inspection, repair and maintenance of airport loading bridges and ground power systems are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is professional maintenance contract supervision in the planning and coordinating of the installation, repair and service of airport facilities under contract.

An employee in this class performs work involving comprehensive maintenance planning, development of maintenance programs and efficient operations as related to maintenance at several airports. Work involves the supervision of all contract services performed at Miami International Airport, a general aviation and industrial complex, and smaller satellite airports operated by the Port Authority. Work includes contracting services for the structural and mechanical trades as well as engineering and administrative functions. Work requires the use of considerable independent judgment in planning and implementing maintenance programs, contract preparation and analysis, and contract performance and review. Supervision is exercised over subordinate inspectors, maintenance and utilities specialists and clerical staff by assignment of work, inspection of tasks in progress and administrative review. Supervision is received from a professional engineer who assigns work in the form of written orders, drawings or verbal instructions and reviews effectiveness by inspection of facilities for satisfactory operation.

##### ILLUSTRATIVE TASKS

Plans, develops, coordinates and directs all phases of airport maintenance service and repair contracts through a staff of craftsmen, inspectors, foremen, design engineers, consultants and the Airport Facilities Superintendent.

Makes periodic facility inspections; recommends maintenance methods and procedures; estimates time, labor and materials required; maintains records, prepares and submits reports, reviews contract proposals and makes recommendations.

Consults with Port Authority administrators, contractors, maintenance engineers, airport tenants and lessees on operating and service conditions; inspects maintenance and construction projects under contract; advises superiors and contractors of faulty workmanship or materials during construction or warranty periods.

Corresponds with equipment and product manufacturers; maintains architectural and engineering records of buildings and equipment; maintains individual equipment repair and service contract records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern maintenance planning and contract services as related to airport buildings and equipment.

Considerable knowledge of modern methods, practices and techniques used in the maintenance and repair of airports and related buildings and equipment.

Considerable knowledge of the principles, practices, methods and techniques of mechanical engineering and the building trades.

Knowledge of local building codes as related to airport facilities.

Knowledge of common contractual agreements as related to equipment warranties and service agreements.

Ability to delegate authority and to plan, assign, coordinate and direct the work of a staff of technical, trades and clerical personnel engaged in a variety of tasks in a manner conducive to full performance and high morale.

Ability to communicate verbally and in writing; to review, analyze and interpret service contracts and warranties of moderate complexity.

Ability to plan work schedules for maintenance and service effecting maximum utilization of time, labor and materials.

Ability to prepare estimates of time, material and equipment costs of specific projects.



### Airport Loading Bridges Maintenance Supervisor 2 (005268)

#### **Nature Of Work**

This is professional maintenance contract supervision in the planning and coordinating of the installation, repair and service of airport facilities under contract.

#### **Minimum Qualifications**

High school diploma or GED. Four years of experience in grounds and landscape maintenance, tree trimming and/or construction to include two years of supervisory experience or four years experience overseeing grounds/landscape maintenance, tree trimming and/or construction contracts. Must possess a Driver's license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is paraprofessional work in the inspection and monitoring of contractors and subcontractors responsible for all landscape maintenance around buildings and in the public right-of-way at the Miami-Dade Aviation Department.

### Airport Facilities Superintendent (005272)

#### Minimum Qualifications

High school diploma or GED. Five years of supervisory experience in the operation and maintenance of air-conditioning, electrical, plumbing systems and/or building maintenance or construction are required. Must be able to work a permanent or rotating shift schedule that includes nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in the maintenance of Miami International Airport.

An employee in this class coordinates workers, equipment and materials used in the repair and maintenance performed on buildings, runways, taxiways, roads, canals, and drainage facilities located at Miami International Airport, a general aviation and industrial complex. Work includes contracting services for the structural and mechanical trades as well as mobile equipment operation and repair, earth moving and road building. Work requires thorough independent judgment in planning and assigning work by utilizing labor, materials and equipment efficiently. Supervision is exercised over subordinate foremen, tradesmen and clerical staff by assignment and inspection of work in progress and upon completion for required objectives. Supervision is received from a professional engineer who assigns work in the form of written orders, drawings or verbal instructions and reviews completed work by the occasional inspection of facilities for satisfactory operation.

##### ILLUSTRATIVE TASKS

Supervises, assigns, coordinates and directs all phases of airport facilities maintenance through a large staff of foremen, tradesmen, equipment operators, laborers and clerical personnel engaged in maintenance activities and the clerical recording of such activities. Makes periodic maintenance inspection; recommends building repairs and improvements; estimates time, labor, equipment and materials required; maintains records; prepares and submits reports; and selects equipment for purchase. Consults with superiors, contractors, engineers, airport tenants and lessees for modifications to existing facilities and equipment; schedules and implements regular and preventive maintenance programs according to manufacturers' recommendations. Corresponds with equipment and product manufacturers; requisitions, inspects and approves materials and supplies; maintains architectural and engineering records of buildings and equipment; and prepares annual maintenance budget for Miami International Airport. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of methods, practices and techniques used in the maintenance and repair of a general aviation and industrial complex and related buildings, grounds and equipment.  
Thorough knowledge of the principles, practices, methods and techniques of the building, groundskeeping and mechanical trades.  
Thorough knowledge of the principles and practices of engineering, excavation, grading and utilization of related heavy equipment.  
Considerable knowledge of local building codes as related to airport facilities.  
Considerable knowledge of FAA regulations and requirements pertaining to maintenance of airport facilities.  
Ability to plan, assign, coordinate and direct the work of a large staff of technical, trades, labor and clerical personnel engaged in a variety of tasks in a manner conducive to full performance and high morale.  
Ability to prepare requisitions and specifications for various types of building materials and motor equipment and to devise modifications to equipment to meet specific work problems.  
Ability to read and interpret engineering plans and specifications.  
Ability to plan work schedules for maintenance and minor construction projects at a complex airport and industrial facility in a manner conducive to full performance.  
Ability to prepare comprehensive reports.  
Ability to estimate time, labor, equipment and material costs for specific projects.

#### Nature Of Work

## Human Resources Department

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### Airport Facilities Superintendent (005272)

This is responsible supervisory work in the maintenance of Miami International Airport.

### Airport Lighting Supervisor (005274)

#### Minimum Qualifications

High school diploma or GED. Two years of journeyman level experience as an electrician and/or lighting technician are required. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Must be able to lift and handle equipment weighing 50 pounds. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in directing the installation, maintenance and repair of lighting systems for taxiways and peripheral operating areas of Miami International Airport and auxiliary airports.

Employees in this class supervise, assign and participate in the work of subordinate Airport Lighting Technicians, Electricians, semi-skilled and unskilled helpers. Emphasis of the work is on providing technical advice to professional engineers as requested regarding modifications, repairs and construction, and independent assignment and technical direction of subordinates in a variety of airport lighting and electrical projects. Assignments are received in the form of oral or written work orders from the responsibility of the incumbent. Large scale and complex jobs are normally accompanied by electrical blueprints and diagrams, and engineering and airport maintenance supervisors may take considerable part in the work. All work is performed under supervision of engineering and airport maintenance superiors who inspect work in progress and upon completion for conformance to specifications and adherence to established codes and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns and directs the work of subordinates engaged in installation, maintenance and repair of airfield lighting systems, transformer vault units, current regulators, emergency power generators, automatic power transfer units, taxiway regulators, lighting control consoles, rotating airport beacons, flashing hazard beacons, lighted wind indicators, obstruction lighting and associated electrical control equipment. Provides technical advice to professional engineers as needed regarding electrical phases of proposed work in planning new construction, major modifications and repairs.

Performs technical inspection and review of electrical work done under contract.

Prepares airfield lighting schematic diagrams to conform to special conditions; consults with engineering and maintenance personnel regarding new construction and advises on installation from technical and performance standpoints; analyzes electrical load factors and modifies them to prevent faults.

Develops, schedules and supervises the operation of an airfield lighting preventative maintenance program; insures that all units are maintained on a regular basis.

Responds to emergencies and failures of airfield lighting systems requiring immediate repairs and replacements.

Estimates time and materials required for proposed jobs, keeps records and submits reports; submits requisitions for supplies and equipment; interprets electrical blueprints and diagrams to accomplish installation or repair of airport lighting systems and equipment.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes laws and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electronic equipment as applied to the installation, maintenance and repair of airport lighting systems.

Considerable knowledge of the practices, methods, tools, equipment and materials used in the installation, maintenance and repair of airport lighting systems.

Considerable knowledge of the principles and theory of electricity.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work with high voltages.

Considerable knowledge of the rules and regulations effective in the county regarding electrical installation and repair.

Considerable knowledge of the rules and regulations regarding installation of aviation lighting equipment in accordance with recognized

### Airport Lighting Supervisor (005274)

electrical practices and Federal Aviation Administration construction specifications.

Knowledge of supervisory methods and practices.

Ability to plan, assign, review and supervise the work of subordinate technicians and helpers in a manner conducive to full performance and high morale.

Ability to interpret and work from technical schematics, blueprints, and electronic circuitry diagrams.

Ability to install, alter, repair, maintain and locate

defects in a variety of airfield lighting systems and electrical equipment.

Skill in the use of standard maintenance tools, equipment and precision testing devices of the electrical-electronic trade.

NEW 10-77

#### **Nature Of Work**

This is skilled supervisory work in directing the installation, maintenance and repair of lighting systems for taxiways and peripheral operating areas of Miami International Airport and auxiliary airports.

### Airport BMS Operator (005275)

**Minimum Qualifications**

High school diploma or GED. One year of experience as a computer operator or in the operation of an automated building management system is required. Completion of 30 semester credits to include six semester credits in Computer Science may substitute for the required experience. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is skilled technical work in the operation of an automated building management system.

### Airport Fire Suppression Systems Supervisor (005276)

#### Minimum Qualifications

High school diploma or GED. Must possess a State of Florida Fire Equipment Permit, Type 9, Classes 1 and 4. Must possess Fire Equipment Dealer licenses, Classes C and D, Type 07 Class 3 and 4. Must possess a Driver license. Three years of experience in fire protection field maintaining fire alarm systems and fire suppression systems are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is technical and supervisory work in the inspection, testing, servicing and repair of fire suppression equipment and systems at Miami International Airport and auxiliary locations.

An employee in this class is responsible for planning, assigning, and reviewing the work of subordinate technicians engaged in inspecting, testing, repairing, servicing, and recharging fire suppression equipment and systems to ensure compliance with regulatory codes and requirements. Responsibilities include verifying contractor repairs and approving invoices, reviewing plans for new installations, renovations and upgrades to existing systems, inspection and acceptance of new system installations, and attending meetings concerning fire suppression systems on new and existing construction. The incumbent exercises considerable independent judgment in the application of knowledge of fire codes and fire suppression equipment and system technology to the resolution of fire protection problems. Supervision is exercised over a staff of technicians engaged in the inspection, testing, and servicing of fire suppression equipment and systems. Supervision is received from a technical and administrative superior who reviews work for technical sufficiency and satisfactory inspection and servicing activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technicians engaged in the inspection, testing, repairing, servicing, and recharging of fire suppression equipment and systems at Miami International Airport and auxiliary locations.

Supervises and coordinates field testing of fire alarms, sprinkler systems, halon systems, fire pumps, contractor and engineer water shut downs; schedules inspections and call-back assignments.

Verifies contractor repairs to fire suppression equipment and systems, and reviews and approves invoices.

Attends meetings concerning fire suppression systems on new and existing construction.

Troubleshoots fire alarm and sprinkler system impairments.

Reviews plans for new fire suppression installations, renovations, and upgrades to existing systems.

Inspects new system installations during construction, conducts acceptance inspections and testing.

Reviews inspection reports and repair records; prepares budget documents.

Implements and supervises terminal zoning procedures on new construction.

Assists with smoke removal acceptance testing per NFPA requirements.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the design and operating characteristics of fire suppression equipment and systems.

Considerable knowledge of modern technological developments in fire suppression equipment and systems.

Considerable knowledge of the practices, methods and equipment used to inspect, service, repair, test, and recharge fire suppression equipment and systems.

Considerable knowledge of current fire codes, laws, ordinances, and regulations pertaining to fire suppression equipment and systems.

Knowledge of the fundamental principles of hydraulics.

## Human Resources Department

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### Airport Fire Suppression Systems Supervisor (005276)

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to supervise and coordinate the field inspection, testing, repairing, servicing, and recharging of fire suppression equipment and systems.

Ability to detect the cause of malfunctions in fire alarm and sprinkler systems.

Ability to conduct acceptance inspections and testing for new fire suppression systems.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of public and private officials.

NEW 10-93

#### **Nature Of Work**

This is technical and supervisory work in the inspection, testing, servicing and repair of fire suppression equipment and systems at Miami International Airport and auxiliary locations.



## Human Resources Department

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### Aviation Warehouse & Purchasing Supervisor (005277)

#### **Minimum Qualifications**

High school. Five years of experience in a large-scale warehousing operation, inventory management and purchasing a variety of commodities to include supervisory experience are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Aviation Telephone System Supervisor (005278)

#### Minimum Qualifications

High school. Five years of customer service experience in processing repair and new system orders, and coordinating service requests for complex telephone switching systems are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is technical and administrative work in the management of an airport telecommunications system.

An employee in this class is responsible for supervising and coordinating telephone service for the Aviation Department, airport tenants, and other airport agencies utilizing the Aviation Department switching system. Responsibilities include development and management of communications policies and procedures concerning installation, system design, moves, changes, additions and deletions, trouble reporting, billing and cost containment, traffic analysis, user training, recordkeeping, and maintaining contacts with vendors and public utility providing telephone service. The incumbent exercises independent judgment in the application of technical knowledges pertaining to interconnect switching equipment and configuration, user requirements, and costs. Supervision is exercised over subordinate service representatives assisting in various phases of operations. Supervision is received from a professional and technical superior who reviews work for effective development and maintenance of standard levels of telephone service to the Aviation Department and other system users.

##### ILLUSTRATIVE TASKS

Reviews, evaluates, designs or adopts, individual telephone systems to meet the needs of the Aviation Department and airport tenants at Miami International Airport and general aviation airports.

Develops recommendations for appropriate service levels based on surveys, traffic studies, systems configuration and cost factors.

Supervises subordinate service representatives engaged in system maintenance and service support activities.

Analyzes invoices for telecommunications services and contacts vendors to resolve discrepancies.

Initiates and develops contacts with independent vendors and the public utility providing telephone service, regarding operational requirements for installation and modification of system, and inspects completed work for adherence to requirements.

Maintains records on system configuration, equipment, traffic analysis, service orders, maintenance contracts and billing.

Evaluates complaints from system users and initiates corrective action; provides training to system users.

Attends project review meetings to discuss the design, expansion, operation and other facets of communications network; advises on system capacities, availability, scheduling, and costs when expanding service into new or renovated facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Aviation Department electronic telephone switching equipment, installations and operations.

## Human Resources Department

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### Aviation Telephone System Supervisor (005278)

Considerable knowledge of modern telephone system design, capabilities and related equipment.

Considerable knowledge of telephone service requirements of the Aviation Department.

Knowledge of supervisory principles and practices.

Knowledge of established procedures of the telephone utility company and independent vendors providing telephone system services to the Aviation Department.

Knowledge of current costs for various telephone services and equipment provided by public utility and vendors servicing the Aviation Department as contained in tariffs.

Ability to adopt and design individual telephone systems to meet multiple airport user needs.

Ability to develop communications policies regarding all phases of telephone service, maintenance and billing.

Ability to evaluate telephone system or equipment malfunctions and user problems.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to keep abreast of current communications systems and equipment.

Ability to train users in system advantages and feature usage.

Ability to communicate effectively with independent vendors, local utility officials and departmental staff.

NEW 6-91

#### **Nature Of Work**

This is technical and administrative work in the management of an airport telecommunications system.

## Human Resources Department

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### Aviation APM Systems Supervisor (005279)

#### **Minimum Qualifications**

Bachelor's degree in Electrical Engineering, Civil Engineering, Mechanical Engineering or related field and three years of supervisory experience in the maintenance, inspection, and repair of a light rail system, heavy rail or automated people moving systems are required; or high school, GED, or vocational school graduation with formal training in light rail system, heavy rail or automated people moving systems and seven years of experience in the maintenance, inspection, and repair of a light rail system, heavy rail or automated people moving systems are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced supervisory and administrative work in the maintenance of Metromover vehicles, components, traction power equipment, train control, and communications equipment.

## Human Resources Department

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### Chief, Aviation Telecommunications (005281)

#### Minimum Qualifications

Bachelor's degree. Seven years of progressively responsible experience in the management and support of major public and/or private telephone exchange systems to include supervisory experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing the development and implementation of airport telecommunications systems.

An employee in this class is responsible for planning, designing, acquisitions, evaluating, implementation and maintenance of Miami-Dade Aviation Department telecommunications systems. The incumbent exercises considerable independent professional judgment in the development and implementation of various projects and in making complex technical decisions. Supervision is exercised over subordinate professional, technical and clerical employees with assigned responsibilities in various phases of telecommunication operations. Supervision is received from an administrative superior, who holds the incumbent responsible for the attainment of department objectives and the professional management and development of airport telecommunication systems for the Aviation Department.

##### ILLUSTRATIVE TASKS

Determines future requirements by strategic planning; analyzes current and emerging technologies for establishing goals and objectives for telecommunications expansion.

Reviews and makes recommendations on requests and/or design proposals for additions, deletions, and modifications to the telecommunications systems.

Manages all aspects of outsource telecommunications management contracts.

Conducts meetings with aviation staff, consultants, and out source vendors for the purpose of directing these entities in the matters of providing and managing telecommunications and data network services.

Directs the development and testing of communications assurance, preventive and planned maintenance, and disaster recovery plans.

Develops, reviews, analyzes, and implements operating procedures.

Forecasts and administers an annual budget for divisional expenditures and an annual non-departmental utility budget for both telephone and electrical consumption.

Conducts meetings with technical staff to provide alternate technical recommendations, discuss assignments, and review status of projects.

Interfaces with other county and external agencies; acts as division/department technical representative on issues affecting county-wide services such as pay phones, 800 MHZ local government radio, and cellular phone services.

Creates performance measures for both departmental and contracted employees.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance evaluations; reviews payroll issues and safety/accidents reviews.

Performs related work as required.

## Human Resources Department

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### Chief, Aviation Telecommunications (005281)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity and electronics as applied to specialized aviation telecommunications systems.

Thorough knowledge of the practices, methods, tools and equipment used in the repair, maintenance, testing and replacement of a telecommunications equipment.

Thorough knowledge of FCC rules and regulations pertaining to the operation of radio receiving and transmitting stations.

Thorough knowledge of a variety of electronic systems and equipment used in an airport telecommunications system.

Knowledge of supervisory principles and practices.

Knowledge of modern office administration practices and techniques.

Ability to supervise a staff of professional, technical, and clerical subordinates in a manner conducive to full performance and high morale.

Ability to perform difficult electrical engineering computations and make recommendations on telecommunications systems.

Ability to write technical specifications for telecommunications equipment and systems.

Ability to deal effectively with subordinates, superiors and representatives of other governmental organizations.

Ability to express ideas clearly and concisely, verbally and in writing.

Skill in the analysis of malfunctions in telecommunications systems.

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing the development and implementation of airport telecommunications systems.

## Human Resources Department

### Airport Engineer (005282)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering or related field. Five years of experience in roadway and transportation system planning and designing are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is supervisory professional civil engineering work with administrative responsibility in the planning, design, construction, operation and maintenance of airport facilities.

Employees in this class perform studies or supervise planning studies in a variety of areas such as redevelopment and expansion of existing airport facilities, public parking facilities, airport roadway systems, ground transportation systems, video information and surveillance systems, computerized energy management and operational procedures. Responsibilities include coordination of engineering activities with Federal, State and local agencies, preparation of Federal and State grant applications, obtaining State and local government agency approvals and funding for airport projects, examination of land use controls and development of appropriate ordinances, and maintenance of engineering records of department facilities. Assignments are broad in scope with considerable opportunity for exercising independent professional judgment and making complex technical decisions. Supervision may be exercised over professional, technical and clerical assistants by delegation of assigned projects and review of completed work for professional quality. Supervision is received from an administrative or professional superior who reviews work for conformity with departmental policies, practices and regulations and for attainment of desired objectives.

##### ILLUSTRATIVE TASKS

Prepares design specifications, supervises installation and implementation of electronic revenue control entry and exit system for public parking facilities; monitors parking operations and maintenance activities.

Prepares and supervises initial planning studies, preliminary layouts, final designs and traffic surveys of public parking facilities airport roadway systems and ground transportation activities.

Assists in design and coordinates development of automated ground transportation, traffic management systems and video information and surveillance systems including equipment selection, operational layout, acquisition and installation; participates as member of the design team responsible for development of centralized airfield and terminal control center.

Supervises and assists in the implementation of coordinated terminal building automation including electronic security, computerized energy management and video surveillance systems for aircraft gate assignments.

Provides technical and managerial assistance to airport operations staff in interpretation and application of airport operating policies and procedures.

Represents the department at the Federal Aviation Administration, the State Department of Transportation and other outside agencies on aeronautical matters; provides technical information and insures maximum participation in airport construction by Federal Airport Development Aid Program and Airport Certification Program; prepares Federal and State grant applications.

Determines if proposed off-airport construction will obstruct or interfere with aircraft operations, and coordinates efforts with other government agencies to develop ordinances concerning land uses, building heights, subdivision regulations and buildings uses that reduce the impact of aircraft noise on the community.

Assists national agencies and organizations in formulating and presenting positions on aeronautical standards at international conferences.

Develops a uniform code of standards which meets or exceeds Federal Aviation Administration airport certification standards for the operation of aeronautical areas, including condition of visual aids and obstruction lighting, efficiency of ground control function and elimination of potentially dangerous conditions.

Assists in evaluating existing and potential aeronautical capacity and the need for land areas for continuing aeronautical activities.

As professional Engineering or Professional Land Surveyor, certifies property and other plans used in leases and court actions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

### Airport Engineer (005282)

Thorough knowledge of the principles and practices of civil and airport engineering.

Thorough knowledge of the principles and practices of airport management.

Thorough knowledge of design, construction, operation and maintenance of airport facilities including terminals, building, drainage structures, lighting, water systems, sewerage, payments, airport roadway systems, ground transportation and traffic control systems.

Thorough knowledge of traffic engineering principles and practices and of laws and regulations pertaining to traffic and motor vehicles.

Thorough knowledge of modern developments, current literature, and other sources of information in the field of airport engineering.

Thorough knowledge of departmental regulations, policies and practices.

Thorough knowledge of airline operating procedures, aircraft operating characteristics, terminal building operation and passenger flow characteristics, airport vehicular access and parking operations.

Knowledge of Federal, State and local regulations effecting airport operations.

Knowledge of the principles and procedures of modern office administration.

Ability to plan, schedule, coordinate and review the work of other professional, technical and clerical assistants in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with associates, subordinates, public officials and government agencies.

Ability to apply professional engineering knowledge to the resolution of difficult technical, administrative and planning problems.

Ability to express ideas clearly, concisely and persuasively, orally and in writing.

Skill in the use of civil engineering instruments and equipment.

NEW 10-77

### **Nature Of Work**

This is supervisory professional civil engineering work with administrative responsibility in the planning, design, construction, operation and maintenance of airport facilities.



### Aviation Planner (005284)

#### Minimum Qualifications

Bachelor's degree. Three years of professional planning experience including administrative and technical experience in the aviation industry with emphasis on airport planning and development programs; or three years of professional experience in the planning and design of airport building facilities are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional technical work in aviation facility planning and development.

Employees in this class are responsible for performing advanced planning duties in airport facility planning and development or in the planning of aviation needs and development alternatives. Responsibilities vary by area of assignment and may include monitoring the work of consultants in the development of facility plans, coordinating work with a variety of federal agencies and private organizations, evaluating alternative layouts of airport facilities, developing and reviewing airport system layout plans, forecasting future aeronautical activity and needs for expanded airport facilities, and participating in design reviews of airport-related development projects. Incumbents exercise considerable independent judgment in the application of knowledges of airport system master planning and airport facility planning techniques to the formulation of aviation development projects. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for professional and technical quality of planning activities.

##### ILLUSTRATIVE TASKS

Monitors professional consultants in the development of facility plans, documentation, and programs for airport building construction, maintenance, modification, repair, and alteration.

Delineates project planning into facility requirements defined by drawings and written documentation; maintains progress records on each project.

Prepares reports and performs reviews for various projects through the planning and design process.

Prepares or supervises project formulation planning studies and analyses, and develops and evaluates alternative layouts of airport facilities.

Develops and reviews airport system plans, airport master plans, and airport layout plans; participates in meetings and reviews by state and federal aviation system authorities; evaluates conformance with and impacts on proposed development projects.

Analyzes and evaluates existing aeronautical activity and forecasts future activity; identifies needs for new or expanded airport facilities.

Participates in design reviews of airport-related development projects by departmental and outside transportation and planning agencies.

Researches, collects, and maintains aviation technical data on airline schedules, service patterns, passenger and cargo flows, and other activities; organizes and conducts surveys to collect needed information.

Provides technical assistance to airport operations staff in the interpretation and application of airport policies, standards, and criteria.

Responds to and participates with various national agencies and organizations in formulating and presenting positions on aeronautical and airport development related issues.

Performs related work as required.

### Aviation Planner (005284)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of airports and airport operational design characteristics, including dimensional and operational criteria, operational functions and processes of various airport and heliport facilities, and air traffic control procedures and techniques.

Thorough knowledge of the principles and practices of airport facility planning and related architectural and engineering knowledges.

Thorough knowledge of aviation forecasting/projection techniques, aviation research and sources of current aviation industry information.

Thorough knowledge of modern developments, current literature, and sources of information regarding planning, design, and construction of airport buildings.

Thorough knowledge of the fabric of U.S. domestic and international civil aviation including airline perspectives and economics.

Thorough knowledge of federal regulations pertaining to the development of facilities at airports.

Thorough knowledge of criteria for objects affecting navigable airspace and terminal instrument procedures.

Ability to plan, design, and prepare complete plans and documentation for various types of airport development projects.

Ability to apply professional architectural and engineering knowledges to the design and development of airport buildings.

Ability to review and coordinate the work of professional consultants engaged in the development of airport planning projects.

Ability to coordinate advanced airport planning work with officials of a variety of public and private agencies.

Ability to apply advanced aviation planning knowledges to the development and review of airport system plans, master plans, and layouts.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare complex narrative and statistical reports.

NEW 10-93

#### **Nature Of Work**

This is advanced professional technical work in aviation facility planning and development.

## Human Resources Department

### Aviation Signage Supervisor (005286)

#### Minimum Qualifications

Associate's degree in Graphic Arts or related field. Three years of experience in commercial arts, graphics, or architectural/engineering drafting or design work are required. Additional experience may substitute for required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work in the management of a signage design and production facility for the Metro-Dade County Aviation Department.

An employee in this class is responsible for planning, supervising and coordinating the work of skilled employees engaged in the design and production of all airport signage systems for Miami International Airport and five auxiliary airport facilities. Responsibilities include establishing production schedules and priorities for daily operations and long-range programs, providing design and production guidance, estimating job work orders prior to production, determining costs of production, monitoring commercial contracts, preparing budgets, and monitoring billing procedures. The incumbent utilizes considerable technical expertise in managing airport signage design and production activities. Supervision is exercised over a staff of supervisors and skilled technicians engaged in various phases of signage operations. Supervision is received from an administrative superior who reviews work through personal conferences and observations for effective management of airport signage design and production activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisory and technical employees engaged in the design and fabrication of a wide variety of custom made signage for all Dade County airports including signage for building interiors and exteriors, all static and illuminated roadway signage, airfield and multi-lingual terminal signage, and advertising and directories.

Supervises technicians in the design, layout and drafting of drawings for proposed signage; supervises the use of computer-driven vinyl cutting equipment and engraving equipment, and other specialized signage equipment.

Confers with departmental officials regarding priorities, costs, methods and techniques; makes recommendations regarding design, layout, colors and types of materials; determines if projects should be performed by the County or contracted to commercial vendors; coordinates projects with outside vendors for scheduling, compliance, quality and completion.

Writes specifications and prepares work orders; coordinates installation of large signage projects.

Assures compliance with Federal Aviation Administration (FAA), Americans With Disabilities Act (ADA), Florida Department of Transportation (FDOT), Department of Transportation (DOT), and International Civil Aviation Association (ICAA) signage design regulations and standards.

Reviews and approves invoices from outside vendors for materials, supplies, equipment and sub-contracted work.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of local, state, federal and international signage design standards, regulations and symbols.

Thorough knowledge of commercial art and graph arts design principles, practices and techniques.

Thorough knowledge of signage systems in use at Miami International Airport and auxiliary airport facilities.

Considerable knowledge of the organization, operation and management of a large-scale signage design and production facility.

Considerable knowledge of the principles and techniques of architectural and engineering drafting.

Considerable knowledge of supervisory principles and practices.

Ability to manage and coordinate the activities of a large-scale signage design and production facility to achieve departmental objectives.

## Human Resources Department

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### Aviation Signage Supervisor (005286)

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze and resolve signage design and production problems.

Ability to perform complex calculations in the design, layout and production of custom signage projects.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Skill in the use of advanced signage production and engraving equipment and other equipment used in the graphic arts.

NEW 10-95

#### **Nature Of Work**

This is administrative and supervisory work in the management of a signage design and production facility for the Metro-Dade County Aviation Department.

## Human Resources Department

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### Aviation Security Manager (005287)

#### **Minimum Qualifications**

Bachelor's degree and four years of airport security operations and security project management experience are required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

### Aviation Security Coordinator (005288)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Police Science or related field. One year of experience in aviation security administration is required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in aviation security at Miami International Airport.

An employee in this class is responsible for planning, monitoring, reviewing, and adjusting a variety of security programs and projects at Miami International Airport. Responsibilities include originating, reviewing, and updating various security programs in compliance with Federal Aviation Administration regulations, coordinating activities related to runway incursion violations, serving as chairperson of the departmental employee safety committee, coordinating detailed activities for performance of emergency disaster exercises, and performing a variety of related administrative duties. The incumbent exercises independent judgment in the administration of various MIA programs and projects in accordance in federal and local requirements. Supervision is exercised over clerical subordinates who assist with various phases of work. Supervision is received from an administrative superior who reviews work for effectiveness in administration of airport security programs and projects.

##### ILLUSTRATIVE TASKS

Originates, reviews, and updates, in accordance with Federal Aviation Administration regulations, Miami International Airport Certification Manual and Miami International Airport Security Program, including Security Contingency Plan and Security Access Control Program.

Coordinates development of administrative and operational orders related to security and safety within Miami International Airport.

Supervises subordinate clerical and secretarial employees.

Prepares reports and correspondence, and conducts special projects for superiors as required.

Serves as chairperson of departmental employee safety committee; reviews and recommends corrective or disciplinary actions; reviews employee injuries and vehicle accidents; monitors use of safety equipment by employees.

Evaluates and coordinates FAA Security and Runway Incursion Violations, including preparing written correspondence, attending hearings, and monitoring implementation of subsequent corrections, changes and enforcement actions as a result of final FAA determinations.

Coordinates detailed activities for performance of emergency disaster exercises involving aircraft, bomb threats, terrorist activity and other incidents; participates in contingency planning for natural disasters.

Administers Airport Security Challenge Program.

Reviews incoming correspondence on security and safety matters; oversees implementation of policies and procedures related to safety and security; reviews security non-compliance reports including recommendations for remedial actions and conferences with offenders.

Represents department on security matters with officials of federal agencies, airlines and department operational staff.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of rules, regulations, policies, and procedures governing security and safety at Miami International Airport.

Considerable knowledge of security programs and projects at Miami International Airport.

Knowledge of the geographical layout, organization, and operations at Miami International Airport.

Knowledge of the principles of business and public administration.

Knowledge of modern security techniques, methods, and procedures applicable to large international airport operations.

Knowledge of supervisory principles and practices.

Ability to effectively administer and coordinate various security programs and projects at a large international airport.

Ability to establish and maintain effective working relations with subordinates, superiors, and officials of airlines and federal agencies.

Ability to make effective recommendations concerning safety and security policies, procedures, and violations at Miami International

## Human Resources Department

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### Aviation Security Coordinator (005288)

Airport.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 6-91

#### **Nature Of Work**

This is advanced administrative work in aviation security at Miami International Airport.

## Human Resources Department

### PGTS Coordinator (005292)

#### Minimum Qualifications

Bachelor's degree. One year of experience in construction accounting or a related field using micro-computer technology is required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is technical and supervisory work in the operation of a Facilities Information and Retrieval System (FIRS) for the Aviation Department. An employee in this class is responsible for management of computerized operations in the processing of a large volume of complex design and construction information. Emphasis of the work is on supervising computer system operations, researching and resolving problems, reviewing documents for compliance with terms of construction contracts and professional service agreements, verifying contractors pay estimates and construction invoices, reconciling FIRS to FAMIS, and making recommendations for required changes in system operations. The incumbent exercises some independent judgment in authorizing significant expenditures under terms of construction contracts and professional service agreements. Supervision is exercised over a staff of technicians responsible for computer system operation. Supervision is received from an administrative superior who reviews work for effectiveness of data processing activities and conformance to departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Supervises subordinates engaged in operation of the Facilities Information and Retrieval System to enter data, correct errors, verify information, produce payment vouchers, and obtain information concerning aviation construction contracts and professional service agreements.

Assists system users in research of processing problems and correction of errors; provides information on FIRS uses and capabilities.

Maintains records of FIRS computer operations.

Monitors construction project balances and remaining authorized amounts available; advises superiors as required.

Reviews computer generated reports and verifies accuracy of information.

Makes recommendations for FIRS changes, including alternate processing methods and rearrangements of information.

Establishes new account index codes, project identification numbers, names, and categories of accounts for use by departmental personnel in processing computer entry forms to ensure appropriate organization of computerized information.

Coordinates scheduling for processing of departmental construction contract and professional service agreement data processing jobs.

Assists internal and external auditors in the periodic examination of fiscal records and reports.

Reconciles FIRS with FAMIS as required.

Resolves differences in construction or design costs with departmental accounting personnel, architectural and engineering consultants, and other vendors and outside agencies.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the content of information contained in Aviation Department construction contracts and professional service agreements.

Considerable knowledge of the operating characteristics of the Facilities Information and Retrieval System.

Knowledge of FIRS computer uses and system capabilities.

Knowledge of rules, regulations and procedures governing the processing of data on construction contracts and Professional Service



### **PGTS Coordinator (005292)**

Agreements using the FIRS.

Knowledge of FAMIS computer reports and methodology of reconciliation with FIRS.

Knowledge of information contained on a variety of source documents used for FIRS computer entry.

Knowledge of the causes of data rejection or errors pertaining to the FIRS and action required for correction.

Ability to effectively manage operations of a Facilities Information and Retrieval System.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to make effective recommendations to improve FIRS operations.

Ability to reconcile FIRS and FAMIS transactions.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other public and private agencies.

NEW 6-91

### **Nature Of Work**

This is technical and supervisory work in the operation of a Facilities Information and Retrieval System (FIRS) for the Aviation Department.

## Human Resources Department

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### Airport Purchasing Specialist (005295)

#### Minimum Qualifications

High school diploma or GED. Three years of large-scale purchasing and contract management experience involving a variety of commodities are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized work administering and managing the procurement process of commodities and services for the Procurement Division of the Miami-Dade Aviation Department.

Employees in this classification are responsible for specialized Aviation specific contract development and compliance, as well as fiscal adherence. Responsibilities typically include managing and administering contracts and one-time requisitions/contracts and processing small purchase orders. Employees in this classification may exercise supervision over subordinate staff through the assignment of work. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations. Employees in this classification may exercise supervision over subordinate staff through the assignment of work.

##### ILLUSTRATIVE TASKS

Prepares and processes all requisitions for purchases, contract modifications, bid waivers, sole sources and emergency requests; prepares and submits input documents to the Department of Procurement Management for approval by the Department of Business Development and the Board of County Commissioners.

Analyzes requisitions for procurement from user divisions to determine best method of acquisition and source selection; researches and recruits vendors as needed for items and services not provided through Miami-Dade County for specialized Aviation purchases.

Prepares, compiles and submits informal bids, written quotes and single requisitions for assigned commodities and services for use by the Aviation Department; reviews, tabulates and recommends for award all requests for quotes, informal and emergency bids/purchase orders for specialized items for airport use.

Assists requesting division with the development of technical specifications for a service or acquisition; prepares and coordinates formal bid requests for specialized Aviation Department needs involving pre-bid conferences, walk through, bid response and award to vendor.

Provides release numbers for budget encumbrance and authorization; maintains records of expenditures against all existing contracts and services related to the Aviation Department; assists user divisions with preparation of vendor non-performance documentation for submission to Department of Procurement Management; attends vendor non-performance meetings.

Provides accurate information concerning all aspects of the procurement process upon request to user divisions; prepares written correspondence pertaining to contracts and other procurement issue as needed.

Researches, assesses, prepares and processes required acquisition request forms for utilization of state and federal contracts for required acquisitions of items for the Aviation Department.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of large-scale procurement methods, practices and procedures.

## Human Resources Department

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### Airport Purchasing Specialist (005295)

Considerable knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by department in the area of assignment.

Knowledge of documentation requirements pertaining to County contracting processes.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

NEW 10/03

#### **Nature Of Work**

This is specialized work administering and managing the procurement process of commodities and services for the Procurement Division of the Miami-Dade Aviation Department.

## Human Resources Department

### Aviation Senior Procurement Contract Officer (005297)

#### Minimum Qualifications

Bachelor's degree. A minimum of two to four years of professional administrative experience to include one or a combination of the following: procurement, contract development and/or compliance are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening to include, but not limited to, fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work in the Contracts Administration Division of the Miami Dade Aviation Department, which is responsible for developing Requests for Proposals (RFP's), Requests for Qualifications (RFQ's), Requests for Information (RFI's) and Invitations to Bid (ITB's), construction manager-at-risk, as well as coordinating the acquisition of the Department's architects and engineers, and Requests for Acquisition for Design/Build services as established by Section 2-10.4 of the Miami-Dade County Code.

Employees in this class are responsible for working in conjunction with Aviation Department staff to develop and evaluate Requests for Proposals and Requests for Qualifications for a wide range of services. Responsibilities include developing and evaluating multi-million dollar RFP's and RFQ's for such services including but not limited to: airport signage fabrication and installation, airport demand ground transportation, miscellaneous construction contracts, asbestos removal contracts, offset printing, airport property appraisal, and partnering consulting. Responsibilities also include developing and evaluating Invitations to Bid and the like for such services as the airport car rental concession, as well as developing other concession agreements including specialty retail at Miami International Airport; permit agreements; franchise agreements; management consulting services, professional agreements, and others. Responsibilities also include coordinating the acquisition of the Department's architects and engineers and Requests for Acquisition for Design/Build services. Incumbent exercises considerable independent judgment and technical expertise in developing vendor requirements, contract specific language for construction contracts, and evaluation criteria for each RFP/RFQ/RFI/RFA. Also, negotiates contracts, management agreements, concession agreements, and professional services agreements. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for professional management of contract evaluation and development activities and achievement of desired goals and objectives. Supervision is exercised over subordinate staff through assignment of work.

##### ILLUSTRATIVE TASKS

Develops Requests for Proposals (RFP's), Requests for Qualifications (RFQ's), (RFA's) and Requests for Information (RFI's).

Coordinates scope of services with various Aviation Department divisions.

Develops the necessary contract specific language necessary to meet the needs of each RFP/RFQ; prepares the documents and any related addenda; develops evaluation criteria including qualitative appraisal, mathematical formula and weighting of criteria based on scope of work and department needs.

Prepares advertising and selection committee requests; coordinates with the Department's Minority Affairs Division and the Department of Business Development for consideration by the Review Committee on contract measures; coordinates with County Manager's Office on the approval to advertise pursuant to the Aviation Department's Expedite Ordinance and Countywide Expedite Ordinance.

Conducts the entire competitive selection process, including the solicitation, project briefings, attends hearing examiner protests, review of proposals, coordinates and conducts industry workshops if necessary, participates as a committee member and coordinates the evaluation/selection committee meeting process including the prescreening and public hearings.

Maintains detailed records of meetings with all parties involved in contracting processes and provides assistance to the committee on procurement or procedural matters.

Coordinates with the Department of Procurement Management (DPM) on the acquisition of the Department's architects and engineers and

### Aviation Senior Procurement Contract Officer (005297)

Requests for Acquisition for Design/Build services.

Prepares professional engagement agreements, project specific services agreements, amendments, construction contracts and change orders, consents to assignment, and interdepartmental agreements.

Coordinates complex negotiations including the deliberation, discussion and conference to agree upon the terms of a proposed settlement or agreement including the evaluation of fee proposal. Develops and prepares Contracts and Amendments to incorporate the agreed upon terms and conditions as necessary.

Assists the County Attorney's Office in preparing bid appeal cases and responses to bid protests including presentations, and attending hearing examiner protests.

Exercises supervision over subordinate staff through assignment of work.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of documentation requirements pertaining to County contracting processes.

Considerable knowledge of large-scale procurement methods, practices and procedures.

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of the County Administrative Order governing Requests for Proposals and Requests for Qualifications.

Thorough knowledge of applicable Federal, State and County laws, rules and regulations relating to the procurement of supplies and services for the department.

Knowledge of contract negotiation strategies and techniques.

Ability to develop and evaluate Requests for Proposals, Requests for Qualifications, Requests for Information, and Requests for Acquisition and Invitations to Bid to meet the needs of the department.

Ability to determine if the RFP/RFQ/RFI/RFA is an appropriate procurement method and make recommendations for alternate procurement methods as necessary.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to develop contract specific language to meet the needs of RFP's, RFQ's, RFA's and construction contracts.

Ability to express ideas and information clearly and concisely, verbally and in writing to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a complex scope of work and devise appropriate evaluation criteria.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW- 10/03

#### Nature Of Work

## Human Resources Department

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### **Aviation Senior Procurement Contract Officer (005297)**

This is advanced professional and administrative work in the Contracts Administration Division of the Miami Dade Aviation Department.

## Human Resources Department

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### Airport Office Support Specialist 2 (005306)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting.

Although employees in this class perform duties which require skilled typewriting, the principal emphasis is upon the wide variety of clerical tasks performed which require the application of independent judgment and clerical knowledges. Work of these positions other than typewriting is similar in nature and level to that found in the Clerk 2 class. The varied of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, review of typewritten material, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Maintains the less complex accounting, financial and cost records where no technical knowledge is required but where frequent procedural problems arise; prepares or checks payrolls, vouchers, requisitions and purchase orders; maintains personnel, financial, court and similar records.

Gives information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made.

Supervises a small group of employees engaged in routine clerical and typing duties.

Processes documents requiring various procedural knowledges such as warrants for arrest or insurance claims; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up.

Prepares less complex tax statements; computes simple taxes or obtains data for the computation of more involved taxes; replies to correspondence inquiries covering tax procedures.

Composes and types form letters and other routine correspondence based on information from records and files; prepares rough draft reports, narratives and statistical tabulations.

Types from copy, rough draft or general instructions, accounting and financial statements, inventories, court records, letters, payrolls, receipts, medical records and case histories, departmental reports, permits or other materials, frequently requiring independent action and discretion on problems encountered.

Takes and transcribes dictation by dictating machine, including correspondence, reports or other materials; takes dictation from professional personnel requiring knowledge of special terminology.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Airport Office Support Specialist 2 (005306)

Knowledge of business English, spelling and arithmetic.

Knowledge of office practices and procedures.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems.

Ability to make arithmetic computations accurately with reasonable speed.

Ability to assign, supervise and review the work of other clerical employees in a manner conducive to full performance and high morale.

Ability to meet and deal effectively with the general public and to use tact and good judgment.

Skill in typing accurately from rough draft, plain copy or dictation machines at a reasonable rate of speed.

REV 4/96

#### **Nature Of Work**

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting.

Must take and pass a typing skills test with a score of 35 WPM. Photo identification is required to take the typing skills test.



### Airport Secretary (005310)

#### Minimum Qualifications

High school diploma or GED. One year of advanced clerical experience is required. Must take and pass a typing skills test with a score of 35 words per minute. Photo identification is required to take the typing skills test.

Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced secretarial and related clerical work for the Aviation Department.

Employees in this class are responsible for performing advanced secretarial duties for airport officials, administrators and managers generally at the section-head level. Work includes utilizing the full range of modern secretarial skills to perform secretarial duties, operation of word processing equipment, personal computers, typewriters and other office equipment, assigning and reviewing the work of lower-level clerical employees, and preparing a variety of reports, forms, requisitions and correspondence. Duties may include taking and transcribing dictation which may involve financial, engineering or technical terminology. Supervision is received from an administrative official who reviews work for the efficient and effective performance of secretarial duties in support of unit operations.

##### ILLUSTRATIVE TASKS

Performs advanced secretarial duties for officials, administrators and managers of the Aviation Department; makes appointments and maintains calendar; arranges for conferences and meetings; attends meetings and conferences taking minutes or summary notes.

Opens and distributes mail; maintains control of correspondence flow through work unit and assures that response deadlines are met; composes correspondence or selects standardized formats; prepares a variety of reports, correspondence, documents, forms and requisitions.

Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or work unit activities and established policies and procedures.

Operates word processing, personal computer or advanced typewriting equipment to prepare and create reports, generate correspondence or other documents, and complete forms, requisitions and other similar standardized records.

Assigns and reviews the work of lower-level clerical employees engaged in typing, filing and other clerical activities; provides advice and assistance as questions arise concerning work tasks and work unit procedures.

Retrieves and assembles material from files; authorizes expenditures from petty cash funds; requisitions office supplies; performs arithmetic calculations as needed.

Takes and transcribes dictation as required, involving technical or specialized terminology.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of secretarial procedures, methods and techniques.

Knowledge of modern office procedures, practices and equipment.

Knowledge of business English, spelling and arithmetic.

Knowledge of the records, reports and forms utilized in the area of assignment.

Knowledge of the policies, procedures and regulations of the Aviation Department.

Some knowledge of County organization and operations.

Some knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working relationship with a government official.

Ability to operate modern office equipment.

Ability to search for and compile information from files and other sources.

Ability to make minor decisions in accordance with office procedures and departmental regulations.

## Human Resources Department

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### Airport Secretary (005310)

Ability to develop and maintain effective departmental and public relations.  
Skill in the operation of a computer keyboard.  
Skill in typewriting.

NEW 10-94

#### **Nature Of Work**

This is advanced secretarial and related clerical work for the Aviation Department.

## Human Resources Department

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### Aviation Support Compliance Coordinator (005315)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Personnel Management, or related field.

#### Job Specifications

#### Nature Of Work

This is advanced professional work in the preparation, award, monitoring and evaluation of contracts negotiated with various public or private agencies by county departments.

## Human Resources Department

### Airport Capital Inventory Clerk (005319)

#### Minimum Qualifications

High school diploma or GED. One year of experience in inventory control and accountability, capital asset inventory, or inventory-related accounting is required. Must possess a Driver license. Must be able to lift at least 50 pounds. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in the accountability of County-owned tangible personal property and capital equipment for the Aviation Department.

Employees in this class are responsible for maintaining necessary records to ensure accountability and control of all County-owned tangible personal property and capital equipment within the department. Responsibilities include identifying and recording tangible property acquisitions, assigning asset numbers, monitoring location changes, recording the disposal or transfer of capital assets, and maintaining computerized capital inventory records. Duties include conducting periodic physical inventories of departmental property and reporting on the custody, condition and use of such items. Incumbent perform assigned duties in accordance with County and state regulations for property accountability. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for compliance with established capital inventory regulations, policies and procedures.

##### ILLUSTRATIVE TASKS

Conducts annual physical inventories of tangible personal property and capital equipment located within departmental locations and at contracted management companies doing business with the Aviation Department.

Reviews, verifies and enters information concerning the acquisition of new fixed assets into computerized master files; attaches identifying numbers to new fixed assets.

Conducts special physical inventories of fixed assets which require additional monitoring.

Prepares documents for the disposal and transfer of excess and surplus property in compliance with established County and state regulations.

Attends auction sales and assists with the disposal of surplus County-owned property as required.

Maintains and updates fixed asset information for the transfer, replacement or deletion of tangible personal property and capital equipment.

Provides information to departmental supervisors concerning procedures pertaining to fixed asset acquisitions and recordkeeping requirements.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of County and state regulations pertaining to tangible personal property accountability.

Knowledge of departmental regulations and procedures for tangible personal property accountability.

Knowledge of property inventory control recordkeeping practices and procedures.

Knowledge of physical property inventory procedures.

Knowledge of computerized property inventory control system operations.

Knowledge of the geographical locations of departmental facilities.

Ability to conduct physical property inventories with accuracy and thoroughness.

Ability to apply current regulations and procedures to tangible personal property accountability.

Ability to create, update and maintain computerized property control inventory records.

Ability to provide assistance to departmental employees concerning property custody and reporting procedures.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### Airport Capital Inventory Clerk (005319)

NEW 10-96

#### **Nature Of Work**

This is specialized clerical work in the accountability of County-owned tangible personal property and capital equipment for the Aviation Department.

## Human Resources Department

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### Airport Inventory Control Specialist (005320)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in diversified buying activities or inventory control in diversified warehouse operations. Must pass forklift training and obtain a forklift certification within three months of employment. Must obtain and maintain a class B CDL within the probational period. Peoplesoft experience is preferred.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized work in ordering, receipt, storage and issuance of specific commodities; and maintaining perpetual inventory records.

## Human Resources Department

### Airport Records Center Clerk 2 (005322)

#### Minimum Qualifications

High school. Two years of experience in the receipt, storage, issuance and filing of records are required. Must possess a Driver license. Must be able to lift and move containers weighing up to 50 pounds. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical and public contact work in the retrieval and furnishing of information from document records in the records center of the Aviation Department.

Employees in this class are primarily responsible for the retrieval of information, documents or complete records from various files in storage in response to requests from sources within and outside the County. Incumbents are responsible for exercising care in releasing information and files only to authorized persons and for withholding release in instances where court order or other action is required. Supervision is received from a technical superior who assists as problems arise in the locating and furnishing of information from records in storage.

##### ILLUSTRATIVE TASKS

Receives requests for records by fax, mail, telephone and the visiting public including County, state and federal officials, attorneys, aviation management companies, airport contractors, departmental officials and others; screens requests to assure persons are authorized to receive information and that confidential files can be released without court order.

Retrieves folders or loose documents from record cartons based on file number and nature of documents; refers to automated or manual records center listings as needed; prepares and inserts charge-out tickets and dispatches records or carries them to a reference room.

Assists attorneys, internal auditors, accountants and others with more difficult record searches; retrieves various folders to trace sequence of documents needed for audit or legal proceedings; locates misplaced or missing material; locates and groups related documents of a particular type such as for an airport construction project or for all construction done over a long period of time on a specific site.

Provides information from construction, legal and other documents over the telephone; answers general telephone inquiries concerning the nature of semi-active and active records maintained in the center, or established procedures in use of the facility.

Assists superior in the selection and preparation of records to be transferred to the centralized County records depository; completes record destruction requests for records eligible for destruction; carries out destruction of eligible records in accordance with established regulations.

Refiles loose documents into cartons and assists in reshelving of records by moving records containers as needed.

Supervises operation of the records center in the absence of the immediate supervisor, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of rules and regulations pertaining to the release of public records.

Knowledge of the State of Florida Public Records Law and regulations pertaining to the destruction of public records.

Knowledge of records center records management system, policies and procedures.

Knowledge of the content of records center active and semi-active records.

Knowledge of the sequence of material in legal, construction or other records in storage.

Knowledge of retention schedules for depository records.

Knowledge of public relations principles and techniques.

Ability to retrieve records from storage promptly and accurately.

Ability to retrieve appropriate documents in difficult record searches.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the public.

Ability to deal courteously, tactfully and effectively with the public and officials of various public and private organizations.

Ability to exercise care in the release of information from records in storage in accordance with established regulations.

## Human Resources Department

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### Airport Records Center Clerk 2 (005322)

Ability to work independently with a minimum of supervision.  
Ability to operate lifts and ladders at heights up to sixteen feet.

NEW 10-94

#### **Nature Of Work**

This is specialized clerical and public contact work in the retrieval and furnishing of information from document records in the records center of the Aviation Department.



## Human Resources Department

### Airport Account Clerk (005338)

#### Minimum Qualifications

High school diploma or GED and one year of bookkeeping experience; completion of a one year business school program in computer accounting and bookkeeping; or completion of six semester credits in Accounting are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records for the Aviation Department.

Employees in this class maintain accounting records involving varied but routine bookkeeping operations in posting and balancing journals, ledgers and other records. Work may involve the operation of standard office equipment such as calculators and computer terminals for which no previous training is required. Incumbents may provide guidance and assistance to subordinate clerical personnel. Supervision is received from a superior through verification of financial records and statements, and review through audit by internal or external auditors.

##### ILLUSTRATIVE TASKS

Maintains cash, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances.  
Checks and codes invoices; prepares vouchers for payment and maintains voucher register.  
Compiles figures for use in preparation of preliminary budgets.  
Charges cost items to cost journals; extends, proves and assembles cost records; posts monthly cost records to ledgers.  
Counts, proves, records and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal.  
Pre-audits fiscal documents for completeness, accuracy and compliance with well defined departmental accounting procedures.  
Classifies receipts and expenditures according to standard accounting classifications.  
Maintains time, material and equipment rental cost account records for capital improvement and maintenance projects.  
Schedules preparation of warrants in order to take advantage of discounts for prompt payment.  
Operates calculators, computer terminals and other standard office equipment.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of bookkeeping principles and practices.  
Some knowledge of standard office practices, methods and equipment.  
Some knowledge of fiscal policies and procedures applicable to the area of assignment.

Ability to make arithmetic computations rapidly and accurately.  
Ability to apply bookkeeping principles to the maintenance of routine fiscal and accounting records.  
Ability to maintain detailed records of inventory and accounting transactions.  
Ability to understand and follow verbal and written instructions.  
Ability to learn the operation of calculators, computer terminals and other standard office and accounting machines for which no significant previous training is needed.

NEW 1-96

#### Nature Of Work

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records for the Aviation Department.

## **Human Resources Department**

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**Airport Account Clerk (005338)**

## Airport Accountant 1 (005339)

### Minimum Qualifications

Bachelor's degree in Accounting. Bachelor's degree to include 21 semester credits in Accounting or completion of 21 semester credits in Accounting and four years of accounting or bookkeeping experience are required. Data processing coursework may substitute for Accounting coursework to a maximum of six semester credits. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and other such procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is professional accounting work for the Aviation Department.

Employees in this class are responsible for applying established accounting principles and methods in the preparation, maintenance, analysis and control of financial records for the Aviation Department. Responsibilities include preparing various financial statements and schedules, analyzing statistical and fiscal records, determining projected expenditures, assisting in budget preparation and modification, and maintaining controls and balances of fiscal records through standard relationships of subsidiary ledgers to general ledgers or other accounting controls. Some independent judgment is exercised in the application of professional accounting principles to the control and maintenance of departmental financial records, and some incumbents may assign and review the work of clerical employees assisting in various phases of accounting activities. Supervision is received from a professional superior who reviews work through personal conferences and examinations of completed financial records and reports for adherence to professional accounting standards and departmental policies and procedures.

#### ILLUSTRATIVE TASKS

Assists in the maintenance of departmental accounting records including account classifications, subsidiary journals and general ledgers in accordance with established accounting procedures.

Prepares various financial statements and schedules, income and expenditure reports, statistical summaries and special reports from accounting records; assists in the preparation of complete periodic financial statements, schedules and reports.

Assists in budget preparation and modification; monitors budgetary expenditures and advises on potential problems such as accelerating expense categories; examines cost codes for expenditures to determine if budget codes have been properly charged and encumbered; initiates requests for transfers of funds and budgetary amendments.

Assigns and reviews the work of clerical employees engaged in routine bookkeeping operations, processing and posting invoices and other accounting-related activities, as required.

Compiles information for use by internal and external auditors.

Reviews expenditures for reimbursement for conformance with contractual requirements, proper documentation, and availability of funds.

Audits petty cash expenditures and ensures procedures are being followed correctly.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of professional accounting principles, practices and procedures.

Knowledge of general principles of public financial administration including budget processes, reporting requirements and cost accounting techniques.

Knowledge of accounting systems, operating activities and financial programs pertaining to the Aviation Department.

Knowledge of sources of information and accounting techniques used in the preparation of financial reports, statements, schedules and summaries.

Knowledge of local, state and federal regulations pertaining to departmental financial records.

Knowledge of modern office practices and procedures.

Ability to prepare complete and accurate accounting statements, schedules, reports and summaries.

Ability to perform detailed work involving written and numerical data.

## Human Resources Department

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### Airport Accountant 1 (005339)

Ability to operate modern office machines and equipment.  
Ability to make arithmetic calculations rapidly and accurately.  
Ability to interpret and apply accounting procedures to a variety of departmental accounting assignments.  
Ability to communicate effectively, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is professional accounting work for the Aviation Department.

## Human Resources Department

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### Airport Permits Compliance Specialist (005340)

#### **Minimum Qualifications**

High school diploma or GED. One year of experience in taxicab and parking enforcement is required. Knowledge of ground transportation permit and parking regulations at MIA and general clerical skills desirable. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

This is routine operational and permit compliance work involving a considerable amount of public contact for the landside operations areas at Miami International Airport.

### Airport Driver-Messenger (005343)

#### Minimum Qualifications

High school diploma or GED. Must possess a Driver license. Must maintain a safe driving record and may be required to lift and handle items weighing up to 50 pounds. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is routine vehicle operation and minor clerical work in an Aviation Department messenger service.

Employees in this class are responsible for operating an automobile, van or similar vehicle to pick up and deliver mail, records, materials, equipment or other items. Responsibilities include operating motor vehicles between various County and vendor locations, performing minor vehicular maintenance and servicing, and performing routine clerical tasks. Work requires some manipulative skill and dexterity in operating mobile equipment safely while driving under varying road and weather conditions. Supervision is received from an administrative superior who reviews work for prompt and efficient delivery and pick up of various items and safe operation of the motor vehicle.

##### ILLUSTRATIVE TASKS

Operates a passenger vehicle, van, light truck or similar vehicle to deliver and pick up mail, packages, records, materials, equipment, documents and other supplies at various County and vendor locations.

Performs minor routine maintenance and service to vehicle including checking fluid levels, tire pressures and fuel levels; cleans interior of vehicle on a regular basis.

Performs routine clerical tasks including alphabetizing, sorting and filing materials, and answering the telephone in accordance with standard procedures.

Picks up requisitioned supplies and materials from vendors; purchases items using petty cash funds as required.

Acts as courier for the delivery or pick up of special, priority or confidential mail.

Provides transportation for County employees and officials for local work-related travel as required.

Completes route sheets and mileage reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the road network and geography of Dade County.

Knowledge of local traffic regulations.

Knowledge of defensive driving methods and techniques.

Knowledge of the location of County and vendor facilities.

Knowledge of the records, forms and reports required in the area of assignment.

Some knowledge of office practices and procedures.

Ability to operate an automobile, van or similar vehicle safely and efficiently.

Ability to understand and follow verbal and written instructions.

Ability to perform minor clerical tasks according to standardized procedures.

Skill in the operation of automotive equipment.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-94

#### Nature Of Work

## Human Resources Department

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### **Airport Driver-Messenger (005343)**

This is routine vehicle operation and minor clerical work in an Aviation Department messenger service.

### Airport Data Entry Specialist 1 (005345)

#### Minimum Qualifications

High school diploma or GED. One year of typing or data entry experience is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is data entry and clerical work which involves moderately complex work methods and problems and requires data entry skills. Although the emphasis of the work is on data entry, employees are also responsible for the performance of a wide variety of tasks which require the application of independent judgment and clerical knowledge. The variety of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Performs data entry including researching, verifying, and correcting information to be entered into a database; creates simple forms and formats or statistical charts; runs and prints reports, and performs disk backups.

Operates standard office equipment such as personal computer, copy or facsimile machine, and calculator; screens telephone calls and refers caller to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, or other materials.

Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up; provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made; may supervise a small group of employees engaged in routine clerical duties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple data processing and transmission principles utilized in computerized information systems.

Knowledge of routine office practices and procedures.

Ability to read and decipher data on source documents to be entered.

Ability to enter and verify information with accuracy and a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to work with considerable independence.

Skill in data entry or typing.



## Human Resources Department

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### Airport Data Entry Specialist 1 (005345)

NEW 12/98

#### **Nature Of Work**

This is data entry and clerical work which involves moderately complex work methods and problems and requires data entry skills.

## Human Resources Department

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### Airport Data Entry Specialist 2 (005346)

**Minimum Qualifications**

High school. Two years of clerical experience to include data entry and the use of PC office software packages are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is data entry and clerical work which involves complex work methods and problems and requires advanced data entry skills.

## Human Resources Department

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### Aviation Senior Infrastructure Systems Engineer (005349)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering, Computer Engineering, Telecommunications Engineering, Network Engineering or related field. Five years of engineering experience in the telecommunications field to include voice, network and cable infrastructure are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### Nature of Work

This is highly advanced professional technical work in planning, designing, implementing, maintaining and operating various large scale infrastructure telecommunications, computer systems and facilities.

Employees in this class are responsible for managing very large and technically complex diversified projects including, but not limited to major telephone switching and multiplexing systems, wide area radio transmission systems, digital and analog microwave systems, fiber optic wide area networks, integration of computer networks with telecommunication networks and providing project management for multi-million dollar projects. Responsibilities include acting as project leaders to other technical professionals to provide the most cost effective and technically superior solutions to the County's telecommunication and computer network infrastructure and integrating different technologies. The incumbent exercises considerable independent judgment making difficult and complex technical decisions. Work differs from that found in the Infrastructure Systems Engineer classification in that assignments are very broad in scope and incumbents provide project management for very large and technically complex diversified multi-million dollar projects. General direction is received from an administrative superior who reviews work for conformity with departmental policies, practices and regulations and for the attainment of desired objectives.

##### Illustrative Tasks

Performs as a lead project manager for complex telecommunications and/or computer networking systems.

Plans, designs, implements and directs turnkey large and complex telecommunications and/or computer networking systems.

Acts as an integrator of several different telecommunication and computer networking technologies to provide a technical solution to the business needs of a County Department.

Performs economic studies, prepares cost estimates, reviews construction plans, engineers traffic studies and implements major complex telecommunications and/or computer networking projects of multi-million dollar magnitude.

Prepares correspondence and technical reports pertaining to engineering studies and projects.

Provides options and recommendations to upper management for decision making on diverse information technology directions and strategies.

Performs related work as required.

##### Knowledge, Skills and Abilities

Thorough knowledge of the principals and practices of telecommunications and computer network systems.

Thorough knowledge of the design, implementation, and operation of public telecommunication systems and computer networks, including radio, video, data and telephone.

### Aviation Senior Infrastructure Systems Engineer (005349)

Thorough knowledge of diverse technologies for integration of telecommunication and computer networks, and their working relationship to each other.

Thorough knowledge of different types of transmission systems, including but not limited to fiber optic technology, digital and analog microwave technologies, coaxial and twisted pair technologies, wireless technology and satellite transmission technology.

Thorough knowledge of applicable International, Federal, State, and local laws pertaining to telecommunications and computer networking and applicable County and industry standards and international and national codes pertaining to design, implementation and operation of telecommunication and/or computer networking systems.

Ability to design, implement and integrate complex and highly difficult telecommunication and computer networking systems.

Ability to use PC based project management systems developing PERT networks/GANTT charts, critical paths and other project management tools such as spreadsheets and data base programs.

Ability to plan, schedule, coordinate and review the work of other professional team members for conformance with budget, schedule and desired results.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare comprehensive reports on technical strategies and solutions.

Ability to use applicable electronic and diagnostic instruments and equipment.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

NEW 8/17/2005

#### **Nature Of Work**

This is highly advanced professional technical work in planning, designing, implementing, maintaining and operating various large scale infrastructure telecommunications, computer systems and facilities.

### Airport Communication Service Representative 2 (005351)

#### Minimum Qualifications

High school. Three years of experience providing and planning telephone services in a telephone company, governmental agency or similar structured large organization.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical and technical work in providing, modifying and coordinating telephone and network services for Miami-Dade County's Aviation Department.

The Communication Service Representative 2 is responsible for receiving requests from Aviation staff for telephone and network service, advising on appropriate telephone instrument equipment, location and cost, and maintaining contact with the public utility providing telephone service countywide. Emphasis of the work is on assisting staff in initial installation or modification of telephone service and investigating user complaints. The incumbent must apply knowledge of telephone equipment characteristics, system planning, user requirements, cost factors and billing procedures for service. Supervision is received from an administrative or technical superior who confers on unusual problems, inspects telephone systems in use as required, and reviews written reports to evaluate attainment of management objectives and conformity with established procedures and policies.

##### ILLUSTRATIVE TASKS

Performs administrative work in providing, modifying, and coordinating telecommunications services for Miami-International Airport, Miami-Dade County Aviation Department, and the General Aviation Airports.

Responsible for processing work order requests from MDAD and Business Partners and Shared Tenant Service (STS customers) for voice and data services. These include day-to-day MAC activity, projects, new facilities, ordering of T-1's, DID lines and special circuits.

Reviews monthly bills from telecommunications service providers and vendors for accuracy.

Coordinates and tracks new systems implementation.

Procures cellular telephone equipment and accessories from vendors; programs telephones for cellular users.

Processes work orders for the installation, relocation and removal of payphones; conducts walk-throughs to identify locations for telephone service installations; reports and follows-up on service calls.

Prepares monthly reports on open and completed telecommunications work orders.

Maintains database records for pay phone service at MIA and other MDAD airports; maintains database records of telecommunications user equipment and services and checks for need and appropriate usage of services.

Performs administrative tasks such as investigating the loss or damage to the Department's Telecommunications equipment as mandated by Administrative Order 8-2 use, care, control and disposal of County Personal Property.

Assists customers with equipment, new systems' usage, service issues, and miscellaneous billing questions.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of various telephone instruments including cellular phones, payphones, call directors, speakerphones and related equipment.

## Human Resources Department

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### **Airport Communication Service Representative 2 (005351)**

Considerable knowledge of the types of telephone installations commonly used in operational activities of various county offices.

Knowledge of large-scale procurement methods, practices and procedures.

Knowledge of established procedures of the telephone utility company in providing services to the county.

Knowledge of current costs of various telephone equipment and associated modules.

Ability to assist county operational activities in their telephone equipment requirements.

Ability to keep abreast of current telephone communication systems and equipment by coordinating with technical engineering personnel.

Ability to process requests for initial telephone service and modifications promptly.

Ability to furnish accurate cost data to county departments and billing personnel.

Ability to maintain effective relationships with supervisory personnel in various county departments, vendors, and telephone company officials.

#### **Nature Of Work**

This is advanced specialized clerical and technical work in providing, modifying and coordinating telephone and network services for Miami-Dade County's Aviation Department.

### Airport Systems Analyst/Programmer 1 (005352)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or ORACLE). One year of programming and systems analysis experience is required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is technical work in systems analysis in a centralized data processing operation.

Employees in this class are responsible for assisting in the analysis, design and implementation of less complex or smaller scale projects utilizing computer systems. Responsibilities include participation in the completion of new or revised projects of a less difficult nature under the guidance of a superior, and participation in less complex phases of projects including preliminary analysis of feasibility, systems proposals, system design, program documentation, systems implementation and follow up. Employees utilize knowledge of computer capabilities, subject matter of programs in user agencies, and current techniques and methods of systems design in the performance of assigned duties. Supervision is received from a technical superior who serves as a project team leader and provides guidance during work in progress and reviews completed work for quality of results and achievement of objectives.

##### ILLUSTRATIVE TASKS

Participates with other staff members and a technical supervisor in the preliminary analysis of large scale projects; performs tasks including determining the need for information, type of information required, probable cost, and preparation of preliminary systems proposals.

Completes assigned phases in the design of system specifications and completion of program documentation; studies and analyzes existing procedures and prepares system flow charts to describe present and proposed operations.

Participates in documentation for new systems and in the test plan; assists in identifying and correcting errors in program documentation.

Tests, checks and analyzes program instruction for improvements as needed.

Completes less difficult projects not requiring extensive systems analysis and team participation; completes all phases of design and documentation and explains program to users.

Revises program instructions or alters flow charts into coded machine instructions to improve existing programs as assigned.

Performs related work as required.

##### KNOWLEDGE AND SKILLS

Considerable knowledge of the principles and practices of systems analysis and design.

Considerable knowledge of computer programming.

Knowledge of capabilities of computer hardware and software.

Knowledge of the cost of hardware and software systems.

Knowledge of specific computer systems within the area of assignment.

Ability to evaluate user informational requirements.

Ability to determine the feasibility of the application of computer systems to the problem of user informational requirements.

#### Nature Of Work

This is technical work in systems analysis in a centralized data processing operation.

## Human Resources Department

### Airport Systems Analyst/Programmer 2 (005353)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program ( UNIX, Microsoft, or ORACLE). Two years of programming and system analysis experience are required. Additional programming and system analysis experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced and supervisory work in systems analysis in a centralized data processing operation.

Employees in this class are responsible for the analysis, design and implementation of large scale projects utilizing computer systems. Responsibilities include conducting feasibility studies, developing systems proposals, designing and developing systems projects and coordinating systems development with management officials in user departments. Additional duties include coordinating the work of a team of systems analysis and participating programmers assigned to the development of systems projects, conducting or supervising user training as required, and supervising the design of any necessary system revisions. Employees utilize advance knowledge of computer capabilities and subject matter of programs in user agencies in the design of complete systems of a complex nature. General supervision is received from a technical superior who evaluates completed systems work for quality of results and achievement of objectives.

##### ILLUSTRATIVE TASKS

Meets with agency management and supervisory personnel to discuss various operating problems and goals susceptible to computer systems solutions; discusses and evaluates management needs, objectives and goals.

Supervises team preparation of feasibility studies including information required, probable costs, details of systems proposals and related factors.

Meets with management personnel and potential users to present and explain systems proposals.

Assigns phases of systems design work to systems analysts and participating programmers; arrives at design objectives and decisions and develops systems specifications; supervises documentation stages and coordinates work with programming staff; analyzes systems logic difficulties; assures final results of test plan.

Plans all phases of implementation of new systems; formulates user training and supervisory and clerical staff; supervises the conduct of user training and participates as necessary; compiles, composes and assembles total documentation.

Supervises the transfer of documentation into production stages in initial use of the system; meets with management and other personnel in follow-up usage and supervises the design of any necessary revisions.

Supervises or participates in the revision of user agency organizational or procedural studies of a manual systems nature, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of system analysis and design.

Thorough knowledge of computer programming.

Considerable knowledge of the capabilities of computer hardware and software.

Considerable knowledge of specific computer systems within the areas of assignments.

Some knowledge of supervisory principles and practices.

Ability to evaluate complex user informational requirements.

Ability to determine the feasibility of the application of computer systems to the problem of user informational requirements.

Ability to design complex systems requiring extensive analysis.

Ability to analyze complex systems problems and develop effective solutions.

Ability to develop systems to meet management needs on a timely basis.

Ability to express ideas clearly and concisely, verbally and in writing.



## Human Resources Department

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### Airport Systems Analyst/Programmer 2 (005353)

#### **Nature Of Work**

This is advanced and supervisory work in systems analysis in a centralized data processing operation.

## Human Resources Department

### Airport Computer Operator (005354)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in a large data processing installation shop are required; or high school diploma or GED and three years of experience in a large data processing installation shop are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the operation of mainframe data processing and teleprocessing equipment for the Aviation Department. Employees in this class are responsible for the operation of non-homogeneous decentralized, distributed, mainframe data processing and teleprocessing equipment on rotating shifts at the Aviation Department. Duties include operating complex central control consoles and peripheral monitoring equipment which monitors and controls data and teleprocessing equipment. Work involves maintaining computer programs and Local Area Networks for efficient and effective processing in order to provide satisfactory resources to end users. Responsibilities include the manipulation of controls and observance of visual indicators in accordance with standard procedure and rearranging sequences of program steps for correcting of errors, or to continue operations when individual components of the system malfunction. The operator works with considerable independence on routine operations but on more complex assignments, supervision is received from a supervisor who checks work for accuracy and conformance with instructions.

##### ILLUSTRATIVE TASKS

- Prepares computer based systems for user availability using standard operating instructions and procedures; keeps abreast of the status of all systems.
- Prepares all peripheral equipment with the required forms and tapes; verifies that all necessary files and data have been submitted to the computer section.
- Operates computer consoles and makes program and input data revisions to expedite the correction of error conditions.
- Verifies that all computer output is complete and accurate before release from the section.
- Maintains records of operator time and equipment utilization.
- Assists supervisors in various phases of operation; maintains work area in a neat and orderly manner.
- Notifies superiors or company representative of program or equipment malfunctions.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Considerable knowledge of the operating characteristics of various peripheral equipment used in data and teleprocessing.
- Considerable knowledge of off-line devices and auxiliary input-output equipment.
- Considerable knowledge of computer operations including the mathematical and logical information accepted by electronic devices.
- Knowledge of the various job applications processed by the Aviation Department.
- Ability to assemble, organize and implement work flow procedures used in electronic data processing.
- Ability to detect equipment and program malfunctions.
- Ability to communicate effectively with the users of departmental computer services.
- Ability to operate data and teleprocessing central control consoles and peripheral equipment.
- Ability to understand and follow verbal and written instructions.

NEW 10-88

#### Nature Of Work

This is advanced technical work in the operation of mainframe data processing and teleprocessing equipment for the Aviation Department.

## **Human Resources Department**

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### **Airport Computer Operator (005354)**

### Airport Operating Systems Programmer (005355)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and three years of advanced programming experience to include system maintenance and problem determination are required; or completion of an information technology certification program (Novel, UNIX, Microsoft, or ORACLE) and five years of advanced programming experience to include system maintenance and problem determination are required. Advanced programming experience to include system maintenance and problem determination may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work planning, designing and implementing operational procedures utilizing various computer hardware and software systems in a centralized data processing operation.

Employees in this class are responsible for reviewing and analyzing software supplied by manufacturers and utilized in conjunction with centralized data processing hardware configurations. Responsibilities include working with other technical data processing personnel to determine optimum configurations required for installation, and analyzing changes and enhancements to software issued by manufacturers and determining impact on existing production systems, systems design and programming standards, and operating procedures. Related responsibilities include guiding systems designers and programmers in the use of systems software and linkage to application programs. Supervision is received from a technical supervisor who confers on application and operational problems and other technical support functions and evaluated work for quality of results.

##### ILLUSTRATIVE TASKS

Keeps abreast of technological developments concerning systems software supplied by data processing manufacturers.

Analyzes new and modified software for impact on installation problems, standards and procedures.

Selects new software or modifications that will enhance operating and development activities.

Implements new systems software and modifications in an optimal manner and assures minimal adverse effects on current production and testing, and minimal impact on development activities.

Assists other data processing technical employees in establishing standards for use of installation software.

Prepares instructional materials for systems designers, programmers, and operators that describe effects and new requirements resulting from changes to systems software.

Designs, codes, tests and implements special software required by the installation.

Identifies and documents standards for use and operation of systems software.

Analyzes production and testing problems to determine causes of systems software malfunctions and makes corrections, as required.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the design and capabilities of computer hardware and software.

Thorough knowledge of computer programming, including IBM Assembler.

Considerable knowledge of symbolic logic, mathematics and business statistics.

Considerable knowledge of systems analysis and design.

Considerable knowledge of current technical developments in systems software.

Ability to define application and operational problems and develop effective solutions.

Ability to detect malfunctions in vendor hardware and software.

Ability to work effectively with vendor representatives in the solution of equipment related problems.

Ability to establish and maintain effective working relations with data processing officials and officials of user departments and agencies.

Ability to furnish competent technical advice on systems capability in the design of complex systems.

## Human Resources Department

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### Airport Operating Systems Programmer (005355)

Ability to express ideas clearly and concisely, verbally and in writing.

#### **Nature Of Work**

This is advanced technical work planning, designing and implementing operational procedures utilizing various computer hardware and software systems in a centralized data processing operation.

## Human Resources Department

### Airport Protocol Officer (005360)

#### Minimum Qualifications

Bachelor's degree in International Affairs or related field. One year of professional public relations or foreign services experience is required. Must be proficient in two major foreign languages. Applicants must indicate on resume submittal the two foreign languages of proficiency. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized communications work in international relations for the Aviation Department.

Employees in this class are responsible for researching and compiling reports on the economic and political conditions of foreign nations, coordinating the logistics of official visits by foreign aviation and cultural teams, translating a variety of written materials, coordinating arrival and clearance of foreign dignitaries at Miami International Airport, and assisting foreign journalists. Incumbents must possess proficiency in at least two major foreign languages and must have a considerable knowledge of the regulations of U.S. Federal inspection agencies. Supervision is received from an administrative superior who reviews work for adherence to departmental policies and procedures, and for attainment of desired objectives.

##### ILLUSTRATIVE TASKS

Researches information from foreign news agencies, foreign airlines, consulates, foreign publications and other sources, and prepares reports on the economic and political conditions of foreign nations, to assist the Aviation Department in development of marketing strategies for airport services and airport business.

Translates aviation, economic and related materials to and from major world languages.

Coordinates the logistics of training seminars and official visits by foreign aviation and cultural teams to Miami International Airport and Dade County; provides language interpretations as required.

Coordinates the arrival and clearance of foreign dignitaries at Miami International Airport by making needed arrangements with U.S. Federal inspection agencies; performs as interpreter as required.

Assists foreign journalists covering events at Miami International Airport and in Dade County.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and practices of diplomatic protocol.

Considerable knowledge of rules and regulations of U.S. Federal inspection agencies.

Knowledge of a variety of cultural characteristics, foreign nationals and national customs.

Knowledge of public relations principles and techniques.

Knowledge of the rules of diplomacy and foreign affairs as related to visas, diplomatic pouches and other aspects of foreign travel.

Knowledge of research techniques used in the collection and analysis of narrative and statistical data.

Knowledge of Federal rules and regulations pertaining to passenger entry control at airports.

Ability to read, speak and interpret two major foreign languages.

Ability to deal tactfully and diplomatically with a variety of foreign nationals and dignitaries.

Ability to conduct research and translate written materials to and from major languages, and prepare reports.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with a variety of U.S. Federal inspection agencies.

NEW 6-91

#### Nature Of Work

## Human Resources Department

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### **Airport Protocol Officer (005360)**

This is specialized communications work in international relations for the Aviation Department.

## Human Resources Department

### Aviation Protocol Specialist (005361)

#### Minimum Qualifications

Bachelor's degree in International Relations, Hospitality, Travel and Tourism or related field. One year of experience in planning, organizing and coordinating diplomatic and/or ceremonial arrangements for visiting dignitaries or other high level government officials is required. Additional related experience may substitute for the education on a year-for-year basis. Must be fluent in at least two major foreign languages. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized supervisory communications work in the field of protocol, foreign relations and diplomacy for the Aviation Department.

Employees in this class are responsible for coordinating the activities of a staff of Airport Protocol Officers and assisting in the development of procedures for the handling of protocol at Miami International Airport. Responsibilities include coordinating seminars for foreign trade delegations, supervising the research and development of reports on economic and political conditions in foreign nations, assisting in developing protocol procedures for receiving VIPs at Miami International Airport, providing protocol training for foreign and domestic airport officials, administering the Visitor Service Funding Contract, and arranging for special handling of diplomatic pouches. Incumbents must be fluent in at least two major foreign languages and must have a thorough knowledge of the regulations of U.S. Federal inspection agencies. Supervision is exercised over a staff of Airport Protocol Officers engaged in various program activities. General supervision is received from an administrative superior who reviews work for effectiveness in meeting assigned responsibilities and in achieving objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of Airport Protocol Officers engaged in researching and compiling reports on economic and political conditions of foreign nations, coordinating official visits, translating written materials, and other protocol duties.

Develops, updates and manages protocol procedures for receiving VIPs at Miami International Airport.

Provides assistance in the development of all courtesies of port programs and initiatives offered to the Miami Consular Corps.

Coordinates with Miami Dade County elected officials the reception of their guests and official guests of Miami at Miami International Airport.

Provides training on protocol procedures at Miami International Airport to all new Protocol Officers.

Arranges for special handling of diplomatic pouches; checks passport and credentials of courier and accompanies through customs and immigration services.

Represents the Miami-Dade Aviation Department at meetings of the Consular Corps, U.S. State Department, U.S. Secret Service, and others to develop and update procedures for protocol projects at Miami International Airport.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Plans protocol arrangements with local, state and federal aviation-related agencies or other governmental agencies for visits by high ranking officials to examine customs and immigration operations at Miami International Airport, or to attend inaugural activities, openings of public projects, unveiling of exhibitions and dedications.

Plans and coordinates the preparation and coordination of detailed itineraries, essential instructions, supplementary materials and pertinent correspondence to inform local, state and federal public and private organizations of necessary protocol support activities required for official visits.

Plans and organizes activities and other protocol arrangements for spouses and/or family members of dignitaries attending events and conferences hosted by Miami-Dade County.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS



### Aviation Protocol Specialist (005361)

- Considerable knowledge of public relations principles and techniques.
- Considerable knowledge of the rules and regulations of U.S. federal inspection agencies.
- Considerable knowledge of the principles and practices of diplomatic protocol.
- Considerable knowledge of a variety of cultural characteristics, foreign nationals and national customs.
- Considerable knowledge of U.S. Federal Law Enforcement Agency rules, policies and procedures pertaining to the handling of foreign nationals at airports.
- Knowledge of supervisory principles and practices.
- Knowledge of international laws pertaining to visa requirements and diplomatic immunity.
- Ability to supervise a staff of Airport Protocol Officers in a manner conducive to full performance and high morale.
- Ability to provide effective assistance in the development and implementation of protocol arrangements for dignitaries arriving through the Miami-Dade County aviation system and visiting the local area.
- Ability to read, speak and interpret two major foreign languages.
- Ability to deal tactfully and diplomatically with a variety of high ranking government officials, foreign nationals and dignitaries.
- Ability to express ideas and information clearly and concisely, verbally and in writing.
- Ability to establish and maintain effective working relationships with officials of a variety of local, state and national organizations and government agencies.

Revised 5/17/2005

#### **Nature Of Work**

This is advanced specialized supervisory communications work in the field of protocol, foreign relations and diplomacy for the Aviation Department.

## Human Resources Department

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### Airport Information and Program Specialist (005362)

#### Minimum Qualifications

Bachelor's degree. One year of experience in airline or airport operations, public relations, or in the provision of customer services is required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized public relations and informational work at Miami International Airport.

Employees in this class schedule and conduct tours of airport facilities for interested groups and visit civic and school organizations to present information on airport operations. Work involves contacting a variety of local organizations to increase awareness of tour programs, arranging and conducting tours of airfield operating areas and related facilities and preparing tour schedules. Incumbents exercise some judgment and tact in the presentation of information to the public and in projecting a positive image of the department. Supervision is received from an administrative superior who reviews work through personal conferences and meetings for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Receives telephone calls requesting information on airport tours and schedules; arranges tours for civic groups and other organizations; prepares letters and mails information to various organizations on the nature and availability of airport tour programs; arranges for specialized tours as necessary and coordinates schedules with airlines, government agencies and other airport tenants.

Conducts tours of Miami International Airport facilities; arranges for necessary bus transportation, security and operations clearances and support of participating airlines; provides informative and interesting information to participants as tour progresses through various areas of the airport such as Fire Rescue station, hanger areas, aircraft operating areas, terminal buildings and in boarding an airplane.

Instructs and describes to tour participants, flight operations, baggage delivery, security procedures, boarding and deplaning procedures, passengers' safety requirements, in-flight operations, organization and use of terminal facilities and other interesting activities and points of interest at the airport; responds to individual questions on airport operations.

Visits schools, civic groups and other interested organizations; narrates slide presentations and explain activities, functions and services available at the airport facility; invites groups to use facilities and participate in scheduled tours.

Keeps informed on changes in equipment, structures, regulations, aircraft, airline services and activities, in-flight practices, emergency procedures and other subjects in order to maintain timely tour information for participants.

Prepares periodic activity reports as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of public relations principles and practices.

Knowledge of tenant, airline, departmental and governmental operations at Miami International Airport.

Knowledge of the geography of Miami International Airport.

Knowledge of departmental security and safety regulations, operational policies and the goals and objectives of the tour program.

Ability to organize and present information and interesting programs to the public.

Ability to vary the content of informational programs presented to various organizations depending upon the nature of the participants in a tour.

Ability to keep informed on current developments in the airline industry and at the Miami International Airport.

Ability to establish and maintain effective working relationships with the public, airline officials, departmental officials and representatives of civic and educational organizations.

## Human Resources Department

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### Airport Information and Program Specialist (005362)

REV 2-81

#### **Nature Of Work**

This is specialized public relations and informational work at Miami International Airport.

## Human Resources Department

### Airport Protocol Representative (005363)

#### Minimum Qualifications

Bachelor's degree. One year of experience in protocol, diplomacy and international affairs is required. Additional experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized administrative and communications work in international relations for the Aviation Department.

Employees in this class are responsible for monitoring the upkeep, use and operations of all Miami International Airport (MIA) VIP facilities; maintaining database of users and coordinating access to the facilities and assisting the Protocol Office in the discharge of daily protocol assignments. Responsibilities include coordinating the logistics of the special Meet and Assist requests generated by organizations, such as the Repatriated American Program (RAP) and the Council of International Visitors (CIV), International Trade Consortium (ITC) trade missions and others; conducting special surveys with foreign diplomats regarding services provided by the Miami-Dade County Aviation Department (MDAD); creating reports, charts and graphs in order to monitor trends identified by the use of the services. Supervision is received from an administrative superior who reviews work through personal conferences and observations for adherence to departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Monitors the upkeep and use of all MIA VIP facilities such as the MIA Hospitality Lounge and the MIA Consular Lounge to ensure that facilities are adequately maintained; maintains database of users and coordinates access to the facilities, provide daily oversight of the operations of these facilities.

Assists Protocol Office in the discharge of daily protocol assignments and provides assistance in the planning of protocol and international affairs events held at Miami International Airport: provides support in the reception of official guests and the coordination of logistics of these events.

Plans and coordinates the Meet and Assist requests generated by organizations, such as the RAP, the CIV, the ITC trade missions and others.

Conducts research and surveys; gathers and verifies information, and makes recommendations for plans of action; conducts special surveys with foreign diplomats regarding the services provided by MDAD; creates various reports, charts and graphs in order to monitor trends identified by service users.

Assists in the formulation of the agenda planning process and the performance of airport tours provided to international visitors and foreign diplomatic missions.

Assists the protocol office with the coordination of all activities pertaining to participation of MDAD in the County's Sister Cities Program and the activities of the MDAD Sister Airports Program

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of public relations principles and techniques.

Knowledge of the rules and regulations of U.S. federal inspection agencies.

### **Airport Protocol Representative (005363)**

Knowledge of the principles and practices of diplomatic protocol.

Knowledge of a variety of cultural characteristics, foreign nationals and national customs.

Knowledge of the rules of diplomacy and foreign affairs related to visas, diplomatic pouches and other aspects of foreign travel.

Ability to provide effective assistance in the development and implementation of protocol arrangements for dignitaries arriving through the Miami-Dade County Aviation system.

Ability to deal tactfully and diplomatically with a variety of high ranking government officials, foreign nationals and dignitaries.

Ability to communicate clearly and concisely, both verbally and in writing

Ability to establish and maintain effective working relationships with officials of a variety of local, state and national organizations and government agencies.

NEW 4/2007

#### **Nature Of Work**

This is specialized administrative and communications work in international relations for the Aviation Department.

## Human Resources Department

### Airport Public Service Assistant (005364)

#### Minimum Qualifications

Completion of 60 semester credits. Two years of customer contact experience are required. Fluency in English and two other languages is required. Additional customer contact experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is public relations work serving passengers and visitors in a public service program on an assigned shift at Miami International Airport. Employees in this class are responsible for providing assistance to travelers and visitors to Miami International Airport by providing directions and a variety of information. Duties include the operation of a passenger-paging system and the provision of bi-lingual or multi-lingual translation assistance. Some incumbents in this class are responsible for assisting arriving international passengers in customs and immigrations areas, and in controlling passenger flow. Other incumbents may monitor and operate an automated people mover system between the main terminal and the satellite building. Supervision may be exercised over a staff of student assistants who assist with work in the international passenger area. Supervision is received from an administrative superior who reviews work through personal observations, conferences and reports for satisfactory performance of public service duties.

##### ILLUSTRATIVE TASKS

Provides assistance, information and directions for travelers and visitors to Miami International Airport concerning airport services and facilities, ground transportation, local restaurants and entertainment, flight information, airline ticket counter locations, lodging, tours and other traveler and visitor needs.

Operates a passenger-paging system for local area or terminal-wide paging of passengers, airport personnel, airline employees and members of the general public.

Provides translation assistance for airlines, airport tenants, passengers, visitors and officials of Federal organizations.

Receives complaints from the public regarding airport services and facilities or experiences with local business concerns; attempts to resolve complaints or refers complaints to appropriate authorities.

Greets and directs arriving international passengers to correct customs and immigration lines; checks passenger documents, inspecting for legibility and proper completion; provides assistance to passengers in locating luggage and porters, completing forms and in explaining various procedures.

Controls the flow of passengers into immigrations and customs areas to assure speedy passenger processing; observes number of passengers in processing area and instructs other department personnel to hold new arrivals as required; informs Federal processing supervisor of passenger volume.

Provides training, guidance and assistance to a staff of airport receptionists on an assigned shift, engaged in assisting international passengers in processing through U.S. Customs and Immigration; assigns to various work areas and reports absences and tardiness.

Monitors and operates an automated airport people mover system between main terminal and satellite building; observes closed circuit television to monitor passenger volume and movements into and out of people mover cars, and conditions around people mover operating area.

Operates console controls to change people mover door assignments, hold cars for arriving or departing passengers, change door dwell times, execute emergency stops and reset system in the event of system alarms.

Monitors the satellite facility refrigeration system; recognizes and responds to critical alarms by contacting maintenance personnel as required; operates key board to recall address points in assisting maintenance employees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Metropolitan Dade County geography including road network and transportation system.

Considerable knowledge of the location restaurants, lodging, entertainment and recreational facilities.

## Human Resources Department

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### Airport Public Service Assistant (005364)

Considerable knowledge of departmental rules, regulations and procedures applicable to the area of assignment.  
Considerable knowledge of public relations principles and techniques.  
Knowledge of airline operations and activities, location of ticket counters and terminal services at Miami International Airport.  
Knowledge of the operating characteristics of an automated airport people mover system.  
Knowledge of the operating characteristics and procedures of a passenger-paging system.  
Knowledge of the Federal regulations pertaining to U.S. Customs and Immigration procedures.  
Knowledge of a variety of cultural characteristics of foreign nationals and national customs.  
Knowledge of documents required for customs and immigration processing.  
Ability to deal tactfully, persuasively and effectively with the public and with a variety of foreign nationals.  
Ability to fluently speak, understand and translate English and one or more foreign languages.

Ability to establish and maintain effective working relationships with the public, airline employees, supervisors and officials of Federal and local organizations.  
Ability to train airport receptionists in their assigned duties.  
Ability to operate a passenger-paging system.  
Ability to operate an automated people mover system.  
Ability to prepare a variety of reports and surveys.  
Ability to express ideas clearly and concisely, verbally and in writing, in English and one or more foreign languages.  
Ability to work independently in the frequent absence of immediate supervision.

REV 2-81

#### **Nature Of Work**

This is public relations work serving passengers and visitors in a public service program on an assigned shift at Miami International Airport.

### Auxiliary Airport Specialist (005372)

#### Minimum Qualifications

High school diploma or GED. Six months of security, airport operations, or maintenance repair experience are required. Must possess a Driver license. Duties require operating heavy-duty mowing equipment and lifting and moving items or pieces of equipment weighing up to 50 pounds. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is routine security and maintenance work on an assigned shift at a remote airport facility.

Employees in this class are responsible for safeguarding airport property against fire, theft, vandalism and trespassing and for maintaining and repairing airfield operations equipment and facilities. Duties involve exposure to adverse weather conditions and some judgment is required in meeting emergency situations and in enforcing established rules and regulations. Supervision is received from an administrative superior who periodically visits the airport installation and reviews work through personal conferences and written reports of operations for conformity with departmental rules, regulations and procedures.

##### ILLUSTRATIVE TASKS

Provides airfield security in the operations office at the entrance to a remote airport facility; permits entrance to authorized persons and records identifying information on prescribed form; prevents unauthorized individuals from entering the airfield; checks fences and gates to maintain security of aircraft operating area.

Monitors radio and records information on aircraft using airfield on daily operations report.

During hours of darkness when tower is inoperative by Federal authorities, activates rotating beacon, runway, taxiway, wind cone and approach lights; activates runway and taxiway lighting in response to call from pilot or when aircraft are heard or observed in the area; inspects and replaces defective bulbs and globes within the lighting system.

Performs various housekeeping duties to maintain cleanliness of department buildings.

Performs minor maintenance on fixtures and buildings utilizing various tools and trades.

Makes minor adjustments and repairs to automotive equipment; services airfield operations vehicles with air, fuel, oil and water.

Operates radio equipment, pick-up, trucks, tractors and fire trucks.

Prepares reports of shift operations and unusual incidents occurring on assigned shifts.

Assists at the scene of aircraft crash landings or

other similar incidents as required; operates an emergency fire/rescue vehicle and follows emergency procedures in the event of a fire or aircraft disaster; notifies supervisor of major problems occurring on shift; initiates Notices to Airmen due to disabled aircraft, aircraft crashes or disabled runways.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental rules, regulations and procedures.

Knowledge of established security practices and procedures.

Knowledge of the operating procedures for remote airfield equipment.

Knowledge of emergency notification procedures in the event of aircraft emergencies.

Knowledge of remote airfield geography.

Knowledge of the standard tools, materials and methods used to perform minor maintenance on fixtures, buildings and automotive equipment.

Knowledge of the occupational hazards and safety precautions applicable to the use of power tools.

Ability to enforce departmental rules and regulations with firmness, tact and impartiality.

Ability to understand and follow verbal and written instructions.

Ability to develop skill in the use and care of tools, materials and equipment.



### **Auxiliary Airport Specialist (005372)**

Ability to complete assigned responsibilities in the frequent absence of immediate supervision.  
Ability to react promptly and correctly in emergency situations.  
Ability to safely operate automotive equipment.  
Ability to prepare reports and maintain logs.

NEW 1-84

#### **Nature Of Work**

This is routine security and maintenance work on an assigned shift at a remote airport facility.

### Airport Attendant (005374)

#### Minimum Qualifications

Currently employed by Miami-Dade County with permanent status as a Airport Operations Specialist, Airport Public Service Assistant, Airport Automotive Equipment Operator 1, Auxiliary Airport Specialist, Airport Automotive Equipment Operator 2 or Landside Operations Equipment Specialist and one year of continuous full-time service in one of the above job classifications. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period. Must possess a CDL/Class B with Passenger (P) Endorsement and Air-brake Testing.

Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized operational and clerical work on an assigned shift at Miami International Airport or a smaller airfield operated by the county.

Employees in this class perform a variety of specialized airport service functions in support of airfield operations. Duties include operation of a large passenger service vehicle for use in transporting passengers from various areas of the airfield to the terminal, collecting and compiling information concerning projected passenger arrivals on international flights, and operating closed circuit television monitors to assist in maintaining passenger safety and airport security. Some incumbents in this class are responsible for performing a variety of operational duties at an auxiliary airport or smaller airfield including conducting airfield safety inspections, collecting landing fees, providing airport security and assuring compliance of airport tenants with established rules and regulations. Some judgment is required in meeting emergency situations and in enforcing established rules and regulations. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for conformity with departmental rules, regulations and procedures.

##### ILLUSTRATIVE TASKS

Operates a large passenger service to transfer passengers from remote aircraft parking areas or from sites of aircraft breakdowns to terminal, to transport international passengers to U.S. Customs, and to provide transportation for scheduled tours of airport facilities.

Receive telephone calls from a variety of airlines concerning estimated projected number of passengers arriving on international flights; compiles information on appropriate forms and reorganizes in chronological order for use by various airport operations such as U.S.

Customs, in planning their related work activities.

Operates closed circuit television monitors and observes various areas of the satellite terminal to assist in maintaining passenger safety and airport security.

Receives and records airport usage fees from airfield agent; prepares deposits; assigns cargo parking spaces as required; prepares cargo parking tickets as necessary; photocopies, assembles and distributes written material to various airport operations.

Participates in emergency storm, crash and rescue exercises as required.

Performs a variety of operational duties at an auxiliary airport or smaller airfield facility such as operating a motor vehicle to inspect conditions of runways, taxiways, lighting, fences and gates, enforcing departmental rules and regulations, providing airfield security, operating an emergency fire/rescue vehicle in response to an airfield emergency, and assisting airport users and the public by providing directions and general information regarding airport operations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of safe driving techniques and safety practices used in the operation of a passenger service vehicle.

Considerable knowledge of the geography of the airport or airfield of assignment including road network, building locations, public and private facilities and aircraft operating area.

## Human Resources Department

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### Airport Attendant (005374)

Considerable knowledge of established departmental clerical and operational procedures applicable to the area of assignment.  
Knowledge of emergency notification procedures applicable at auxiliary airports and smaller airfields.  
Knowledge of tenant and leasehold operations at auxiliary airports and smaller airfields.  
Knowledge of departmental records, forms and reports required for airfield operations.  
Some knowledge of public relations principles and techniques.  
Some knowledge of office practices and procedures.  
Ability to safely operate large passenger service vehicular equipment.  
Ability to understand and follow verbal and written instructions.  
Ability to prepare reports and maintain logs.  
Ability to react promptly and correctly in emergency situations.  
Ability to complete assigned responsibilities at auxiliary airports or smaller airfields in the frequent absence of immediate supervision.  
Ability to enforce departmental rules and regulations at auxiliary airports or smaller airfields with firmness, tact and impartiality.

REV 2-81

### **Nature Of Work**

This is specialized operational and clerical work on an assigned shift at Miami International Airport or a smaller airfield operated by the county.

The written examination will evaluate knowledge of airfield operations at Miami International Airport and auxiliary airports to include Departmental rules and regulations, emergency procedures and driver safety. Copies of the reading list and study materials are available at the Miami-Dade Aviation Department, Administrative Services Division, Building 5A, First Floor, Monday through Friday, 8:30 a.m. to 4:00 p.m., from Monday, December 10, 2007 until Tuesday, January 15, 2008. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class(es) indicated on this announcement to a maximum credit of ten years of service or six points. Apply on line at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) from Monday, December 10, 2007 to Monday, December 24, 2007. Location of examination: Miami International Airport Concourse A 3rd Floor Auditorium, Miami, Florida 33159. Date of Examination: Wednesday, January 16, 2008. Registration time: 8:45 a.m. to 9:00 a.m. Doors to the test facility will be closed promptly at 9:00 a.m. No one will be admitted for registration after the doors of the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County Employee Relations Department, Testing and Validation Section, prior to the written examination.

### Airport APM Technician (005377)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in the maintenance and repair of electrical, electronic hydraulic and pneumatic support systems are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law requirements. The security clearance required by federal law is a continuing condition of employment. Must be able to work a permanent or rotating shift to include nights, weekends and holidays.

#### **Job Specifications**

#### **Nature Of Work**

### Airport Cadastral Technician (005379)

#### Minimum Qualifications

High school diploma or GED. Three years of drafting and/or surveying experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in cadastral engineering.

Employees in this classification act as principal assistants to professional engineers in performing a variety of the more responsible and technical cadastral engineering tasks. Work requires a considerable knowledge of engineering surveying, land surveying and real property interests. Cadastral Technicians frequently supervise subordinate technical personnel. All work is subject to check in progress and upon completion by professional engineers.

##### ILLUSTRATIVE TASKS

Checks and verifies plats of subdivisions which have been prepared by land surveyors for official recording.

Reviews title search information prepared by abstractors to determine ownerships and other property interests.

Prepares and checks legal descriptions of property to be acquired for road right-of-way or other public purposes.

Performs difficult surveying computations to determine bearings and distances included in legal descriptions and area of tracts of land.

Checks executed instruments of conveyance and related documents for proper form, accuracy and completeness.

Supervises the preparation of exhibits, maps and sketches as needed in connection with acquisition functions and condemnation proceedings.

Makes routine field trips to obtain information concerning property descriptions and property values.

Trains lower level technical personnel by informal on-the-job instruction.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles, techniques and instruments of engineering drafting.

Considerable knowledge of mathematics through trigonometry and its application to sub-professional engineering and surveying computations.

Considerable knowledge of the basic principles of civil engineering and land surveying.

Considerable knowledge of interests in real property and instruments of conveyance and documents related thereto.

Ability to perform difficult surveying computations.

Ability to read and interpret a wide variety of maps, plans, aerial photographs, survey notes and other cartographic records.

Ability to understand and follow complex oral and written instructions.

Skill in the use of engineering drafting instruments and equipment.

## Human Resources Department

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### Airport Cadastral Technician (005379)

NEW 10-73

#### **Nature Of Work**

This is advanced technical work in cadastral engineering.

## Human Resources Department

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### Airport Senior Cadastral Technician (005380)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Land Surveying or related field. Four years of experience in cadastral engineering or land surveying to include experience in computerized surveying, design calculation and mapping systems are required. Additional experience in cadastral engineering or land surveying to include experience in computerized surveying, design calculation and mapping systems may substitute for the required education on a year-for-year basis up to two years.

#### **Job Specifications**

#### **Nature Of Work**

This is highly advanced technical work in cadastral engineering.

## Human Resources Department

### Airport Personnel Technician (005382)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience processing and maintaining personnel or payroll records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work assisting a professional or administrative superior in departmental personnel administration.

Employees in this class perform a variety of paraprofessional personnel administration activities in support of a departmental personnel function. Duties or combinations of duties performed vary, depending on the department to which assigned. Responsibilities include conducting preliminary interviews of applicants for employment, coordinating payroll related activities, advising supervisors and employees regarding personnel policies and procedures, and assisting in a variety of specialized personnel administration work. Incumbents exercise some independent judgment and discretion in interpreting and applying knowledges of standard personnel administration principles and practices. Supervision may be exercised over subordinate clerical employees by assignment and review of work for accuracy and conformance to personnel rules, regulations and procedures. Supervision is received from a professional or administrative superior who assigns work, assists with difficult problems and evaluates performance for technical quality, thoroughness and timely progress of work.

##### ILLUSTRATIVE TASKS

Assists in interviewing applicants for initial employment or for promotional positions; evaluates applicants' experience and training for adherence to minimum requirements; refers prospective employees to departmental hiring authorities for employment consideration and makes recommendations for selection or rejection; processes new employees for appointment in accordance with established procedures.

Serves as a departmental contact person for payroll related matters; provides information, resolves problems, and receives and responds to inquiries; coordinates work between departmental office and field operations, and the centralized personnel-payroll system; prepares and reviews the preparation of various personnel and payroll documents; assures accuracy of information and timely submission.

Monitors a departmental employee performance evaluation program, assures timely preparation of employee performance reports, assists department supervisors as needed in their proper completion; reviews performance reports for completeness, accuracy and for completion according to established procedures.

Prepares various statistical reports for use by department officials including overtime and leave usage analyses, vacancy reports, affirmative action reports, and others as required.

Maintains departmental table of organization; records changes such as transfers, demotions and status changes to insure availability of accurate information.

Confers with and provides information to supervisors and employees concerning established procedure and policy requirements in the selection of employees from eligible lists, leave requests, overtime authorizations, group insurance, employee transfers and promotions, and other personnel related transactions and functions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of specific regulations and procedures relating to preparation and maintenance of personnel actions, records and reports.

Considerable knowledge of departmental organization and operations as related to personnel administration activities and requirements.



## Human Resources Department

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### Airport Personnel Technician (005382)

Knowledge of principles and procedures relating to public personnel and merit system administration.

Knowledge of basic interviewing techniques applicable to employment selection.

Knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders.

Some knowledge of various pay provisions in the county Pay Plan.

Some knowledge of civil service employment rules and regulations.

Some knowledge of the provisions of current labor- management contracts as applicable to the area of assignment.

Ability to interpret and explain personnel rules and regulations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with supervisors, employees, the public and staff members.

Ability to interview applicants for employment or promotion and determine relevant background information.

Ability to work accurately with numerical data.

Ability to communicate effectively, both verbally and in writing.

REV 6/98

#### **Nature Of Work**

This is technical work assisting a professional or administrative superior in departmental personnel administration.

### Airport Graphic/Video Technician (005384)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in graphics design and production to include one year of experience in computer-aided graphics are required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the design of graphics for television programming on Miami-Dade TV in a county department or agency.

Employees in this class are responsible for creative design and production of still and animated television graphics. Duties or combination of duties performed vary, depending on the department to which assigned. Employees work involves computer generated 3-D animation techniques, conceptualization with producers and editors, design and creation of graphics used in documentaries, news programs, talk shows, commercial and other types of production. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision is received from an administrative/technical superior who reviews work to ensure attainment of desired objectives and compliance with quality standards.

##### ILLUSTRATIVE TASKS

Creates still and animated graphics for television productions.

Creates and maintains video bulletin board graphics.

Operates PC-based computer equipment.

Retouches video to enhance quality of graphics.

Develops graphics for various new technologies as required.

Participates in the design of original, commercial quality advertising for the print medium.

Participate in the production of computer generated graphics and videos.

Serves as member of the technical crew studio and field productions and live meeting broadcasts as needed, operating, TV production equipment like studio cameras, video switcher, videotape machines, charter generators, audio boards, teleprompter, etc.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of principles of graphic design for television and video.

Considerable knowledge of various software programs to create graphics (ex. Adobe products, 3-D Studio, Combustion, etc.).

Knowledge of state of the art broadcast quality video production.

Ability to create original designs and adapt existing artwork into effective video graphics.

Ability to apply creative design techniques to a variety of video graphics needs.

## Human Resources Department

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### Airport Graphic/Video Technician (005384)

Ability to operate computer graphics equipment.

Ability to work independently, handle multiple tasks and meet deadlines.

Ability to create and maintain effective working relationships with department directors and representatives, industry contacts, the media and members of the public.

REVISED 09/05

#### **Nature Of Work**

This is technical work in the design of graphics for television programming on Miami-Dade TV in a county department or agency.

## Human Resources Department

### Landside Operations Officer 1 (005386)

#### Minimum Qualifications

High school. Must possess a Driver license. One year of experience working in direct contact with the general public is required. Must work rotating shifts, weekends, and holidays. Duties require working in a noisy environment without air-conditioning. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is routine operational work in landside operations on an assigned rotating shift at Miami International Airport.

Employees in this class are responsible for performing a variety of duties in support of ground transportation operations at Miami International Airport. Work involves providing directions and information to airport patrons, monitoring authorized transportation operators, assuring curbside control, enforcing compliance with airport parking and loading area regulations; enforcement of taxicab operations, patrol of public and employee parking facilities, issuing and controlling airport I.D. badges, and monitoring of all landside activities while assigned to the Landside Operations Center. An additional responsibility includes supplementing police enforcement activities through the issuance of citations to offenders of parking laws and regulations. Work is performed according to established rules and procedures. Judgment and tact is required in dealing with the traveling public and with employees of private transportation contractors. Supervision is received from a specialized superior, who makes daily work assignments and reviews work through personal conferences and observations for compliance with departmental rules, regulations and procedures.

##### ILLUSTRATIVE TASKS

Assists in providing for the safe and convenient movement of pedestrian and vehicular traffic within assigned areas of the exterior of the terminal building where vehicle approach and departure routes are located.

Provides directional and informational assistance to the public concerning the use of airport transportation services and related ground transportation support facilities.

Reports public dissatisfactions and incidents of non-compliance of private ground transportation services under contract to the airport in keeping with contract service requirements and departmental rules, regulations, and procedures.

Patrols assigned areas of responsibility and monitors roadway operating and safety conditions, and vehicle and crowd activity; initiates requests to police authorities for crowd and vehicular control as required.

Monitors curbside areas, ground transportation movements and public use of facilities through operation and observation of a closed-circuit television system.

Receives payments and effects release of towed/impounded vehicles.

Supplements police enforcement activities by issuing citations to offenders of parking laws and regulations; coordinates activities with Landside Operations Center for the removal and impoundment of illegally parked vehicles.

Attends court proceedings and testifies in court as necessary.

Patrols public and employee parking facilities assisting motorists as required.

Monitors landside facilities from Landside Operations Center.

## Human Resources Department

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### Landside Operations Officer 1 (005386)

Performs duties in the issue and control of airport I.D. badges in the Airport Identification Badge program.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of landside operating procedures and departmental rules and regulations related to security, pedestrian, and vehicular safety and vehicular operation in ground transportation areas.

Knowledge of the geography of Miami International Airport roadway network, building locations, and public and private facilities.

Knowledge of the provisions of contractual agreements between county and private ground transportation services.

Knowledge of crowd control methods and techniques.

Knowledge of records and forms required in landside operations work.

Knowledge of public relations techniques.

Ability to establish and maintain effective working relationships with superiors, departmental officials, employees of private contractors and the traveling public.

Ability to enforce rules and regulations pertaining to landside operations firmly and impartially and with respect for individual rights.

Ability to operate motor vehicles and other equipment used in landside operations activities.

Ability to understand and follow verbal and written instructions.

#### MINIMUM QUALIFICATIONS

High school. Must possess a Driver license. One year of experience working in direct contact with the general public is required. Must work rotating shifts, weekends, and holidays. Some positions require working in a noisy environment without air-conditioning. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment.

REV 12-92

#### Nature Of Work

This is routine operational work in landside operations on an assigned rotating shift at Miami International Airport.

The written examination will evaluate the ability to follow written instructions, report writing, map reading, written communication and public relations techniques. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous, full-time service in the County service to a maximum credit of ten years or five points. Applicants requesting Veterans' preference must submit Veterans' preference documents at the time of application. Preference will be given to veterans and spouses of veterans when applicable. Those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility documents must include wartime dates of service and an honorable discharge. In addition to the DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability. All veterans are required to complete a Veteran's Preference Claim Form at the time of application. Apply online at

## Human Resources Department

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### **Landside Operations Officer 1 (005386)**

www.miamidade.gov/jobs from Friday, January 22, 2010 until Friday, February 5, 2010. APPLICANTS MUST ACCESS WWW.MIAMIDADE.GOV/ERD/TEST OR CALL (305) 375-0297 (OPTION 2) FOR WRITTEN TEST DATE, TIME, AND LOCATION AFTER FEBRUARY 15, 2010 AND TEST RESULTS AFTER MARCH 2, 2010. Doors to the test facility will close promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination.

## Human Resources Department

### Landside Operations Officer 2 (005388)

#### Minimum Qualifications

Currently employed by Miami-Dade County with permanent status as a Landside Operations Officer 1 and one year of continuous full-time service in the above job classification. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is specialized operational work monitoring the operations and maintenance of ground transportation facilities on an assigned rotating shift at Miami International Airport.

Employees in this class are responsible for performing a variety of tasks in the ground transportation area to assist in the safe and convenient arrival and departure of passengers and the public. Duties include patrolling upper and lower levels of the exterior of the terminal complex, assuring adequate contractor staffing in parking garages, performing periodic checks of the airport access road network, monitoring taxi starters and taxi operations and enforcing departmental rules, regulations, and procedures. Independent judgment is exercised in the application of public relations principles when dealing with travelers, the public, and employees of private transportation contractors. Incumbents may assign subordinate operations employees to work stations, schedule work, and provide assistance and direction in the performance of their assigned duties. Supervision is received from an administrative superior who reviews work through personal observations, written reports, and personal conferences for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Patrols upper and lower levels of the exterior of the terminal complex which provides vehicle approach and departure routes; enforces departmental rules and regulations, and assures prompt and courteous ground transportation services.

Monitors parking garages to assure proper equipment operations, adequate contractor staffing, and acceptable traffic flow.

Performs periodic checks of the airport access road network to identify potential safety hazards, signage and lighting deficiencies and to monitor construction activities; reports deficiencies to supervisor and follows-up to assure that problems are corrected.

Monitors taxi starters to assure proper station coverage and performance of required duties; maintains current starter work schedule.

Monitors taxicab operations, observing supply and movement and requests adjustments when required to meet demand; checks taxicabs for proper display of permit decals, licenses, and information decals.

Monitors operations of commercial vehicles providing various ground transportation and other expedite services at the airport; checks for decals and documentation where required such as permit cards or letters of authorization; maintains awareness of advance notices of approved pickups by non-permit holders.

Observes taxi storage lot and bus handling area to assure proper usage; reports unauthorized vehicles or personnel; inspects cafeteria and restroom facilities and reports deficiencies to contracted janitorial service supervisors or to departmental maintenance.

Monitors parking enforcement operations to assure proper coverage of areas and renders assistance as required.

Authorizes and initiates the process for towing illegally parked vehicles in various areas of the airport.

Conducts random emission testing on commercial vehicles according to established procedures.

Coordinates special projects such as V.I.P. arrivals and parking with police authorities or other agencies.

Exercises responsibility for operation of surveillance room, including radio net and closed circuit television network.

Arranges preventive maintenance or repairs of ground transportation vehicles and other equipment as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the specialized rules, regulations, and procedures applicable to landside operations at Miami International Airport.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the operations and activities of a variety of private contractors providing a variety of ground transportation services at Miami International Airport.

### Landside Operations Officer 2 (005388)

Knowledge of the geography of Miami International Airport including public access road network, building locations, and locations of public and private facilities.

Knowledge of departmental rules, regulations, and procedures.

Knowledge of crowd control methods and techniques.

Knowledge of departmental records, forms, and reports required for ground transportation operations.

Knowledge of taxicab and commercial carrier agreements with the department.

Some knowledge of security practices and procedures.

Ability to establish and maintain effective working relations with superiors, departmental officials, employees of private contractors and the traveling public.

Ability to exercise judgment and discretion in the application of departmental policies and procedures to a variety of landside operations circumstances, problems, and conditions.

Ability to enforce established rules and regulations with firmness, tact, and impartiality.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to understand and follow verbal and written instructions.

Ability to prepare a variety of reports, surveys, and maintain logs.

REV 12-92

#### **Nature Of Work**

This is specialized operational work monitoring the operations and maintenance of ground transportation facilities on an assigned rotating shift at Miami International Airport.



## Human Resources Department

### Landside Operations Senior Officer (005389)

#### Minimum Qualifications

Currently employed by Miami-Dade County with permanent status as a Landside Operations Officer 2 and one year of continuous acceptable full-time service as a Landside Operations Officer 2. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible specialized operational work monitoring the operations and maintenance of ground transportation facilities on an assigned rotating shift at Miami International Airport.

Employees in this class are responsible for performing a variety of tasks in the ground transportation area to assist in the safe and convenient arrival and departure of passengers and the public. Duties include monitoring the activities of various private ground transportation services under contract to the airport to assure compliance with contract service requirements, departmental rules, regulations, and procedures; inspecting transportation facilities and adjacent areas to determine deficiencies in maintenance and equipment, controlling and assigning curbside areas for passenger loading and unloading, and providing assistance and information to visitors and the traveling public. Some independent judgment is exercised when dealing with travelers, the public, and officials of private transportation contractors. Supervision is exercised over subordinate operations employees through assignment and review of work and by providing assistance and direction in the performance of their assigned duties. Supervision is received from an administrative superior who reviews work through personal observations, written reports, and personal conferences for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Exercises responsibility for ground transportation operations on an assigned shift at Miami International Airport; prepares work schedules and assigns subordinate operational employees to work areas and assigns specific tasks as needed; provides assistance, instruction, and direction to subordinates in the performance of their assigned responsibilities; participates in training new employees.

Monitors and controls airport towing program, surveillance control room activities, garage patrols, taxi operation and enforcement, parking regulation enforcement, employee shuttle bus operation, and other activities as required.

Monitors operations of taxicab and limousine services, rental car companies, public and charter buses, airline crew pickups, and courier services.

Maintains contacts with officials of taxicab companies, limousine services, ground transportation permit holders and police authorities to communicate changes in departmental policy; discusses operational problems and potential solutions with transportation representatives.

Compiles information and prepares a variety of reports concerning results of inspections and operations activities and submits to superiors and other departmental personnel; maintains charts, graphs, and statistics of various phases of ground transportation activities and parking enforcement operations.

Provides assistance, information, and directions to passengers and the public such as location of various terminal facilities and the availability and types of transportation; deals with public complaints concerning transportation services.

Responds to accidents occurring on the airport roadway system; performs first aid as required and summons fire-rescue assistance as needed; prepares accident and injury reports.

Enforces departmental rules, regulations, procedures, and contractual agreements with respect to limousines, taxicabs, ground transportation permit holders, and other airport users.

Assists police authorities in crowd and traffic control; coordinates work with supervisors of other agencies and organizations which require their participation.

Monitors construction and maintenance activities and advises superiors when conflicts occur which affect ground transportation operations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the specialized rules, regulations, and procedures applicable to landside operations at Miami International Airport.

## Human Resources Department

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### Landside Operations Senior Officer (005389)

Thorough knowledge of the geography of Miami International Airport including public access road network, building locations, and locations of public and private facilities.

Thorough knowledge of the operations and activities of a variety of private contractors providing a variety of ground transportation services at Miami International Airport.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of taxicab and commercial carrier agreements with the department.

Considerable knowledge of the taxicab for-hire ordinance, and the airport operational directive for taxicabs and commercial carrier agreements with the department.

Considerable knowledge of departmental records, forms, and reports required for ground transportation operations.

Knowledge of departmental rules, regulations, and procedures.

Knowledge of Miami International Airport roadway speed limits, signage, height clearances, and weight limits.

Knowledge of crowd control methods and techniques.

Knowledge of first-aid principles and techniques.

Some knowledge of security practices and procedures.

Ability to establish and maintain effective working relations with superiors, subordinates, departmental officials, employees of private contractors and other public agencies, and the traveling public.

Ability to exercise judgment and discretion in the application of departmental policies and procedures to a variety of landside operations circumstances, problems, and conditions.

Ability to enforce established rules and regulations with firmness, tact, and impartiality.

Ability to express ideas clearly and concisely, verbally, and in writing.

Ability to understand and follow verbal and written instructions.

Ability to prepare a variety of reports, surveys, and maintain logs.

REV 12-92

#### **Nature Of Work**

This is responsible specialized operational work monitoring the operations and maintenance of ground transportation facilities on an assigned rotating shift at Miami International Airport.

### Landside Operations Equipment Specialist (005390)

#### Minimum Qualifications

High school diploma or GED. One year of experience in operating tow truck equipment to include dealing with the general public and owners of towed, improperly parked, or disabled vehicles is required. Must possess a valid driver license. Duties require assisting stalled motorists, towing unattended or abandoned vehicles and performing preventive maintenance on tow truck equipment. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

Landside Operations Equipment Specialist

##### NATURE OF WORK:

This is routine work in landside operations on an assigned rotating shift at Miami International Airport. An employee in the classifications is responsible for assisting stalled motorists, towing unattended or abandoned vehicles and performing preventive maintenance on tow truck equipment. Work involves providing directions and information to airport patrons, operating a tow truck, removing improperly parked or disabled vehicles, assisting motorists with disabled vehicles, towing unattended or abandoned vehicles, and performing preventive maintenance on county vehicles. Supervision is received from a specialized supervisor, who makes daily work assignments and reviews work through personal conferences and observations for compliance with departmental rules, regulations and procedures.

##### ILLUSTRATIVE TASKS:

Tows vehicles or equipment on airport property to predestinated locations; assists with traffic detours and removal of debris.

Performs motorist assists such as jump starts and unlocking vehicles.

Performs routine checks of county vehicles for fluids, tire wear, lights, brakes, windshield wipers and logs deficiencies.

Provides directional and informational assistance to airport users concerning various services, and locations on and off airport property.

Dispenses oil dry materials for the containment of petroleum products.

Assists other Landside personnel with vehicle sweeps to ensure that rules and regulations are maintained.

Provides vehicle escorts for over height vehicles, emergency vehicles and general public as needed.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of landside operating procedures and departmental rules related to security, pedestrian, and vehicular safety and vehicular operation in the landside and airside areas.

Skill in basic automotive mechanics.

Knowledge of the geography of Miami International Airport roadway network, building locations, public and private facilities.

Knowledge of records and forms required in landside operations.

Knowledge of public relations techniques.

Ability to read and understand service and parts manuals.

Ability to establish and maintain effective working relationships with superiors, departmental officials, employees of private companies and the traveling public.

Ability to understand and follow verbal and written instructions.

##### Minimum Qualifications:

High school diploma or GED. One year of experience in operating tow truck equipment to include dealing with the general public and owners of towed, improperly parked, or disabled vehicles is required. Must possess a valid Driver's license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal

## Human Resources Department

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### Landside Operations Equipment Specialist (005390)

law. The security clearance required by the federal law is a continuing condition of employment.

New 12/12

#### **Nature Of Work**

This is customer service and parking enforcement work for the Miami-Dade Aviation Department.

## Human Resources Department

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### Airport Auto Support Specialist (005401)

**Minimum Qualifications**

High school. One year of experience in automotive repair or service is required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

**Job Specifications**

No Job Description Available

**Nature Of Work**

This is advanced and varied clerical work with some administrative responsibility supporting fleet management activities within the Miami-Dade Aviation fleet management operation.

## Human Resources Department

### Airport Maintenance Repairer (005403)

#### Minimum Qualifications

Eighth grade. One year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of several skilled trades such as air-conditioning, industrial machinery (conveyors, loading bridges, baggage systems, moving sidewalks, etc.), plumbing, carpentry, masonry, electrical or mechanical maintenance is required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more trades areas for the Aviation Department.

Employees in this class perform a variety of general maintenance work which approaches the journeyman level but does not require as high a degree of skill. Employees are frequently called upon to perform rough maintenance and repair work covering several building and mechanical trades areas. Assignments are usually received verbally, may be accompanied by sketches or diagrams, and are generally specific as to the nature of the work. Employees may devise their own methods of accomplishing assigned tasks and may work with some independence. All work is subject to inspection in process and upon completion by a skilled trades employee or technical supervisor.

##### ILLUSTRATIVE TASKS

Replaces defective light bulbs and fluorescent lights; assists in reballasting and relamping hi-mast lighting, tracing short circuits and replacing fuses, repairing lighted roadway signs and street lights, troubleshooting electric motor problems, checking motor starters, and installing and removing electric motors and components; cuts, threads and bends conduit pipe to sizes and lengths required by electricians.

Assists in the inspection, repair, maintenance and overhaul of baggage handling systems and moving sidewalks including replacing or splicing belts, changing pillow blocks and flange bearings on conveyor shafts, and aligning or adjusting photo cells.

Assists in the inspection, repair, maintenance and overhaul of passenger loading bridges including lubricating equipment, checking for leaks, replacing hydraulic hoses and bumpers, replacing tires and lights, removing hydraulic cylinders for repacking, and replacing gear boxes and bearings.

Makes general minor repairs to wood fixtures; assists in the installation of interior and exterior doors, door jams, doorknobs and deadbolts, window frames and sashes, cabinets and counter tops, and other hardware fixtures.

Feeds lumber into power saws, planers and joiners; operates power and manual tools to assist carpenters in cutting, fitting, assembling and erecting wooden objects and structures.

Mixes plaster, mortar and cement; assists journeymen engaged in building or repairing brick, stone or tile walls and structures.

Does rough painting, independently or under direction of a supervisor; erects scaffolding; sands furniture or other items to be painted; applies primer and finished coat using brush or spray gun.

Assists in repair and overhaul of air conditioning and refrigeration equipment; performs preventive maintenance, washes or replaces filters, changes belts, oils motors, greases bearings and cleans coils.

Installs and repairs street signs and asphalt channelization.

Assists plumbers by unstopping sinks, toilets, sewer lines and similar facilities; assists in the repair and replacement of toilets, flush valves and supply lines; assists in the repair and installation of irrigation systems.

Makes minor repairs to riding lawnmowers, pushmowers, weed eaters and edgers; changes oil, adjusts and cleans equipment.

Loads and unloads materials; cleans tools and work area upon completion of projects.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the standard tools, materials, methods and practices of a variety of trades areas.

### **Airport Maintenance Repairer (005403)**

Knowledge of the occupational hazards and safety precautions applicable to the area of assignment.  
Ability to understand and follow verbal and written instructions.  
Ability to understand and work from rough sketches and diagrams.  
Ability to make rough estimates of time and material requirements for maintenance and repair assignments.  
Skill in the care and use of tools, materials and equipment of various trades areas.  
Skill in the operation of power tools and equipment.  
Physical strength and agility sufficient to perform assigned duties.

NEW 12-96

#### **Nature Of Work**

This is semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more trades areas for the Aviation Department.

### Airport Maintenance Mechanic (005404)

#### Minimum Qualifications

Eighth grade. One year of skilled maintenance and repair experience in plumbing, electrical, carpentry, air-conditioning, loading bridges, industrial machinery and/or baggage conveyors repair are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the maintenance and repair of buildings, machinery and mechanical equipment.

An employee in this class performs specialized mechanical work in a manual trade or as a skilled journeyman in more than one craft. Work involves the maintenance and repair of machinery and mechanical equipment such as pumps, engines, motors, pneumatic tubes and electrical apparatus used in a wide variety of public building structures. Employees work independently using handtools, power tools and various precision-measuring and testing instruments. Assignments may be given in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning machinery. Work is reviewed by a maintenance foreman who inspects work occasionally in progress and upon completion for compliance with instructions and serviceability of the equipment repaired.

##### ILLUSTRATIVE TASKS

Overhauls and maintains power mowing, sawing and pumping equipment; rebuilds fractional horsepower gasoline engines; uses special tools such as valve facers, reamers, cylinder hones, drills and grinders, gauges, micrometers, taps and dies.

Repairs short circuits and broken wires; installs or replaces electrical fixtures; repairs and replaces electric motors; repairs and replaces switches, relays, transformers and other electro-mechanical components in paging systems, pneumatic tube systems and other electrical communications systems.

Repairs the less complex hospital equipment; repairs blood pressure apparatus, chart racks, operating tables and similar medical apparatus. Does electric and acetylene welding, brazing and silver soldering; repairs, modifies and makes new installations of pipe fittings; performs skilled plumbing work on steam and water lines and related plumbing equipment.

Repairs and maintains a variety of laundry machinery and equipment such as washers, extractors, tumblers, dryers, flatwork ironers and related apparatus.

Repairs and opens defective locks, changes lock combinations, disassembles doorlocks, padlocks, combination locks, handcuffs; replaces worn or broken parts, changes tumblers for new combinations; fabricates new and duplicate keys, using key cutting machine; installs master lock system for an entire building center; makes repairs to jail electrical lock system, adjusts timers, line brushes selenoids, capacitors, resistors, rectifiers and related parts of transit tube system.

Examines form and texture of parts to detect imperfections; inspects worn parts to determine changes in dimensional requirements, uses rules, calipers, micrometers and similar measuring instruments.

Adjusts functional parts of devices and control instruments; uses hand tools, levels, plumb bobs and straightedges.

Occasionally sets up and operates lathe, drill press, threading machine, grinder and similar metalworking power tools.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools and practices used in a specialized trade or in the building, electrical or mechanical crafts.

Considerable knowledge of the occupational hazards and safety precautions of the building, electrical or mechanical trades.

Knowledge of the principles of mechanics.

Knowledge of the repair and maintenance characteristics of a wide variety of governmental building structures, mechanical equipment and powered machinery.

Ability to detect defects in machinery and equipment and to make the necessary repairs or adjustments.

Ability to work from oral or written instructions, from simple diagrams and sketches.



## Human Resources Department

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### Airport Maintenance Mechanic (005404)

Ability to make simple time and materials estimates.

Skill in using a variety of standard hand tools, machines and power equipment used in a craft or in building and machinery repair work.

REV 11-66

#### **Nature Of Work**

This is skilled work at the journeyman level in the maintenance and repair of buildings, machinery and mechanical equipment.

### Airport Service Equipment Maintenance Mechanic (005406)

#### Minimum Qualifications

High school diploma or GED. One year of skilled maintenance experience in the troubleshooting and repair of baggage handling systems is required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the maintenance and repair of a variety of mechanical, electrical and computerized airport transport service equipment at the Miami International Airport. Employees in this class are responsible for inspecting, diagnosing, adjusting, repairing, replacing and calibrating airport electro/mechanic equipment including baggage handling systems, conveyor systems and automated security doors. Work involves the use of specialized precision test instruments and specialized hand tools of the electronic mechanical and electrical trade in the maintenance and repair of a variety of airport transport service equipment. Employees work independently using hand tools, power tools and various precision-measuring and testing instruments. Assignments may be in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning equipment. Work is reviewed by a technical supervisor who inspects work occasionally in progress and upon completion for compliance with instructions and satisfactory operation of equipment repaired and maintained.

##### ILLUSTRATIVE TASKS

Troubleshoots, analyzes, repairs and performs preventive maintenance on a variety of computerized transport service equipment used at the Aviation Department, Miami International Airport, with special emphasis on multi-type baggage handling systems; overhauls conveyor systems; work involves performing tasks in close, confined spaces in low lighting and dusty conditions.

Supervision of Airport Maintenance Repairers as necessary for maintenance and repair projects.

Inspects and maintains motor reducers and automated security doors; overhauls multi-stage gear reducers requiring the replacement of precision parts, seals and miscellaneous hardware; works with three-phase high voltage electric motors and motor brakes; performs basic three-phase wiring and troubleshooting.

Monitors the operation of baggage conveyors, and baggage scales and makes necessary adjustments as required; makes continual safety and operational inspections while passenger baggage equipment is in use.

Replaces major components of electromechanical, photocells, power-turns, computerized systems, electrical and mechanical parts of various designs.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the maintenance and repair of baggage handling systems.

Considerable knowledge of ASME B20.1 safety standards necessary to operate and make repairs on baggage handling systems.

Considerable knowledge of the methods, materials, tools and practices used in a specialized trade or in the electrical or mechanical trades.

Considerable knowledge of the occupational hazards and safety precautions of the electrical and mechanical trades.

Knowledge of the principles of mechanics and electronics.

### **Airport Service Equipment Maintenance Mechanic (005406)**

Knowledge of the operating, repair and maintenance characteristics of a wide variety of specialized mechanical and electrical equipment used in a major aviation complex.

Knowledge of computerized systems used in baggage handling systems, conveyor systems and automated security doors.

Knowledge of blueprints, schematics and electronic diagrams.

Ability to inspect, diagnose, repair and maintain varied and complex airport service equipment.

Ability to read, interpret and work from blueprints, schematics, electronic diagrams and manufacturer's manuals.

Ability to make simple time and material estimates.

Ability to work in confined spaces in low lighting and dusty conditions.

Skill in the use of a wide variety of precision test equipment, hand tools, machinery and power tools of the mechanical, electrical and electronic trades.

Physical strength and agility sufficient to perform assigned duties.

NEW 11/01/2004

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#### **Nature Of Work**

This is skilled technical work in the maintenance and repair of a variety of mechanical, electrical and computerized airport transport service equipment at the Miami International Airport.

### Airport Heavy Truck Tire Repairer (005407)

#### Minimum Qualifications

Eighth grade. Six months of experience servicing or maintaining truck equipment relating to heavy tire repair are required. Must obtain a CDL/Class A prior to the completion of the six-month probationary period. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in the routine and emergency road-call servicing of a variety of truck tires.

Employees in this class are responsible for various tasks in the standardized tire and wheel maintenance of County vehicular equipment. Duties include tire repair, wheel repair or refurbishment, removal and replacement of tire and wheel assemblies, maintaining routine records of servicing activities and rebuilding of tire and wheel assemblies. Work occasionally requires making minor mechanical adjustments to County vehicles which are typically not at the journeyman mechanic level. Supervision is received from a technical superior who periodically reviews work in progress and upon completion for satisfactory accomplishment of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Dismounts, breaks-down, repairs, builds-up and remounts tires and wheels.

Operates wheel/tire rebuild machines.

Services vehicle wheel and tire requirements.

Changes and repairs tires, wheels and tubes; checks and adjusts air pressure.

Cleans garage and work areas, and buildings, as required.

Keeps routine records of servicing activities, as needed.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of basic recapping technology.

Knowledge of the location, nomenclature and function of less complex parts of County mobile equipment.

Knowledge of single and double-ring wheels.

Knowledge of recordkeeping procedures in the area of assignment.

Ability to operate computerized tire/wheel balancing equipment.

Ability to operate heavy duty truck equipment.

Ability to follow verbal and written instructions.

Ability to adhere to established safety practices and procedures.

Skill in the operation of heavy pneumatic wrenches.

Skill in the operation of automated tire/wheel rebuild equipment.

NEW 6-91

#### Nature Of Work

This is semi-skilled work in the routine and emergency road-call servicing of a variety of truck tires.

### Airport Light Equipment Technician (005416)

#### Minimum Qualifications

Eighth grade. Two years of skilled experience in the diagnoses, testing, replacement, repair, overhaul, and maintenance of diversified automotive and passenger vehicle equipment such as engines, transmissions, air-conditioning systems, ignitions, differentials, brakes, electrical systems, and other vehicular systems are required. Must possess a Driver license. Must possess or obtain an Automotive Service Excellence (ASE) certificate for servicing motor vehicle air-conditioners prior to the completion of the probationary period. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is technical work at the journeyman level in the diagnosis, repair and preventive maintenance of diversified automotive and passenger vehicle equipment.

Employees in this class perform skilled work in the repair and overhaul of mobile equipment, including automobiles, vans and trucks up to 10,000 pounds Gross Vehicle Weight. Work involves repairing and overhauling engines, transmissions, air-conditioning systems, ignitions, differentials, brakes, electrical systems and other vehicular systems. Related duties may include maintaining customer relations, entering information pertaining to work orders into a computer terminal, inspecting vehicles after commercial repair, and maintaining parts inventories. Supervision is received from a shop supervisor or other superior who reviews work for satisfactory performance of equipment repaired or maintained.

##### ILLUSTRATIVE TASKS

- Tests, inspects, and repairs vehicle emission equipment to comply with vehicle emission legislation.

- Diagnoses and repairs complete electrical systems, including electric drive motors and regenerative electric systems.

- Employs onboard computer systems and other external computerized diagnostic systems in the performance of repair and maintenance work.

- Inspects, diagnoses, repairs and overhauls brake systems, including Anti-lock Brake Systems (ABS).

- Diagnoses and repairs suspension and steering systems.

- Debriefs vehicle operators to understand driveability concerns and affect appropriate repairs.

- Performs some minor body work including removal and replacement of body parts; inspects vehicles after commercial repair; adjusts and aligns body parts and hardware, as required.

- Diagnoses and repairs automotive transmissions/transaxles.

- Orders repair parts and maintains adequate parts inventory.

- Diagnoses and repairs air-conditioning systems in compliance with current environmental regulations.

- Prepares and completes work orders; operates a computer terminal to enter information and research vehicle repair history in the automated Equipment Management System.

- Performs preventive maintenance, including complete unit inspections, changing fluids/filters, and adjustments; performs lubrications and repairs all defects, as required.

- Road tests and certifies equipment before returning to in-service status.

- Repairs flat tires and performs wait-jobs, as required.

- Cleans and maintains shop, tools, and shop equipment.

- Observes established safety practices and procedures.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of design characteristics of a wide variety of mobile equipment.

- Considerable knowledge of the operating characteristics and maintenance requirements of a variety of automotive equipment, vans, passenger vehicles and trucks.

### Airport Light Equipment Technician (005416)

Considerable knowledge of modern diagnostic techniques used to detect defects in automotive equipment operation.  
Considerable knowledge of the repair and adjustment of mobile equipment parts, assemblies, components and operating systems.  
Knowledge of automotive tools, equipment and materials.  
Knowledge of occupational hazards and safety precautions of automotive repair and maintenance work.  
Ability to use modern devices and techniques to diagnose malfunctions in automotive equipment.  
Ability to use automotive repair tools and equipment to perform preventive maintenance and effect difficult repairs.  
Ability to perform complete preventive maintenance procedures.  
Ability to diagnose, repair and overhaul engines, transmissions, air-conditioning systems, electrical systems, and other vehicular systems and subsystems.  
Skill in automotive mechanics.  
Skill in the diagnosis and testing of mobile equipment malfunctions.  
Skill in the care and use of automotive tools and equipment.

REV 11-94

#### **Nature Of Work**

This is technical work at the journeyman level in the diagnosis, repair and preventive maintenance of diversified automotive and passenger vehicle equipment.

### Airport Motorcycle Mechanic (005417)

#### **Minimum Qualifications**

Eighth grade. Three years of experience in the maintenance, repair and overhaul of motorcycles and three-wheeled scooter vehicles are required; or A combination of two years of experience in the maintenance, repair and overhaul of motorcycles AND one year of experience in the maintenance, repair and overhaul of automotive passenger vehicles are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

### Airport Hydraulics Mechanic (005418)

#### Minimum Qualifications

High school diploma or GED. Two years of skilled experience troubleshooting and repairing fluid power systems and components such as hydraulic pumps, motors, directional valves and various actuators are required. Must be able to read and evaluate complex hydraulic schematics. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment. Must be able to work a permanent or rotating shift to include nights, weekends and holidays.

#### Job Specifications

##### NATURE OF WORK

This is skilled mechanical work at the Journeyman level in the repair and maintenance of airport hydraulic systems.

Employees in this class perform skilled work in the repair and maintenance of fluid power systems which activate and control passenger loading bridges, trash compactors and incinerators. Work involves diagnosing, repairing, overhauling and adjusting a variety of hydraulic equipment and hydraulic systems. Supervision is occasionally exercised over subordinate employees who assists with various phases of work. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory repair and maintenance of hydraulic systems.

##### ILLUSTRATIVE TASKS

Repairs and maintains a variety of hydraulically controlled and operated equipment with emphasis on passenger loading bridges, trash compactors and incinerators; makes adjustments on pressure relief valves and flow control valves to bring components into proper operating range; removes and replaces major components on passenger loading bridge auto level systems.

Overhauls, rebuilds and services hydraulic component parts such as motors, cylinders, directional control valves, piston type and swash plate type pumps, accumulators and conductors; fabricates hydraulic hoses, fittings and piping; certifies rebuilt components for required operating pressure.

Troubleshoots hydraulic components and systems to locate and correct problems; makes bench tests to locate leaks and defects in equipment; recommends solutions to correct operating problems.

Assigns tasks to skilled and unskilled helpers assisting in hydraulic work.

Makes occasional repairs in the field utilizing available tools and equipment; tests and checks components and equipment before returning to service.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the construction, design, repair and adjustment of hydraulic components and equipment.

Considerable knowledge of tools and equipment needed for major and minor repairs of hydraulic systems,

Considerable knowledge of the operation of passenger loading bridges, trash compactors and incinerators.

Considerable knowledge of hydraulic principles and theory.

Considerable knowledge of the mechanics of hydraulic components.

Knowledge of the occupational hazards and safety precautions of hydraulic work.

Ability to diagnose defects and failures of hydraulic systems and make repairs.

Ability to read hydraulic schematics.

Ability to make field repairs on equipment utilizing mobile repair tools.

Ability to follow verbal and written instructions.

Skill in the care and use of tools, equipment and materials used in industrial hydraulics.

Skill in the diagnosis of hydraulic malfunctions.



## Human Resources Department

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### Airport Hydraulics Mechanic (005418)

NEW 1-85

#### **Nature Of Work**

This is skilled mechanical work at the Journeyman level in the repair and maintenance of airport hydraulic systems.

### Airport Waste Plant Electrician (005420)

#### Minimum Qualifications

Must possess a Dade County Certificate of Competency as a Journeyman Electrician. Two years of experience at the journeyman level in the maintenance and repair of electronic and electrical systems or equipment are required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled journeyman work in the maintenance, repair and installation of both high and low voltage electrical and electronic systems and equipment in a modern solid waste disposal facility.

Employees in this class perform skilled electrical and electronic repair tasks in accordance with standard practices of the electrical and electronic trade, including responsibility for performing special work required for high voltage electrical equipment and controls. Work requires a knowledge of the mechanical and operational aspects of equipment and its installation. Incumbents use special electrical tools such as voltmeters, ammeters, insulation testing meters, industrial analyzers, ground testers and also use special equipment necessary for the maintenance of large electrical motors. Assignments are made either orally or through written orders and may be accompanied by diagrams and blueprints. Technical supervision is received from a superior on unusual or difficult operational problems and work is evaluated by satisfactory performance of equipment repaired or maintained.

##### ILLUSTRATIVE TASKS

Installs, maintains and repairs a variety of electronic controls such as current/voltage scale indicators and controllers, computer set stations, solid state modular controls, single case recorders, servo drive systems, servo amplifiers, temperature indicator panels and sending units; inspects and monitors all components for leakage and impending breakdown.

Installs, maintains and repairs electronic controls for electrostatic precipitators, including primary and secondary live voltage and amperage, printed circuit modules, transformers, collector plates and discharge wires.

Installs, maintains and repairs bridge crane components including control contractors, rectifier panels, continuity sensing units, signal converters, tachometer continuity and limit panels, pneumatic and hydraulic timing controls; removes, reclines and adjusts holding and closing of bridge and trolley brakes.

Installs, maintains and repairs both high and low voltage electric motors, motor starters, contractors and all types of industrial wiring and lighting.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of standard practices, methods, tools and materials of the electrical and electronic trade.

Considerable knowledge of the installation, alteration, repair and maintenance of both high and low voltage electrical and electronic systems and equipment in modern solid waste disposal facilities.

Knowledge of local and national electrical codes.

Knowledge of the hazards of the trade and of appropriate precautionary measures, particularly as they pertain to work on high voltage electrical systems and equipment.

Knowledge of the operating principles and repair techniques applicable to electronic equipment.

Ability to locate and adjust defects in electrical and electronic systems and equipment.

Ability to work from electrical diagrams and blueprints, and to understand and effectively carry out oral and written instructions.

Ability to make appropriate estimates of time and materials.

Ability to follow electrical wiring diagrams on low and medium voltage motor controllers and circuit breakers.

Skill in the care and use of standard and special electrical tools and testing equipment.

NEW 10-78

#### Nature Of Work

This is advanced skilled journeyman work in the maintenance, repair and installation of both high and low voltage electrical and electronic systems and equipment in a modern solid waste disposal facility.

### Airport Waste Plant Electrician (005420)

**Minimum Qualifications**

High school diploma or GED. Three years of skilled experience in the installation, maintenance, and repair of a variety of pumps and related mechanical equipment are required. Must possess a driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is skilled work at the journeyman level in the installation, repair and maintenance of mechanical equipment for the Miami-Dade Aviation Department.

### Airport Automotive Equipment Operator 1 (005427)

#### Minimum Qualifications

Eighth grade. Six months of experience in operating equipment such as pick-up trucks, water trucks, dump trucks, tractors, tractors with mover attachments, rollers, vans, riding mowers, forklifts, or similar equipment are required. Must possess a CDL/Class B with air-brakes. Duties require the ability to lift and handle items and equipment weighing up to 50 pounds. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of trucks and similar types of automotive equipment for the Aviation Department.

Employees in this class are responsible for operating dump and stake body trucks, water carriers, light tractors, vans, motorized sweepers, wreckers, pick up trucks, fork lifts and other vehicles used in varied operations throughout airport facilities. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operation checks and routine preventive maintenance. Work requires some manipulative skill and dexterity in operating vehicles safely while driving under varying road and weather conditions. Supervision is received from a supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

##### ILLUSTRATIVE TASKS

Drives dump truck, flatbed truck or other vehicle and transports labor crew, materials, supplies, tools and equipment to work sites; supervises laboring tasks in roadway patching, road shoulder and median maintenance, and weed cutting.

Operates light tractor with mower attachment and riding mower to mow areas along taxiways, runways, fencing, signs and lights at airport facilities.

Operates tank truck and oil distributor in roadway resurfacing and related maintenance; operates a roller to prepare parking lot, roadway or bicycle path surfaces.

Drives passenger bus to transport students and others; drives van and stake body vehicle to deliver building supplies, laundry and various materials.

Operates a sweeper tractor to remove refuse from roadways, parking lots and other areas.

Operates heavy duty wrecker equipped with crane and winch; hoists and tows disabled vehicle to repair shop.

May assist labor crew with assigned tasks or direct work of labor crew on landscape, roadway or other maintenance jobs.

Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operational characteristics of medium-sized trucks and similar types of automotive equipment.

Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation.

Knowledge of local traffic rules and regulations.

Some knowledge of the geography and road network of the metropolitan area.

Ability to operate an assigned vehicle in the prescribed manner.

Ability to detect improper functioning mechanical systems on an assigned vehicle.

Ability to make minor adjustments and to perform minor servicing of automotive equipment.

Skill in driving medium-sized trucks and similar automotive equipment.

## Human Resources Department

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### Airport Automotive Equipment Operator 1 (005427)

NEW 10-94

#### **Nature Of Work**

This is skilled work in the operation of trucks and similar types of automotive equipment for the Aviation Department.

### Airport Automotive Equipment Operator 2 (005428)

#### Minimum Qualifications

Eighth grade. One year of experience in operating medium and/or heavy-duty automotive or medium and/or heavy-duty construction equipment such as 5,000 to 10,000 pound tractor trailers, light tractors, truck-mounted sweepers, tractor-mounted scrubbers, water tank trucks, backhoes, front loaders or similar equipment is required. Must possess a CDL/Class A with Air-Brakes testing. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment for the Aviation Department.

Employees in this class are responsible for operating tractor trailers, heavy duty road rollers, front end loaders, small bulldozers and other vehicles used principally for maintenance and construction purposes. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Work requires skill and dexterity in using simultaneous control mechanisms on assigned vehicles. Supervision is received from a maintenance or construction supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

##### ILLUSTRATIVE TASKS

Transports construction equipment using a low bed trailer; operates tractor trailer in local hauling tasks; loads and unloads vehicles as required.

- Operates heavy duty road roller in resurfacing and roadway construction.

- Operates front end loader or small tractor rigged with hydraulic loading lift and back hoe digging shovel.

- Operates amphibious vehicles used in spraying and removing vegetation from canals and waterways.

- Drives truck and operates hydraulic aerial hoists used in tree maintenance; uses crane and winch attachments for loading and placing various equipment and materials.

- May operate smaller earth-moving equipment such as bulldozers, graders and mobile hydrocranes.

- Operates mowtrim or boom-mounted saw to trim roadside vegetation and canal banks.

- Operates large dump truck to haul construction materials or debris.

- Operates large street sweeper for road maintenance.

- Operates a single bed trash truck with chipper attachment to cut back visual obstructions and hazardous roadside vegetation.

- Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field.

- May assist labor crew with assigned tasks or direct labor crew on landscape or construction jobs.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of the operational characteristics of large vehicles and larger types of automotive equipment.

- Knowledge of large vehicles and public works equipment used for maintenance and construction purposes.

- Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation.

- Knowledge of local traffic rules and regulations.

- Some knowledge of the geography and road network of the metropolitan area.

- Ability to operate an assigned vehicle in the prescribed manner.

- Ability to detect malfunctions while operating heavy equipment.

- Ability to make minor adjustments and to perform minor servicing of assigned automotive equipment.

## Human Resources Department

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### **Airport Automotive Equipment Operator 2 (005428)**

Skill in the operation of heavy automotive and public works equipment.

NEW 10-94

#### **Nature Of Work**

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment for the Aviation Department.

### Airport Automotive Equipment Operator 3 (005429)

#### Minimum Qualifications

Eighth grade. Two years of experience operating medium and/or heavy duty automotive or medium and/or heavy duty construction equipment such as crawler-type excavating machines, lowboys, or similar equipment are required. Must possess a CDL/Class A with air-brakes testing. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of heavy duty earth-moving equipment for the Aviation Department.

Employees in this class operate large diesel-powered vehicles used in varied maintenance and construction tasks. Duties include the operation of equipment with complex control systems requiring a high degree of manipulative skill and dexterity. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Supervision is received from a field supervisor who inspects work in progress and upon completion for effective equipment operation and compliance with engineering standards.

##### ILLUSTRATIVE TASKS

Operates heavy equipment such as motor graders, backhoes, front end loaders and hydraulic bulldozers in the maintenance and construction of airport interior roadways, parking lots, runways, drainage ditches, field lighting trenches and other facilities.

Operates road grader in roadway construction and maintenance work; builds road crown, slopes shoulders, spreads materials, blades drainage ditch; finishes work to grade.

Rigs and operates crane, dragline, backhoe, pile driver and similar power shovel equipment; drags, hoists, swings and dumps materials using clamshell and bucket attachments for digging, widening and cleaning waterways and drainage ditches.

Operates large hydraulic bulldozer to clear land for roadways, parking areas and other facilities.

Operates a large grade-all to clean and maintain ditches, provide uniform grade to canal banks and for excavation in canal construction and maintenance.

Operates truck-mounted and crawler type excavating machines in the performance of a variety of construction and maintenance tasks.

Inspects equipment before starting; checks lubricants, cooling system, hydraulic and electrical systems; makes necessary minor adjustments; reports malfunctions to supervisor; field tests equipment after servicing.

May serve as a crew leader over a small field crew of equipment operators and laborers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics of heavy duty earth-moving equipment.

Considerable knowledge of the occupational hazards and safety precautions applicable to the operation of construction equipment.

Knowledge of basic maintenance requirements of heavy construction equipment.

Ability to detect malfunctions while operating heavy construction equipment.

Ability to make adjustments and to perform minor maintenance to heavy equipment.

Ability to perform earth work according to engineering specifications.

Skill in the operation of large earth-moving equipment.

NEW 10-94

#### Nature Of Work

This is skilled work in the operation of heavy duty earth-moving equipment for the Aviation Department.



## **Human Resources Department**

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### **Airport Automotive Equipment Operator 3 (005429)**

## Human Resources Department

### Airport Carpenter/Roofer (005438)

#### Minimum Qualifications

High school diploma or GED. Two years of skilled roofing experience to include one year of carpentry work are required. Must possess a CDL/Class B. Applicants qualifying for employment with the Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled carpentry and roofing work for the Metro-Dade County Aviation Department.

Employees in this class perform skilled carpentry tasks in accordance with standard trade practices, and are responsible for performing skilled work in patching, repair and replacement of roof structures. Duties include performing preventive maintenance to roof surfaces and related structures, conducting routine inspections and recommending repairs, and performing other duties associated with roof repair or replacement. Supervision may be exercised over trades helpers who assist in various phases of carpentry or roofing work. Supervision is received from a technical or administrative superior who reviews work in progress and upon completion for satisfactory completion of assignments.

##### ILLUSTRATIVE TASKS

Performs skilled carpentry tasks in the construction, maintenance and repair of wooden articles, equipment and structures; applies carpentry skills to patching, repair and replacement of roofing systems and associated roof structures.

Supervises one or more trades helpers in construction, repair and maintenance of wooden structures or roofing systems.

Repairs roof on main Miami Airport terminal and other buildings at Miami International Airport and at auxiliary airports, including single-ply, built-up, foam overlay and vinyl systems.

Replaces ceiling tiles damaged due to roof leaks.

Performs rough framing, sheathing and other duties associated with the repair or replacement of roof system or framing.

Performs preventive maintenance to roof surfaces, including drain clearing, removing miscellaneous trash; maps with roof fiber coating.

Conducts routine inspections of buildings and recommends repairs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Considerable knowledge of roofing structures, materials and methods of repair and replacement.

Knowledge of the occupational hazards and safety precautions of the carpentry trade and roofing work.

Knowledge of the methods of roofing preventive maintenance.

Ability to perform skilled carpentry tasks in the repair, maintenance and replacement of roof structures, and in standard carpentry work.

Ability to work at considerable height.

Ability to perform carpentry work under adverse weather conditions.

Ability to conduct inspections of roof structures and recognize conditions which require repair or maintenance.

Skill in the operation of carpentry tools and equipment.

Skill in carpentry.

NEW 6-91

#### Nature Of Work

This is skilled carpentry and roofing work for the Miami-Dade County Aviation Department.

## Airport Carpenter (005442)

### Minimum Qualifications

Eighth grade. Two years of skilled carpentry experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is skilled work at the journeyman level in the construction, maintenance and repair of wooden articles, equipment and structures for the Aviation Department

Employees in this class are responsible for performing skilled carpentry tasks in accordance with standard trade practices. Work involves skilled hand and bench carpentry duties including the operation of power-driven wood-working machinery. Assignments may be made verbally or consist of written instructions, sketches, diagrams or blueprints. Supervision may occasionally be exercised over various trades helpers who assist in various phases of carpentry work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory application of carpentry skills and adherence to job specifications.

#### ILLUSTRATIVE TASKS

Performs general carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture.

Repairs tables, shelves, benches and cabinets; builds concrete forms; lays sub-flooring and does sheathing.

Performs skilled bench work in a carpenter shop operating power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines; uses and maintains hand carpentry tools.

Patches boat hulls; makes ribs and braces; repairs fenders, bulkheads, piers and moorings.

Prepares estimates of time and material requirements for assigned tasks; keeps simple records.

Reads and interprets blueprints, diagrams, sketches and other written instructions.

Observes established safety practices and procedures.

Supervises various semi-skilled and unskilled trades helpers assigned to assist with various phases of carpentry work.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Considerable knowledge of the types, qualities and uses of various woods.

Considerable knowledge of the occupational hazards and safety precautions of the carpentry trade.

Knowledge of blueprints and construction plans.

Ability to prepare estimates of time and materials required for carpentry assignments.

Ability to operate a variety of power-driven wood-working machinery.

Ability to inspect lumber for grade and quality.

Ability to follow verbal and written instructions.

Ability to read and interpret blueprints, sketches and diagrams.

Ability to instruct and direct various semi-skilled and unskilled helpers in the performance of carpentry assignments.

Skill in the operation of carpentry tools and equipment.

Skill in carpentry.

## Human Resources Department

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### Airport Carpenter (005442)

#### **Nature Of Work**

This is skilled work at the journeyman level in the construction, maintenance and repair of wooden articles, equipment and structures for the Aviation Department

### Airport Electrician (005444)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Must have own hand tools. Must obtain a CDL/Class B prior to the completion of the probationary period. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures at the Aviation Department.

Employees in this class are responsible for performing skilled electrical tasks in accordance with standard electrical trade practices. Duties include working independently with considerable latitude in determining methods of work and using specialized tools and testing instruments of the electrical trade. Assignments may be verbal or consist of sketches, blueprints and electrical diagrams. Employees are frequently assisted by various skilled and unskilled trades helpers who assist in various phases of electrical work. Supervision is received from a technical or administrative superior who inspects work upon completion for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Installs, repairs, modifies and maintains various electrical fixtures in airport facilities; performs relamping and reballasting of interior and exterior fixtures; repairs lights, illuminated signage and security doors; responds to and corrects electrical outages, hazards and emergencies.

Installs, repairs and replaces electrical conduit, electrical wire, transformers, switches, electrical panels, fixtures and other electrical equipment for buildings, security and area lighting.

Repairs motors, flasher units, time clocks, relays, switches, control boxes and fuse boxes.

Locates and corrects power failures and motor trouble on electrically operated machinery, apparatus and systems.

Occasionally performs electrical work on refrigeration equipment; repairs, reconditions, modifies, replaces and installs equipment to refrigerate air and water.

Performs electrical work on moveable bridges such as repairing electrical motors and controllers, installing traffic warning and gate lights, installing and repairing switch panels, lights and electrical circuits, and replacing worn-out conduit and wire.

Reads and interprets sketches, blueprints and electrical diagrams.

Observes established safety practices and procedures applicable to the electrical trade.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the electrical trade.

Considerable knowledge of the principles and theory of electricity.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work on high voltage electrical systems and equipment.

Knowledge of blueprints and electrical diagrams.

Knowledge of local electrical codes effective in the County.

Ability to install, repair, maintain and alter a variety of electrical equipment and systems.

Ability to follow verbal and written instructions.

Ability to read and interpret blueprints, sketches and electrical diagrams.

Skill in the care and use of standard tools, equipment and testing instruments of the electrical trade.

Skill in the diagnosis of electrical malfunctions.

Skill in the electrical trade.

## Human Resources Department

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### Airport Electrician (005444)

NEW 10-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures at the Aviation Department.

### Airport Locksmith (005446)

#### Minimum Qualifications

Eighth grade. One year of experience as a locksmith is required. Must possess a Driver license. Completion of vocational or trade school locksmith training coursework may substitute for three months of the required experience. Must be able to work permanent or rotating shifts schedule to include nights, weekends and holidays, respond to emergency shifts, weekends, weekends and holidays, and respond to emergency call backs. Successful candidates must be bonded and possess own hand tools. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation and repair of locks and in making keys.

Employees in this class are responsible for the installation, alteration, servicing and repair of a variety of locks. Duties include the repair and opening of mechanical and electrical locks, making keys and changing lock combinations using a variety of handtools and special equipment. An additional responsibility includes the fabrication of parts for the repair of obsolete locks. Assignments may be received in the form of verbal or written instructions. Supervision is received from a maintenance superior who reviews work for the satisfactory performance of equipment installed or repaired.

##### ILLUSTRATIVE TASKS

Repairs and opens defective locks; changes lock combinations; disassembles door locks, padlocks, combination locks and handcuffs; replaces worn or broken parts; changes tumblers for new combinations.

Uses lockpick to open locks where no key is available.

Makes repairs to jail electrical lock system; adjusts timers, line brushes, solenoids, capacitors, resistors, rectifiers and related parts of lock system.

Fabricates parts for repair of obsolete locks using drill press, lathe, grinders and special handtools.

Installs master key floor and building lock systems; works with journeyman trades employees in the installation of locks in wood and metal doors.

Makes new and duplicate keys using key cutting machine.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the practices, methods, materials and tools of the locksmith trade.

Considerable knowledge of the occupational hazards and safety precautions of the locksmith trade.

Knowledge of the repair and maintenance characteristics of a wide variety of mechanical and electrical locks.

Knowledge of the necessary equipment for the fabrication or repair of locks and other locking devices.

Ability to install, alter, repair and maintain a variety of mechanical and electrical locks.

Ability to work from sketches, diagrams and plans.

Ability to understand and follow verbal and written instructions.

Ability to make simple estimates of time and materials.

Skill in the use and care of the tools, machinery and equipment of the locksmith trade.

REV 11-94

#### Nature Of Work

This is skilled work at the journeyman level in the installation and repair of locks and in making keys.

## **Human Resources Department**

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**Airport Locksmith (005446)**



### Airport Painter (005448)

#### Minimum Qualifications

Eighth grade. Two years of experience painting building structures, fixtures, and equipment are required. Must obtain a CDL/Class B within the one-year probationary period. Duties require working from bucket trucks, lifts and scaffolding at heights. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to, fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the painting of airport buildings, fixtures and equipment.

Employees in this class are responsible for performing skilled painting tasks in accordance with standard trade practices. Work involves the preparation of surfaces and materials for painting, occasional hazardous assignments requiring the use of scaffolding, and application of paint to a variety of surfaces using a brush or spray gun. Duties require individual skilled performance in accordance with established trade practices and assignments may be verbal or consist of written job orders. Supervision is received from a technical or maintenance supervisor who periodically inspects work in progress and upon completion for satisfactory application of painting skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Prepares surfaces to be painted by removing dirt, scales, rust, old paint, grease, and other materials; scrapes, sands and applies sizing.

Mixes and matches paints and stains using the proper proportions of pigment, base and thinner.

Applies paint to interiors and exteriors of buildings and to special institutional, general building or other furniture and equipment; operates spray gun and uses brushes.

Occasionally does staining; uses brushes or rags, or dips objects into various stains; stains shelving, benches, tables and cabinets prior to lacquering or varnishing.

Rigs and erects scaffolding; hauls and erects ladders.

Occasionally performs a variety of other tasks closely related to painting assignments; applies water-proofing to building walls; cuts old caulking compounds and inserts new; cuts glass for windows, doors and picture frames, and removes and replaces broken glass.

Repairs bad spots in furniture; applies paint remover; neutralizes spots with alcohol, sands and makes minor repairs to equipment and apparatus.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the painting trade.

Considerable knowledge of the types, qualities and uses of various paints and stains.

Considerable knowledge of the occupational hazards and safety precautions of the painting trade.

Ability to work at considerable heights on scaffolding.

Ability to understand and follow verbal and written instructions.

Ability to mix paints and stains in the proper proportions.

Skill in the use and operation of spray guns, paint brushes and other equipment of the painting trade.

Skill in mixing paints and matching and blending colors.

Skill in painting.

## Human Resources Department

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### Airport Painter (005448)

#### **Nature Of Work**

This is skilled work at the journeyman level in the painting of airport buildings, fixtures and equipment.

### Airport Machinist (005450)

#### Minimum Qualifications

Eighth grade. Three years of experience as a skilled machinist are required. Completion of a certified training program in the machinist trade may substitute for up to two years of the required experience. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the operation of machine tools for the repair, fabricating and machining of machinery and equipment for the Aviation Department.

Employees in this class perform skilled metal work in fabricating and repairing tools, machinery and equipment requiring adherence to very close tolerances. Assignments may be received verbally or in the form of diagrams, sketches or blueprints. Incumbents determine their own work methods and practices on particular assignments although special features may be outlined more specifically by a supervisor. Supervision is received from a technical superior who reviews work for satisfactory repair, fabrication and machining of machinery and equipment.

##### ILLUSTRATIVE TASKS

Shapes metal objects using lathes, shapers, power-saws, milling machines, drill presses and similar metal-working power equipment; uses taps, dies, reamers, files and similar tools; gauges work carefully using micrometers and other precision measuring instruments.

Makes bushings on lathes for dragline, bulldozers, graders and rollers; turns shafts and fits shafts in bushings; turns steel, bronze and other shaftings to required dimensions; makes extension for drill bits; fills up worn out shafts and turns down for original sizes; cuts key ways in shaftings.

Fashions bearings, gears, fiber insulators, valve stems, carburetor parts and a wide variety of other items of machinery and equipment; refaces valves and fly wheels; cuts threads; bores brake drums and cylinder blocks.

Sharpens tools and equipment; inspects machinery in the field for repair needs and makes minor repairs and adjustments.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of machine shop practices and procedures.

Considerable knowledge of the methods, materials, tools and practices of the machinist trade.

Considerable knowledge of the occupational hazards and safety precautions of machinist work.

Knowledge of the operating characteristics and repair needs of a wide variety of machine and hand tools, and equipment.

Ability to read and interpret diagrams, sketches and blueprints.

Ability to fabricate parts from general descriptions or verbal instructions.

Skill in the use and operation of a wide variety of metal-working hand tools and power-driven machinery.

Skill in the machinist trade.

NEW 10-94

#### Nature Of Work

This is skilled work at the journeyman level in the operation of machine tools for the repair, fabricating and machining of machinery and equipment for the Aviation Department.

### Airport Plumber (005452)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Plumber. Must possess a Driver license. Must obtain a CDL/Class B within the probationary period. Must possess own hand tools. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, maintenance and repair of plumbing systems, fixtures and accessories for the Aviation Department.

Employees in this class are responsible for performing skilled plumbing tasks in accordance with standard trade practices. Duties include determining work methods and required materials, cutting and installing pipes, performing a variety of plumbing repair and maintenance tasks, and utilizing specialized tools and testing instruments of the plumbing trade. Assignments may be verbal or consist of blueprints, sketches or diagrams. Employees are frequently assisted by various skilled and unskilled trades helpers who assist in various phases of plumbing work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory performance of equipment, compliance with job specifications and adherence to applicable codes and regulations.

##### ILLUSTRATIVE TASKS

Cuts openings in walls for pipes; bends pipes to needed contours; cuts, reams and threads pipe; cuts and installs PVC pipe and polyethylene tubing to specifications.

Installs, maintains and repairs valves, faucets, bathtubs, sinks, lavatories, sewers, vents, drinking fountains, water heaters and other fixtures.

Installs irrigation systems including pumps, pressure tanks, sprinklers, sprinkler controls and connectors.

Pours molten solder over joints and spreads and tapers solder.

Maintains piping systems by opening clogged drains with plungers or other devices; snakes out pipes and fixtures; replaces washers on leaky faucets; tests for leaks by filling pipe with water under pressure and checking fall pressure with gauges.

Installs pipe and hoses on fire trucks, spray trucks and other specialized equipment and apparatus.

Repairs, replaces and checks high and low pressure steam boilers; blows down and flushes boilers; checks, repairs and replaces safety devices and controls as necessary; flushes and cleans boilers, storage and return tanks, hot water heaters and similar equipment.

Reads and interprets blueprints, sketches and diagrams.

Prepares estimates of time and materials required for plumbing assignments.

Observes established safety practices and procedures.

Operates and uses specialized plumbing tools and equipment such as ratchet cutters, reamers, electric and gasoline-powered sewer snakes, pipe wrenches, chain wrenches and pipe vices.

Assigns tasks to various skilled and unskilled helpers assisting in various phases of plumbing work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the plumbing trade.

Considerable knowledge of the flows, pressures and capacities of water tanks and lines.

Considerable knowledge of applicable local plumbing codes effective in the county.

Considerable knowledge of the occupational hazards and safety precautions of the plumbing trade.

Knowledge of blueprints and plumbing diagrams.

Ability to install, repair and maintain plumbing systems, fixtures and accessories.

Ability to locate defects in plumbing fixtures, systems and equipment.

Ability to follow verbal and written instructions.

### Airport Plumber (005452)

Ability to read and interpret blueprints, sketches and diagrams.  
Ability to prepare time and material estimates for plumbing assignments.  
Skill in the care and use of standard tools, equipment and testing devices of the plumbing trade.  
Skill in the diagnosis of plumbing malfunctions.  
Skill in the plumbing trade.

NEW 10-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, maintenance and repair of plumbing systems, fixtures and accessories for the Aviation Department.

### Airport Mason (005454)

#### Minimum Qualifications

Eighth grade. One year of skilled experience in general masonry work to include cement finishing, concrete or drywall finishing, plastering, block laying, and tile setting is required. Must be able to read, interpret and work from blueprints and drawings. Must have own hand tools and must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the construction, repair and maintenance of masonry buildings, structures and facilities for the Aviation Department.

Employees in this class are responsible for performing skilled masonry tasks in accordance with standard trade practices. Work involves constructing and testing forms for pouring of concrete, laying bricks and concrete blocks, and applying and trimming mortar. Duties are performed with considerable independence in accordance with job specifications and work orders, and assignments are generally accompanied by sketches and diagrams. Employees may be assisted by various skilled and unskilled trades helpers who assist in various phases of masonry work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory application of masonry skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Measures distance from reference points and marks guidelines on working surface to lay out work; determines the vertical and horizontal alignment of course using specialized masonry tools and equipment.

Constructs and tests forms in preparation for pouring cement; assists in pouring quantities of concrete for foundations and reinforcements; operates a concrete pump device to apply spray as required.

Applies cement grout to patch surfaces; mixes mortar and points bricks; manipulates trowel, floats and screeds on poured concrete to secure a specified finish; operates vibrators or rotary finishers.

Lays bricks, stone and concrete blocks and applies and trims mortar according to prepared drawings and plans.

Constructs, repairs and maintains manholes, junction boxes, vault structures, pumping station wetwells, concrete spillways and barbeque pits.

Prepares surfaces for plastering; replaces broken metal or wooden lathes, chips out broken plaster, concrete or tile; mixes plaster according to standard formula.

Applies tile to walls, floors and ceilings according to specified designs; sprinkles dry cement on fresh concrete sub-floor and sets tile; replaces dislodged tile blocks; fills spaces between tiles by troweling grout over surface of set tile and cleans surface of finished tile; applies plaster coat and layer of cement to walls and taps tile blocks with trowel handle into mortar.

Prepares estimates of time and materials required for masonry assignments.

Performs a variety of unskilled and semi-skilled tasks in allied building trades.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the masonry trade including stone work, plastering, cement finishing and tile setting.

Considerable knowledge of the occupational hazards and safety precautions of the masonry trade.

Considerable knowledge of the various types of mortar.

Knowledge of masonry construction standards.

Ability to prepare estimates of time and materials required for masonry assignments.

Ability to follow verbal and written instructions.

## Human Resources Department

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### Airport Mason (005454)

Ability to read and interpret sketches and drawings.  
Skill in the manipulation and operation of masonry tools and equipment.  
Skill in masonry.

NEW 10-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the construction, repair and maintenance of masonry buildings, structures and facilities for the Aviation Department.

### Airport Refrigeration/Air-Conditioning Mechanic (005456)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in Refrigeration/Air-Conditioning Maintenance and Installation. Must possess a Driver license. Must possess a Type II or Universal Certificate from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82 regulations. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal requirements. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, maintenance and repair of refrigeration equipment for the Aviation Department.

Employees in this class are responsible for servicing air conditioning systems and units, cold storage plants, refrigerators, water cooling systems and related equipment utilized in a wide variety of airport facilities and buildings. Employees work independently using handtools, power tools and various precision measuring and testing instruments. Assignments may be in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning equipment. Work is reviewed by a maintenance supervisor who inspects work occasionally in progress and upon completion for compliance with instructions and for satisfactory operation of equipment repaired, installed or maintained.

##### ILLUSTRATIVE TASKS

Overhauls and services refrigeration units by repairing, replacing or adjusting worn or broken parts on condensers, compressors and water and vacuum pumps; tests refrigeration equipment for refrigerant leaks.

Repairs or adjusts valves, piping connections, fittings and couplings by bolting, riveting, welding, soldering and brazing, using hand tools, acetylene torch, prestolite torch and drill press.

Removes motors and pumps, replaces shafts and bearings, repacks and reinstalls; replaces, repairs and recalibrates thermostats and humidistats; adjusts expansion valves; adjusts or changes belts; replaces gaskets, hinges and hardware.

Sets airflow controls to suit occupants by adjusting splitters, dampers, diffusers and fan speeds; removes, cleans and replaces strainers and filters; rebuilds, repairs and paints wood and metal cooling towers and fans; adds appropriate chemicals to water towers to prevent rust and corrosion.

Starts equipment, observes operation and reads gauges and instruments such as volt-ohm meters; determines temperature, velocity and humidity factors using air and water temperature gauges; adjusts mechanisms such as valves, controls and pumps to control level of fluid, pressure and temperature; bleeds contaminants from system and charges with specified amount and type of refrigerant; checks gauges and makes periodic preventive maintenance inspections.

Assists supervisor in planning modifications and new installation projects, preparation of specifications, and in major overhauling and reconditioning jobs utilizing blueprints, engineering specifications and knowledge of refrigerant systems.

Maintains simple job records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the practices, methods, materials, test instruments and tools commonly utilized in the repair and service of various types of refrigeration equipment.

Considerable knowledge of the mechanical operation and repair characteristics of various kinds of refrigeration equipment.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Knowledge of the principles of mechanics.

Ability to detect defects in machinery and to make the necessary repairs or adjustments.



## Human Resources Department

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### **Airport Refrigeration/Air-Conditioning Mechanic (005456)**

Ability to work from verbal or written instructions, simple diagrams and sketches.

Skill in the care and use of tools and equipment essential for the repair of food, water and air refrigerating equipment.

NEW 10-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, maintenance and repair of refrigeration equipment for the Aviation Department.

### Airport Sign Painter (005458)

#### Minimum Qualifications

Eighth grade. One year of experience as a skilled sign painter to include experience with computerized sign making and silk screen procedures is required. Must possess a Driver license. Job requires working at heights. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled manual work at the journeyman level in the design and lettering of signs, posters, show cards and various pictorial displays. Employees in this class are responsible for a variety of sign painting and lettering. Work involves the use of freehand lettering, stencils, silk screens and other painting processes. Additional work includes the cutting of mitre boards for use in silk screen frames, sanding and preparing surfaces for painting. Work assignments are received in the form of sketches, oral or written instruction from a maintenance supervisor who reviews work upon completion for satisfactory appearance and conformance with specifications.

##### ILLUSTRATIVE TASKS

Hand letters a variety of signs, laying out and cutting film for silk screen processing; cutting mitre boards for silk screen frames.  
Makes original drawings, cutting paper stencils for hand lettering used in gold leaf lettering, signs for building and parking signs, desk plates and special signs and posters.  
Prepares signs for advertising displays for resale merchandise, murals, cartoon work, cut-outs for displays and other related painting work.  
Letters and numbers automobile equipment, boats, concession trailers, using striping brush and masking tape.  
Makes a variety of informational and directional signs; letters office doors and signs for affixing to buildings and equipment.  
Does some commercial art work in designing special signs and posters.  
Mixes, matches and blends paints, enamels and other materials used in sign painting.  
Maintains records of supplies used in daily work; requisitions materials and supplies as needed.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods and materials used in the sign painting trade.  
Considerable knowledge of the proper methods of preparing surfaces for painting.  
Considerable knowledge of the equipment and techniques used in sign painting such as silk screen, air brush, spray gun, sanding machine and vacuum applicators.  
Ability to design signs and do hand lettering.  
Ability to interpret request work from sketches; cut special stencils for a variety of signs, posters and pictorial displays.  
Ability to design and build frames to be used in silk screen processing.  
Ability to arrange opaque letters for desired design of photographic stencils.  
Skill in the blending and mixing of paints for desired colors.  
Skill in the use of hand tools and other equipment used in sign painting.

REV 10-69

#### Nature Of Work

This is skilled manual work at the journeyman level in the design and lettering of signs, posters, show cards and various pictorial displays.

### Airport Welder (005460)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in gas, electric and tungsten inert gas welding in the horizontal, vertical, overhead and flat positions including layout and fabrication are required. Must possess a certificate issued by affiliates of and/or by the American Welding Society and must have own hand tools. Applicants applying for employment with the Miami-Dade Aviation Department will be subject to extensive screening to include, but not limited to, fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment for the Aviation Department.

Employees in this class are responsible for the application of trade skills to a variety of welding, brazing and metal cutting tasks on ferrous and non-ferrous metals. Duties include the fabrication of some metallic items, maintaining and performing minor repairs to welding equipment, and occasionally operating a motor vehicle to perform field work. Assignments may be received verbally or through written instructions, blueprints or diagrams. Incumbents exercise considerable independent judgment in the selection of methods and procedures to produce desired results. Supervision is received from a technical or administrative superior who reviews work in progress and upon completion for satisfactory application of welding skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Performs skilled welding tasks on airport waste plant equipment, baggage conveyor systems, passenger loading bridges, moving sidewalks and other airport equipment.

Preheats and cleans metals; lays out, cuts and fits materials for welding; selects proper welding heat and proper types and sizes of electrodes for correct penetration and strength of welded metals.

Operates acetylene or electric arc welding equipment in the performance of cutting and welding tasks on machinery and equipment such as truck and automotive bodies, steam and plumbing systems, pump and engine parts, dragline buckets, dozer blades and tracks, loader buckets and other similar machinery and apparatus; performs horizontal, vertical, overhead and flat welding.

Operates various tools and equipment used in welding repair procedures including air wrenches, sheet metal shears and brakes, hoist, drill presses and lift trucks.

Participates in the manufacture of specialized machinery and apparatus for various construction and repair activities.

Brazes, solders and coats non-ferrous metals; performs silver and lead soldering.

Assists in the design of a variety of specialized equipment and builds equipment according to job specifications.

Occasionally does blacksmithing including the manufacturing of eye bolts, braces, angle brackets and similar items.

Occasionally operates a motor vehicle to transport portable welders and acetylene burning-welding equipment to field construction sites.

Cleans, stores, maintains and makes minor repairs to welding equipment.

Adheres to established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of methods, practices and techniques of welding.

Considerable knowledge of the care and use of the tools of the welding trade.

Considerable knowledge of the occupational hazards and safety precautions required in the operation of acetylene or electric arc welding equipment.

Considerable knowledge of the properties of ferrous and non-ferrous metals used in welding work.

Ability to understand and follow verbal and written instructions.

Ability to read simple sketches, diagrams and blueprints.

Ability to operate welding equipment and to perform a variety of welding assignments.

## Human Resources Department

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### Airport Welder (005460)

Skill in welding.  
Skill in the operation of welding equipment.  
Physical strength and agility sufficient to perform assigned duties.

NEW 10-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment for the Aviation Department.

### Airport Sprayer (005461)

#### Minimum Qualifications

Eighth grade. Six months of experience in the use of pesticides or herbicides are required. Must possess a current State of Florida Restricted-Use Pesticide Applicator's license. Must obtain certifications in Aquatic and Right-of-Way categories, and a CDL/Class B within the trainee period.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the spraying and mechanical removal of hyacinths, weeds and related vegetation from canals, ditches and canal banks.

Employees in this classification are responsible for the spraying and removal of underwater weeds and related noxious water vegetation. Employees are required to operate boats, spray pumps and other equipment in controlling aquatic weeds. Work requires the mixing of chemicals to be used and placing of chemicals to obtain maximum weed control. Supervision is exercised over a helper who assists in the placing of chemicals in canals, ditches and other designated locations. Work is reviewed by a superior for achievement of desired results and completion of work assigned.

##### ILLUSTRATIVE TASKS

- Sprays and removes weeds, hyacinths and other noxious water vegetation from canals, ditches and canal banks.
- Mixes chemicals to be used in spraying operation; places emulsified chemicals on or near the bottom of the canal.
- Operates spray boat and other equipment used in the controlling of aquatic weeds.
- Prepares and maintains reports of activities and crew operations; maintains records of equipment and spray used.
- Contacts property owner and other persons in reference to spraying and treating noxious aquatic plant life.
- Conducts on the job training of new employees assigned to spray crew; instructs in the use of spray equipment and the proper handling of chemicals.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Considerable knowledge of the various types of chemicals used in the spraying of aquatic weeds and other noxious water vegetation.
- Knowledge of the equipment used in the spraying of aquatic weeds and other related vegetation.
- Knowledge of the occupational hazards and necessary safety precautions applicable to spray work.
- Some knowledge of effective supervisory techniques.
- Ability to operate spraying equipment, spray boat, pole truck and spray trailer.
- Ability to perform field assignments with a minimum of supervision.
- Ability to keep simple records and make reports.
- Ability to understand and transmit oral and written instructions.
- Physical strength and agility sufficient to work long hours out-of-doors and occasionally under adverse weather conditions.

NEW 10-72

#### Nature Of Work

This is specialized work in the spraying and mechanical removal of hyacinths, weeds and related vegetation from canals, ditches and canal banks.

### Airport Waste Plant Operator (005462)

#### Minimum Qualifications

High school. Two years of experience assisting in the operation of fixed waste disposal or refuse incinerators and related equipment are required. Must possess a CDL/Class A. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the operation of a refuse, incineration and waste heat recovery facility at Miami International Airport. Employees in this class are responsible for the operation of waste disposal processing equipment and for overall plant operation on an assigned shift. Emphasis of the work is on the safe and efficient operation of equipment, monitoring of a variety of panel controls and coordination of work on the facility floor. Related responsibilities include preparing and maintaining various records and schedules, and performing minor repairs and adjustments to equipment as required. Supervision is received from a technical superior who reviews work for compliance with facility operational procedures through observations, personal conferences, records and reports.

##### ILLUSTRATIVE TASKS

Schedules and assigns work to facility employees engaged in the loading, unloading and dumping of burnable and non-burnable materials and residue.

Operates waste processing equipment using panel controls and coordinates mobile equipment activity with waste processing equipment activities.

Monitors control panels for overloading of equipment; monitors boiler temperature, steam and chiller pressure, condition of water pumps, conveyor belts and compactors; responds to alarm conditions and makes necessary adjustments; reports unusual conditions or problems; monitors operation of all equipment including steam pressure boilers, pumps, turbines, gauges, air conditioning chillers and conveyor belts.

Oversees the loading and unloading of materials; enforces safety practices and regulations; adheres to established maintenance schedules. Oversees the replacement of parts, lubrication and preventive maintenance work performed by repairers; assists in locating the causes of malfunctioning or inoperable equipment; performs minor repairs and makes adjustments to belts and other movable parts.

Maintains records of facility equipment, work schedules, incoming and outgoing trash schedules; records weight of processed materials, production of steam and chilled water.

Makes recommendations regarding plant improvements; develops preliminary estimates of plant needs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation of refuse, incineration and waste heat recovery facilities.

Considerable knowledge of controls and instrumentation used in monitoring steam pressure boilers, pumps, turbines and gauges in the operation of an incinerator and absorption chiller.

Knowledge of safety practices and procedures applicable to waste processing disposal equipment.

Knowledge of the materials and tools used in the maintenance of waste processing disposal equipment.

Knowledge of the records and reports required in the area of assignment.

Knowledge of departmental policies and procedures.

Ability to operate waste processing disposal equipment.

Ability to recognize abnormalities in the operation of waste processing disposal equipment.

Ability to detect faulty operating characteristics in waste processing disposal equipment and implement corrective action.

Ability to plan and schedule the work of facility employees in a manner conducive to full performance and high morale.

Ability to keep records and prepare routine reports.

Ability to communicate effectively, verbally and in writing.

## Human Resources Department

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### Airport Waste Plant Operator (005462)

NEW 1-85

#### **Nature Of Work**

This is skilled technical work in the operation of a refuse, incineration and waste heat recovery facility at Miami International Airport.

### Airport Lighting Technician (005463)

#### Minimum Qualifications

Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Must have own tools and the ability to lift and handle equipment weighing up to 50 pounds. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment. Must be able to work a permanent or rotating shift to include nights, weekends and holidays.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the installation, maintenance, and repair of the lighting system for the taxiways and peripheral operating areas of a major airport facility.

Employees in this class perform a variety of maintenance and support functions including the testing, inspection, replacement, and location of weak points in the airport lighting system. Employees follow set procedures in the isolation of problem areas and replacement of defective or burned out bulbs. Work is assigned orally or by work orders from a technical superior who periodically evaluates work in process and checks for satisfactory performance upon completion.

##### ILLUSTRATIVE TASKS

Isolates malfunctions by readings from a volt ohm meter connected to an energized circuit.

Replaces bulbs, transformers, fixtures, or leads found to be defective.

Periodically tests large amounts of cable for weakness and replacement.

Replaces bulbs and system components as they exceed manufacturers expected life.

Operates and maintains a service truck assigned to his use.

Makes recommendations on expected component, materials, and tools needs from review of completed work orders.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard tools, materials, and practices of the electrical trade.

Considerable knowledge of the principles and theory of electricity.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work with high voltages.

Knowledge of electrical codes effective in the county.

Ability to install, alter, repair, maintain, and locate defects in a variety of electrical equipment and systems.

Ability to interpret and work from technical sketches, blueprints, or work orders.

Skill in the care and use of standard tools, equipment,

and testing devices of the electrical trade.

#### Nature Of Work

This is skilled work in the installation, maintenance, and repair of the lighting system for the taxiways and peripheral operating areas of a major airport facility.



## Human Resources Department

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### Airport Heavy Equipment Technician (005464)

**Minimum Qualifications**

High school diploma or GED. Two years of skilled experience troubleshooting and repairing fluid power systems and components such as hydraulic pumps, motors, directional valves and various actuators are required. Must be able to read and evaluate complex hydraulic schematics. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment. Must be able to work a permanent or rotating shift to include nights, weekends and holidays.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is skilled mechanical work at the Journeyman level in the repair and maintenance of airport hydraulic systems.

## Human Resources Department

### Airport Environmental Inspector (005466)

#### Minimum Qualifications

High school. Two years of experience installing, operating, monitoring and maintaining pollution control equipment within an airport or liquid waste environment are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the installation, operation, repair and maintenance of equipment used in a pollution control program at Miami International Airport and other County airports.

The employee in this class is responsible for performing a variety of technical duties related to assuring the effective operation of environmental control monitoring and surveillance equipment at County airports. Emphasis of the work is on installing, operating, inspecting and maintaining various pollution control and monitoring devices and equipment at Miami International Airport and conducting periodic follow-up inspections to assure their proper operation. The incumbent also collects data from monitoring devices to be analyzed and used by various professionals responsible for developing policies or courses of action designed to alleviate potential environmental problems. Work requires coordination with airport operational divisions and maintenance personnel, and environmental officials in carrying out assigned responsibilities. Supervision is received from a technical superior who evaluates results in operation of equipment and effectiveness of the programs.

##### ILLUSTRATIVE TASKS

Installs, operates and maintains pollution control equipment including hydrocarbon monitoring wells, hydrocarbon recovery wells pumping and metering equipment, biodegradation system for hydrocarbons, and groundwater elevation wells.

Performs sampling and elementary testing, and methane evacuation.

Monitors and regulates the established hydrocarbon recovery system for the airport; collects data from surveillance systems to be used as basis for improvement in control and operation of recovery system.

Conducts regular field inspections to view condition and functioning of monitoring devices; determines courses of action to be taken to eliminate or alleviate problems found during inspection; performs corrective action for repair and adjustment of monitoring devices, as needed.

Maintains inspection, maintenance and repair records; prepares reports; develops recommendations on methods to improve the system.

Coordinates installation and maintenance work with other department divisions and other activities, as needed, with environmental officials.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the chemical properties of hydrocarbons and related substances.

Knowledge of the methods, techniques and equipment used in the monitoring, collection, sampling and testing of geo-hydrological data.

Knowledge of the operating, repair and maintenance characteristics of environmental control monitoring and surveillance equipment.

Knowledge of departmental rules, regulations and procedures.

Knowledge of the principles of mechanics.

Ability to install, repair, operate and maintain a variety of environmental control monitoring and surveillance equipment.

Ability to detect defects in equipment and make necessary adjustments or repairs.

Ability to use a variety of hand tools.

Ability to maintain records and prepare reports.

Skill in the use of a variety of standard hand tools.

## Human Resources Department

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### Airport Environmental Inspector (005466)

NEW 10-87

#### **Nature Of Work**

This is technical work in the installation, operation, repair and maintenance of equipment used in a pollution control program at Miami International Airport and other County airports.

### Airport Electronic-Electrical Equipment Technician 1 (Communications) (005472)

#### Minimum Qualifications

Eighth grade. One year of experience in the installation, troubleshooting, maintenance and repair of electronic equipment or systems such as CATV, CCTV and VHF and UHF radio communications, public address, intercommunications, aircraft ground control radios, and synchronized clocks is required. Must possess a Driver license. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive screening to include, but not limited to, fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the installation, adjustment and repair of electronic components at Miami International Airport. Employees in this class are responsible for inspecting, diagnosing, adjusting, repairing, replacing and calibrating airport electronic equipment including security doors, airhandler unit controls, baggage conveyor systems, moving walkway systems, passenger loading bridges, HVAC systems, and other building management and control systems. Work involves the use of precision test instruments and specialized hand tools of the electronic trade in the maintenance and repair of airport electronic systems and equipment. Incumbents exercise independent judgment in the diagnosis and repair of complex electronic equipment in accordance with technical specifications. Supervision is received from a technical superior who assists with difficult or unusual problems and inspects work in progress and upon completion for satisfactory functioning of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Performs technical work in the installation, adjustment and repair of electronic components pertaining to airport building automation systems, security doors, 400 HZ ground power systems, baggage conveyor systems, moving walkway systems and other airport electronic management and control systems.

- Uses a variety of electronic testers and other specialized tools of the electrical-electronic trade.

- Performs scheduled maintenance inspections, and adjusts, cleans and calibrates various systems to assure proper system operations.

- Repairs wiring and electronic components associated with automated building management systems; repairs electronic components associated with remote field processors, translators, and data gathering panels; repairs wiring and electronic components which interface to remote sensing devices, motor starters, other data gathering panels and the central processing unit.

- Repairs, replaces and calibrates field electronic temperature and flow sensing devices including duct, wall and chilled water pipe mounted sensors.

- Repairs and replaces electronic components associated with central processing units including logic power supplies, TTY boards and RAM boards.

- Repairs, maintains and troubleshoots electronic switches, photo-cells and motors associated with baggage conveying and moving sidewalk systems.

- Reads and interprets schematics, electronic diagrams, blueprints and manufacturers' manuals.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of the theories, principles, techniques and practices of the electrical and electronics trades.

- Considerable knowledge of automated systems for the control of HVAC, fire alarm, security access, baggage conveying, moving sidewalk, and other airport mechanical systems.

- Considerable knowledge of computer software programming for building management systems and security systems.

- Knowledge of blueprints, schematics and electronic diagrams.

- Knowledge of the geographical layout of Miami International Airport and the locations of various electrical and electronic systems.

- Ability to inspect, diagnose, repair and maintain varied and complex electronic systems used at Miami International Airport.

- Ability to use precision electronic testing devices and hand tools of the electrical and electronic trades.

### **Airport Electronic-Electrical Equipment Technician 1 (Communications) (005472)**

Ability to read, interpret and work from blueprints, schematics, electronic diagrams and manufacturers' manuals.

Skill in the care and use of precision test equipment and hand tools of the electrical and electronic trades.

Skill in the diagnosis of electrical and electronic malfunctions.

NEW 10-95

#### **Nature Of Work**

This is skilled technical work in the installation, adjustment and repair of electronic components at Miami International Airport.

### Airport Electronic-Electrical Equipment Technician 2 (005474)

#### Minimum Qualifications

Eighth grade. Two years of experience in the installation, troubleshooting, maintenance and repair of electronic equipment and systems such as CATV, CCTV, UHF/VHF radio communications, and public address systems are required. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law requirements. The security clearance required by federal law is a continuing condition of employment. Must be able to work a permanent or rotating shift to include nights, weekends and holidays.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work with supervisory responsibility in the installation, adjustment and repair of electronic components at Miami International Airport. Employees in this class are responsible for supervising and participating in inspecting, diagnosing, adjusting, repairing, replacing and calibrating airport electronic equipment including security doors, airhandler unit controls, baggage conveyor systems, moving walkway systems, passenger loading bridges, HVAC systems, and other building management and control systems. Work involves the use of precision test instruments and specialized hand tools of the electronic trade in the maintenance and repair of airport electronic systems and equipment. Incumbents exercise independent judgment in the more difficult phases of installation, adjustment and repair of complex airport electronic systems. Supervision is exercised over a staff of electrical-electronic technicians with assigned responsibilities in various phases of operations. Supervision is received from a technical superior who occasionally reviews work in progress and assists with difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Supervises technical work in the installation, adjustment and repair of electronic components pertaining to airport building automation systems, security doors, 400 HZ ground power systems, baggage conveyor systems, moving walkway systems and other airport electronic management and control systems.

Participates in more difficult phases of installation, adjustment, repair and maintenance of airport electrical-electronic systems; responds to emergency calls as necessary and restores malfunctioning equipment to operating status.

Uses a variety of electronic testers and other specialized tools of the electrical-electronic trade.

Makes recommendations concerning improvement of radio and sound communications systems; estimates time and materials required for proposed jobs.

Maintains records and prepares various reports describing procedures, actions taken and recommended solutions; prepares and submits requisitions for supplies and equipment.

Performs scheduled maintenance inspections, and adjusts, cleans and calibrates various systems to assure proper system operations.

Repairs wiring and electronic components associated with automated building management systems.

Reads and interprets schematics, electronic diagrams, blueprints and manufacturers' manuals.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the theories, principles, techniques and practices of the electrical and electronics trades.

Considerable knowledge of automated systems for the control of HVAC, fire alarm, security access, baggage conveying, moving sidewalk, and other airport mechanical systems.

Considerable knowledge of computer software programming for building management systems and security systems.

Knowledge of supervisory principles and practices.

Knowledge of blueprints, schematics and electronic diagrams.

Knowledge of the geographical layout of Miami International Airport and the locations of various electrical and electronic systems.

Ability to inspect, diagnose, repair and maintain varied and complex electronic systems used at Miami International Airport.

Ability to use precision electronic testing devices and hand tools of the electrical and electronic trades.

Ability to read, interpret and work from blueprints, schematics, electronic diagrams and manufacturers' manuals.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### **Airport Electronic-Electrical Equipment Technician 2 (005474)**

Skill in the care and use of precision test equipment and hand tools of the electrical and electronic trades.  
Skill in the diagnosis of electrical and electronic malfunctions.

NEW 10-95

#### **Nature Of Work**

This is skilled technical work with supervisory responsibility in the installation, adjustment and repair of electronic components at Miami International Airport.

### Airport Fire Suppression Systems Technician (005479)

#### Minimum Qualifications

High school diploma or GED. Two years of technical experience in the fire protection field troubleshooting, repairing, and testing fire alarm systems or installing, troubleshooting, repairing, and testing fire suppression systems are required. Must possess (or have possessed) a State of Florida Fire Equipment Permits, Type 9, Classes 1 and 4, and must recertify and possess both permits under Miami-Dade County within the one-year probationary period. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening including, but not limited to, fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the servicing and testing of fire suppression equipment and systems at Miami International Airport and auxiliary locations.

Employees in this class are responsible for inspecting, testing, and recharging fire suppression equipment and systems to ensure compliance with regulatory codes and requirements. Duties include inspecting and servicing of standpipe hose cabinets, inspecting and servicing of fire extinguishers, assisting with inspection and testing of fire alarm panels, initiating devices, sprinkler systems and halon systems, and preparing inspection reports. The incumbent exercises some independent judgment in determining service requirements necessary to ensure the efficient operation of fire suppression equipment and systems. Supervision is received from a technical and administrative superior who periodically reviews work for compliance with established departmental policies and procedures.

##### ILLUSTRATIVE TASKS

- Inspects and services standpipe hose cabinets, hose, and control valves, for all properties at Miami International Airport and auxiliary airports.

- Inspects and services portable and wheeled fire extinguishers; detects malfunctions in fire suppression equipment.

- Performs water flow tests for wet-pipe sprinklers, deluge systems, fire hydrants and booster pumps; checks pounds per square inch and gallons per minute of booster pumps.

- Operates nitrogen recharge equipment, hydrostatic testing pumps, and cylinder extinguisher dryers to test and service fire suppression equipment and systems.

- Inspects equipment and systems for corrosion, rust, cracks, clogs, and leaks.

- Assists with inspection and testing of fire alarm panels and initiating devices, halon systems, and deluge, pre-action and wet- pipe sprinkler systems.

- Prepares inspection reports and maintains records of fire suppression equipment and systems located at Miami International Airport and auxiliary locations.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of fire suppression equipment and systems.

- Considerable knowledge of the practices, methods, and equipment used to inspect, test and recharge fire suppression equipment and systems.

- Knowledge of the fundamental principles of hydraulics.

- Knowledge of current laws, codes, ordinances, and regulations pertaining to fire suppression equipment and systems.

- Knowledge of the occupational hazards and safety precautions applicable to the servicing, inspecting, and testing of fire suppression equipment and systems.

- Knowledge of the location of fire suppression equipment and systems and Miami International Airport and auxiliary locations.

- Ability to inspect and service standpipe hose cabinets and hose and control valves in fire suppression systems.

- Ability to assist in the testing and inspection of complex fire suppression systems and equipment.

- Ability to operate equipment used for testing and recharging fire suppression equipment and systems.



## Human Resources Department

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### Airport Fire Suppression Systems Technician (005479)

Ability to prepare inspection reports and maintain records pertaining to the inspection, testing, and servicing of fire suppression systems and equipment.

Ability to use basic hand tools and testing devices.

NEW 10-93

#### **Nature Of Work**

This is technical work in the servicing and testing of fire suppression equipment and systems at Miami International Airport and auxiliary locations.

### Airport Architectural Drafter 2 (005489)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in technical drafting to include one year of AutoCADD experience are required. Coursework in Architecture, Engineering or related field may substitute for two years of technical drafting experience. Coursework will not substitute for AutoCADD experience. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in architectural drafting for the Aviation Department.

Employees in this class are responsible for performing a variety of advanced responsible and technical drafting tasks for varied airport projects and programs. Duties include preparing detailed design development drawings for proposed airport architectural projects, preparing detailed as-built floor plans for interiors of airport facilities, creation of complex architectural working drawings, digitizing existing drawings, operating computer-aided design and drafting software, and preparing detailed architectural drawings and design layouts of airport signage projects. Work requires a considerable knowledge of the basic principles and practices of architecture. Supervision is received from a professional or technical superior who reviews work for quality and adherence to established architectural drafting standards.

##### ILLUSTRATIVE TASKS

Prepares detailed design development drawings for proposed airport architectural projects utilizing computer-aided design and drafting software.

Prepares detailed as-built floor plans for interiors of airport facilities utilizing computer-aided design and drafting software.

Prepares complex architectural working drawings including site plans, foundation plans, elevations, sections, details, diagrams, and plumbing, electrical and air conditioning plans.

Digitizes existing drawings utilizing digitizing tablet and/or scanning equipment.

Prepares architectural and technical presentation drawings utilizing standard architectural drafting equipment.

Operates computer-aided design and drafting support equipment including pen plotters, ink jet and color electrostatic plotters.

Prepares architectural detail drawings and design layouts for a wide range of airport signage projects required for the expansion and improvement of public facilities at Miami International Airport.

Lays-out and produces public informational signs, directional interior and exterior static and internally illuminated signage for Miami International Airport.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices, techniques and instruments of architectural drafting.

Considerable knowledge of mathematics through trigonometry and its application to architectural drafting computations.

Considerable knowledge of blueprints, construction plans and specifications related to airport architectural projects.

Considerable knowledge of computer-aided design and drafting software.

Ability to perform architectural computations quickly and accurately and compile architectural data and statistics.

Ability to draft complex airport architectural, structural, mechanical, electrical and air conditioning plans for a variety of airport architectural projects.

Ability to read, understand and interpret a wide variety of architectural plans and documents.

Ability to understand and follow technical verbal and written instructions.

Skill in the use of architectural drafting instruments and equipment.

## Human Resources Department

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### Airport Architectural Drafter 2 (005489)

#### **Nature Of Work**

This is advanced technical work in architectural drafting for the Aviation Department.

### W & S Structural Maintenance Supervisor (005526)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in finish carpentry, carpentry, industrial painting and/or masonry are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the construction, repair, and maintenance of water and sewer structures, fixtures, and equipment. Employees in this class are responsible for supervising structural maintenance workers performing skilled carpentry, industrial painting, masonry tasks, and general building maintenance in accordance with standard trade practices. Duties include scheduling pending work according to priorities, ordering materials for respective jobs, supervising daily work of crews, preparing written reports of work accomplished, and enforcing established safety practices, and procedures. Employees exercise some independent judgment in completing normal or routine work assignments. Supervision is exercised over structural maintenance workers performing skilled tasks in various phases of operations. Supervision is received from a technical and administrative superior who periodically reviews work progress for adherence to schedules and conformance with project specifications.

##### ILLUSTRATIVE TASKS

Plans, assigns, reviews, and coordinates the work of structural maintenance workers assigned to a variety of structural-related projects. Prepares work schedules according to priorities and supervises daily work of crew; prepares written progress reports or informs superiors orally of progress; reviews daily written work reports from subordinate crew.

Assists in preparation of capital and expense budget.

Enforces established departmental policy for handling hazardous waste and maintains records of compliance.

Assures subordinate employees have necessary safety equipment and enforces established safety practices and procedures.

Orders materials and supplies for respective jobs and assures delivery on schedule.

Schedules preventive maintenance of structural-related items and assures timely completion.

Responds to graffiti at lift stations and assures compliance with county ordinance.

Meets with vendors to secure accurate price estimates for structural tasks.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates, and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, techniques and practices of the repair, alteration, and maintenance of water and sewer structures.

Considerable knowledge of the tools, equipment, and materials used in masonry, industrial painting, and carpentry.

Considerable knowledge of construction plans, sketches, and drawings.

Knowledge of supervisory principles and practices.

Knowledge of the occupational hazards and safety precautions applicable to structural repair, alteration, and maintenance work.

Knowledge of special safety requirements for handling hazardous waste.

Knowledge of the provisions of the South Florida Building Code applicable to water and sewer structural work.

Ability to plan, schedule, lay-out, and coordinate the work of skilled tradesmen.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to estimate costs in terms of labor, supplies, and equipment.

Ability to keep accurate records and prepare reports.

Ability to understand blueprints, construction drawings, and plans.

## Human Resources Department

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### W & S Structural Maintenance Supervisor (005526)

NEW 7-92

#### **Nature Of Work**

This is skilled supervisory work in the construction, repair, and maintenance of water and sewer structures, fixtures, and equipment.

### W & S Engineering Cost and Scheduling Specialist (005536)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering or related field. One year of engineering or construction management experience to include the use of software spreadsheet systems such as Lotus 1-2-3 or Microsoft Excel is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized engineering work in the Engineering Design Section of the WASD Engineering Division.

An employee in this classification is responsible for establishing and maintaining a cost data base. Responsibilities include collecting information from the authorized requestor of the project, developing and maintaining a project database, projecting expenses, scheduling the distribution of budgeted funds and tracking/monitoring the progress of projects. The incumbent exercises independent judgment in the performance of assigned duties. Supervision is received from a professional superior who reviews work for effective management of capital projects and satisfactory performance of related duties.

##### ILLUSTRATIVE TASKS

Develops, tests, modifies and implements Engineering Design Project status network reports for upper management staff and other divisions; installs Project Status programs linking database to external tables on the network; develops Standard Operating Procedures manual and trains engineering personnel in use of system.

Reviews, seeks funding and processes Engineering Service Requests and Expenditure Requests for engineering projects; opens, closes and transfers project funding accounts; works with project managers to develop project funding and fiscal expenditure scheduling on all capital improvement projects.

Develops, tests, modifies and implements WASD Design and Construction Standards inventory database in Access; tracks purchases and distribution of department standards to developers, private citizens and other agencies; produces and distributes sales reports.

Manages Engineering Design drawings library which includes creating file folders on the network and checking and transferring drawing files as they are completed.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and techniques of the Engineering Design Project network.

Considerable knowledge of the operation of project management software.

Knowledge of project funding development and fiscal expenditure scheduling.

Ability to manage the Engineering Design Project status network and install Project Status programs.

Ability to utilize project management software to track and monitor the status of capital projects.

Ability to process Engineering Service Requests and Expenditure Requests for Engineering projects.

Ability to establish and maintain effective working relationships with budget, capital planning, engineering and accounting staff.

Ability to use Access to develop, test, modify and implement databases.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### W & S Engineering Cost and Scheduling Specialist (005536)

10/16/2006

#### **Nature Of Work**

This is specialized engineering work in the Engineering Design Section of the WASD Engineering Division.

### W & S Sewer Collection Systems Supervisor (005539)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the inspection, evaluation and/or maintenance of the water and sewer systems infrastructure to include televising lines, smoke testing, flow monitoring, inspecting manholes and/or grout repair are required. Must possess a CDL/Class B. Must obtain a tanker endorsement during the probationary period.

#### Job Specifications

##### Nature of Work

This is skilled supervisory work supervising the activities of the Sewage Collection Division's work crews located throughout Miami-Dade County.

Work in this class involves responsibility for supervising a group of skilled and unskilled workers engaged in installation, repair and maintenance work on the county sewage collection system. Supervision is received from an administrative superior in the form of general oral instructions, or designs and specifications for new installations. Difficult maintenance or construction assignments are subject to frequent inspection while work is in process, but employee is allowed considerable latitude in carrying out normal work assignments.

##### Illustrative Tasks

Supervises crews engaged in the inspection and minor maintenance of main lines to include operating closed circuit TV systems to identify defects and or infiltration in the sanitary lines, inserting smoke bombs in the manholes to identify leaks in the sewer collection system, installing flow meters inside manholes to register the amount of sewage flowing through the collection system, isolating specific segments of pipe to check for infiltration or exfiltration, injecting chemical grout into the manhole structure to seal cracks, and operating sewer cleaning machines.

Directs safety measures for the protection of the labor force and the public while work is in progress; ensures compliance with applicable confined space entry rules and regulations, including but not limited to documentation of all confined space entries, and monitoring safety equipment during man-entry inspections; directs the monthly calibration and inspection of safety equipment such as gas detectors and breathing boxes.

Plans and executes assigned inspections to include the scheduling of off-duty police, ordering traffic barricades, traffic control, scheduling de-watering pumps and de-watering tanks as needed.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### Knowledge, Skills and Abilities

Considerable knowledge of methods, practices, techniques, materials, tools and equipment used to identify defects and infiltration in the sewage collection system.

Considerable knowledge of hazards to workers and the public involved in servicing a sewage collection system, and of necessary precautionary measures.

Ability to plan and direct the work of subordinates in a manner conducive to full performance and high morale.

Ability to read and interpret blueprints and other system designs, and to prepare rough sketches of work to be done.

Ability to estimate labor, equipment and materials required for repair or installation work.



## Human Resources Department

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### W & S Sewer Collection Systems Supervisor (005539)

Ability to keep time, work and accident records, and to prepare reports.

Skill in the use of tools, and in the application of techniques of the trade.

NEW10/30/2006

#### **Nature Of Work**

This is skilled supervisory work supervising the activities of the Sewage Collection Division's work crews located throughout Miami-Dade County.

### Pipefitter Supervisor (005541)

#### Minimum Qualifications

High school diploma or GED. Two years of skilled pipefitting experience in installing, repairing, and maintaining water/sewer systems infrastructure are required. Must possess a CDL/Class B. Must obtain a State of Florida Level 3 Water Distribution System license during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory pipefitting work in the installation and maintenance of all lines of the county water distribution system.

Work in this class involves responsibility for supervising a group of skilled and unskilled workers engaged in installation, repair and maintenance work on the county water distribution system. Assignments are usually received from a technical superior in the form of general oral instructions, or designs and specifications for new installations. Difficult maintenance or construction assignments are subject to frequent inspection while work is in process, but employee is allowed considerable latitude in carrying out normal work assignments.

##### ILLUSTRATIVE TASKS

Supervises and assists in making repairs to water mains, valves and fire hydrants; connects mains and service lines; installs meters and boxes; makes estimates of materials, equipment and labor force required.

Directs ditching operations as to location and depth, taking into consideration existing water mains, gas mains, sewers and telephone or electrical cables; lays out and closely supervises pipefitting and pipe repairing operations, and directs backfill work.

Directs the closing and opening of proper mains and valves when tie-ins or repairs are to be made.

Instructs caulkers where to start, and the type of material to use.

Directs flushing and chlorination of mains and service lines following installation and repair; makes complete inspection and operating tests of repair or installation work before service is begun.

Supervises safe and proper use of tools, compressors, trucks and other equipment; lists abandoned or retired materials and charges them to the appropriate account.

Directs safety measures for the protection of the labor force and the public while work is in progress; notifies the Fire Department of fire hydrants temporarily deprived of water, and sees to the notification of customers in areas temporarily without service; keeps records and prepares reports of labor, time, accidents and service interruptions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of methods, practices, techniques, materials, tools and equipment used in pipefitting, and in installing and repairing water distribution lines, meters, valves and hydrants.

Considerable knowledge of hazards to workers and the public involved in servicing a water distribution system, and of necessary precautionary measures.

Considerable knowledge of the qualities of various types of pipe and their reaction under pressure.

Ability to plan, lay-outs and direct the work of pipefitters, equipment operators and laborers in a manner conducive to full performance and high morale.

Ability to read and interpret blueprints and other system designs, and to prepare rough sketches of work to be done.

Ability to estimate labor, equipment and materials required for repair or installation work.

Ability to keep time, work, and accident records, and to prepare reports.

Skill in the use of tools, and in the application of techniques of the trade.

NEW 4-73

#### Nature Of Work

## Human Resources Department

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### Pipefitter Supervisor (005541)

This is skilled supervisory pipefitting work in the installation and maintenance of all lines of the county water distribution system.

### W & S Instrument Technician Supervisor (005546)

#### Minimum Qualifications

High school. Three years of experience in the installation, maintenance and repair of electronic, electric, hydraulic or pneumatic instrumentation and telemetry control equipment are required. Must present a Driver license during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the installation, repair and maintenance of water and sewer treatment plant system instrumentation.

Employees in this class are responsible for coordinating and supervising the installation, maintenance and repair of electronic, pneumatic, mechanical and electrical types of metering, control, telemetry and recording equipment used in large water and sewer treatment plant systems. Responsibilities include coordinating installation and maintenance projects with public and private officials, reviewing project plans, providing technical direction in instrumentation installation and maintenance, assisting in special circuitry designs, interpreting blueprints, and estimating time and material requirements for instrumentation projects. The incumbent exercises considerable independent judgment and technical expertise in directing instrumentation installation, modification, repair and maintenance projects. Supervision is exercised over a staff of skilled and semi-skilled employees engaged in various phases of operations. Supervision is received from an administrative superior who reviews work personal conferences, written reports and personal observations for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises skilled and semi-skilled employees engaged in the installation, maintenance, modification and repair of electronic components for flow meters, pressure recorders, switches, and programmable logic controllers. Supervises the installation, maintenance, modification and repair of pressure, flow, level and electrical current indicators for the Supervisory Control Data Acquisition System at local, regional and large booster wastewater pumping stations.

Coordinates priorities for repairs, maintenance and new installation of sewer meters with public utility companies, state and local officials, and contractors.

Reviews detailed planning and project completion; interprets blueprints for changes in or planning of special circuitry.

Plans and provides technical direction and assistance concerning instrumentation installation, modification, maintenance and repairs.

Estimates time and materials required for proposed jobs; reviews time and work reports, trouble reports and service calls.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the methods, techniques and tools used in the repair, modification, maintenance and installation of treatment plant instrumentation.

Thorough knowledge of mechanical and electrical equipment used in large water and sewer treatment plants and related facilities.

Thorough knowledge of the occupational hazards and safety precautions required when working on controls for high voltage electrical systems and equipment.

Considerable knowledge of blueprints, schematics and construction diagrams.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to provide technical direction in the repair, installation, modification and maintenance of treatment plant instrumentation.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to read, interpret and work from blueprints and construction drawings.

Ability to establish priorities for the repair, maintenance and installation of treatment plant instrumentation.

Ability to use precision test equipment to repair, maintain and install water and sewer treatment plant instrumentation.

Ability to estimate time and material requirements for proposed instrumentation jobs.

Ability to establish and maintain effective working relationships with subordinates, superiors and the public.

## Human Resources Department

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### W & S Instrument Technician Supervisor (005546)

Skill in the care and use of standard and specialized electrical tools and precision test equipment.

NEW 10-95

#### **Nature Of Work**

This is skilled supervisory work in the installation, repair and maintenance of water and sewer treatment plant system instrumentation.

### Treatment Plant Supervisor (005555)

#### Minimum Qualifications

Must possess a State of Florida Class "A" Drinking Water Treatment Plant Operator license. Must present a Driver license during the interview selection process. Shift work is required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work requiring a technical understanding of the operation of all phases of a sewage or lime plant.

Work in this class involves general responsibility for the 24-hour operation of a lime plant, or for the shift operation of a large sewage treatment plant and related pumping and lift stations. Work involves establishment of specific standards of plant operation, and the review of routine procedures to maintain established standards on the part of subordinates. General supervision is received from a Plant Superintendent or administrative superior who establishes general operating objectives, and reviews work through frequent conferences and analysis of reports. Supervision is exercised over all plant operating and unskilled maintenance personnel.

##### ILLUSTRATIVE TASKS

Assigns and supervises a large group of personnel in the operation of a sewage treatment plant; keeps a complete set of records of chemicals used, air and gas produced and sewage treated.

Interprets operating data and institutes minor modifications in operation procedures to assure continuous and efficient treatment; in the event of emergencies, places into effect the established corrective procedures to restore operating conditions; distributes, interprets and insures compliance on his shift with policies and orders instituted by the superintendent.

Directs the thickening, pumping, dewatering and feeding into the rotary kiln of calcium carbonate sludge, and calcining of the sludge into calcium oxide (quick lime), and the storage and delivery of this lime to the chemical house of a water treatment plant.

Supervises the installation of new equipment, and the repair and maintenance of all existing mechanical equipment including the relining of the rotary kiln at regular intervals.

Assists the engineering staff of the department in determining the nature of needed improvements; reviews the keeping of a daily log of the operation of the plant.

Requisition personnel, material, equipment and tools for proper plant operations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theory and principles governing the operation and modification of the type of plant to which assigned.

Considerable knowledge of the repair and maintenance practices and needs of assigned plants.

Considerable knowledge of the safety hazards and necessary safety precautions connected with plant operation.

Knowledge of plant records, maintenance principles and practices.

Knowledge of the principles and practices of personnel management.

Ability to supervise a large number of subordinates in widely separate plant locations in a manner conducive to full performance and high morale.

Ability to establish standard plant operating and safety procedures.

Ability to supervise the maintenance of, and to review, comprehensive plant operating reports.

Ability to plan and schedule preventive maintenance programs.

NEW 4-73

#### Nature Of Work

This is supervisory work requiring a technical understanding of the operation of all phases of a sewage or lime plant.

## **Human Resources Department**

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**Treatment Plant Supervisor (005555)**

## Human Resources Department

### Chief W&S Plant Operator (005557)

#### Minimum Qualifications

High school. Six years of operational experience in a water treatment plant to include two years of supervisory experience are required. Must possess a valid State of Florida Water Treatment Operators Class A license. Must present a valid Driver license during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work in the operation of a regional water treatment facility for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for planning, coordinating and scheduling the work of subordinates in all phases of large and complex water treatment plant operations on a twenty-four hour, seven-day week basis. Responsibilities include making work-site inspections, establishing chemical dosages required for water treatment, correcting abnormal operating conditions, preparing technical reports on plant operations, requisitioning supplies and equipment, and consulting with engineers concerning plant improvements and modifications. The incumbent exercises considerable independent judgment in meeting all treatment parameters required by various regulatory agencies. Supervision is exercised over subordinate treatment plant operators, power plant operators and maintenance employees engaged in operating and maintaining plant facilities. Supervision is received from a professional superior who reviews work through personal observations, written reports and personal conferences for effective supervision of water treatment plant operations and compliance with applicable regulations.

##### ILLUSTRATIVE TASKS

- Plans and coordinates the work of treatment plant operators and maintenance employees in all phases of water treatment plant operations.

- Makes work-site inspections and provides advice and assistance on unusual or difficult work problems; conducts on-the-job training; conducts meetings with operational and maintenance employees to explain new and revised policies and procedures.

- Establishes chemical dosages required for water treatment based on laboratory analysis of water samples; monitors inventories of bulk chemicals.

- Corrects abnormal operating conditions revealed in daily treatment plant operator reports.

- Directs and audits reporting on required monthly state board reports; prepares technical reports on plant operations.

- Prepares requisitions for supplies, repair parts and new equipment; meets with vendors to discuss problems and conditions.

- Consults with and assists engineers regarding plant improvements, modifications and replacement of electrical and mechanical equipment used in treatment plants.

- Develops budget proposals and prepares cost reports on plant operations.

- Enforces established safety requirements and security measures pertaining to water treatment facilities.

- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Thorough knowledge of the operating characteristics and maintenance requirements of a regional water treatment facility.

- Considerable knowledge of local, state and federal regulations pertaining to the the operation and maintenance of regional water treatment facilities.

- Considerable knowledge of supervisory principles and practices.

- Considerable knowledge of the occupational hazards, safety precautions and security requirements of a water treatment facility.

- Knowledge of County procurement practices and procedures.

- Ability to plan, coordinate and schedule work in all phases of water treatment plant operations.

- Ability to foresee potential problems concerning water plant operations and take appropriate corrective or preventive action.

- Ability to ensure compliance of water treatment plant operations with applicable local, state and federal regulations.

- Ability to supervise subordinates in a manner conducive to full performance and high morale.

- Ability to prepare a variety of technical and administrative reports concerning water treatment plant operations.



## Human Resources Department

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### Chief W&S Plant Operator (005557)

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced technical and supervisory work in the operation of a regional water treatment facility for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### Lime Production Plant Supervisor (005559)

#### Minimum Qualifications

High school. Three years of experience in the operation of a lime plant are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the operation of a recalcination plant.

A Lime Production Plant Supervisor is responsible for 24-hour operation of a recalcination plant. Duties include establishment of specific standards of plant operations and the review of procedures to maintain established standards on the part of subordinates. Incumbent is on 24-hour call in the event of emergency, mechanical breakdown of plant, or need for personnel. Supervision is exercised over all skilled and unskilled plant operators and maintenance personnel. General supervision is received from an administrative superior who establishes general operating objectives and reviews work through frequent conferences and detailed reports.

##### ILLUSTRATIVE TASKS

Decides on and reviews the assignment, utilization and replacement of all supplies and equipment used in the operation and maintenance of the plant.

Establishes maintenance schedules for all electrical and mechanical components of the system; evaluates and recommends new equipment to improve efficiency; studies alternative methods to improve production and increased quality of calcium oxide and recommends appropriate action.

Prepares and submits comprehensive reports on all phases of the operation; prepares yearly budget estimate for plant; recommends specialized purchasing needs and conducts required correspondence.

Supervises installation of new equipment, and repair and maintenance of all existing mechanical equipment including relining of the rotary kiln at regular intervals.

Directs the thickening, pumping, dewatering and feeding into the rotary kiln of calcium carbonate sludge, the calcining of the sludge into calcium oxide and the storage and delivery of this lime to various water plants.

Assists the departmental engineering staff in determining the nature of needed improvements; reviews the daily log on operation of the plant, and reviews results from laboratory on testing of lime.

Interprets operating data and institutes modifications in operation procedures to assure continuous and efficient production; effects established corrective procedures to restore full production in the event of emergencies.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of supervisory techniques and procedures applicable to effective and efficient operational management of a recalcination plant.

Thorough knowledge of local and state pollution control codes, requirements and regulations.

Thorough knowledge of the theory and principles governing the operation and modification of a recalcination plant.

Considerable knowledge of safety hazards and necessary safety precautions connected with plant operations.

Knowledge of recent developments, current research and literature available on recalcination plants.

Knowledge of plant records, maintenance principles and practices.

Knowledge of the principles and practices of personnel management.

Ability to plan and supervise the work of a large number of subordinates in a manner conducive to full performance and high morale.

Ability to correlate work so as not to interfere with interdepartmental and contractor schedules.

Ability to establish standard plant operating and safety procedures.

Ability to plan and schedule preventive maintenance programs.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to discuss and give knowledgeable tours to visiting engineers or personnel from other municipalities.

## Human Resources Department

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### Lime Production Plant Supervisor (005559)

NEW 10-76

#### **Nature Of Work**

This is supervisory work in the operation of a recalcination plant.

## Human Resources Department

### W & S Service Technician Supervisor (005574)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in locating underground utilities, detecting leaks, and pressure testing and chlorinating water lines are required. Must possess a Driver license. Must obtain a State of Florida Level 3 Water Distribution System license during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the electronic location of underground water main leaks and in water main line flushings.

An employee in this class is responsible for planning, assigning, and reviewing the work of technical and semi-skilled subordinates engaged in the electronic location of underground water main leaks in water lines of all sizes. Responsibilities include establishing priorities and assignments for crews, arranging for the repair of located leaks, meeting with contractors, maintaining records and preparing reports, and ensuring safe operation of equipment. A related responsibility is supervision of water main line flushings as required. Supervision is exercised over a staff of service technicians and semi-skilled employees assigned to various geographical locations. Supervision is received from an administrative superior who reviews work for efficient and effective completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises and coordinates the work of geographically dispersed leak detection crews conducting a continuous survey of the County's underground water mains, services, valves, and fire hydrants in order to locate underground leaks and identify unrecorded installations.

Meets with contractors and water and sewer inspectors or supervisors to coordinate the flushing of water mains or proposed shutdowns of the system.

Maintains records and prepares reports of labor, materials, time and work performed; ensures crews adhere to established safety practices and procedures.

Reads and interprets distribution water line atlases, valve atlases, blueprints, and other system designs; assists in detection of difficult to locate water line leaks.

Prepares work orders and requests proper equipment to handle water line leaks; arranges for barricades and citizen notification that water will be turned off.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the grid pattern of water mains and services throughout the metropolitan area.

Thorough knowledge of the methods, tools, and equipment used in locating leaks in a variety of underground water pipes.

Thorough knowledge of the practices and techniques of locating underground leaks in water pipes.

Considerable knowledge of underground water pipes and their differences from electrical, telephone, gas, cable television, and sewer lines.

Considerable knowledge of supervisory principles and practices.

Knowledge of the maintenance characteristics of a water distribution system.

Ability to plan, assign, and review the work of service technicians and semi-skilled employees in a manner conducive to full performance and high morale.

Ability to direct the work of geographically dispersed work crews.

Ability to read and interpret distribution water line atlases, valve atlases, blueprints, and other system designs.

Ability to prepare detailed reports and records of work performed.

Ability to establish and maintain good working relationships with subordinates, superiors, contractors, utility company representatives, and the public.

Ability to maintain records of "unaccounted for" water.

Skill in the electronic detection of underground water main leaks.

## Human Resources Department

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### W & S Service Technician Supervisor (005574)

NEW 6-91

#### **Nature Of Work**

This is skilled supervisory work in the electronic location of underground water main leaks and in water main line flushings.

### W & S Pump Station Construction Supervisor (005576)

#### Minimum Qualifications

Bachelor's degree in Architecture, Engineering or a related field. Five years of experience in the design and management of water and sewer construction projects are required. A license in any of the following may substitute for the required education: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County General Building Contractor, or Miami-Dade County General Engineering Contractor.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional, administrative and supervisory work planning and directing activities of the Pump Station Section for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for coordinating and supervising the construction of large and complex water and/or wastewater pump stations and lift stations. Responsibilities include providing assistance in the preparation of construction plans and specifications, attending pre-construction meetings, coordinating field inspections, preparing and reviewing payment estimates, preparing Change Orders, resolving conflicts with consultants and contractors, preparing progress reports, monitoring compliance with plans and specifications, and supervising the correction of defects during the warranty period. The incumbent exercises considerable independent judgment in the application of the principles and practices of architectural and engineering planning, design and construction to the management of several projects simultaneously in various phases of development. Supervision is exercised over a staff of construction managers, construction inspectors, professional and clerical employees engaged in construction management activities or serving in support capacities. Supervision is received from a professional superior who reviews work through personal conferences and written reports for the effective management of assigned construction projects.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate construction managers and construction field inspectors engaged in supervising construction of large and complex water and/or wastewater pump stations and lift stations including electrical work involving high voltage electrical equipment, installation of large booster pump units, and structural construction work involving load bearing and test pile installation, structural concrete, and reinforced cast-in-place and pre-cast systems.

Supervises all phases of pump station and lift station construction projects to completion and conducts periodic personal inspections of construction projects to monitor compliance with contract plans and specifications.

Coordinates the work of engineering consultants and contractors; approves contract invoices and oversees quality control measures; originates Notices-to-Proceed and Work Orders to consultants; attends pre-construction meetings; provides assistance in the preparation of construction plans and specifications; assists in resolving conflicts with consultants and contractors; prepares correspondence and progress reports; approves lists of deficiencies and supervises correction of defects during the warranty period.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and methods of engineering and architectural design and construction work.

Thorough knowledge of the design characteristics of large and complex water and wastewater pump stations and lift stations.

Thorough knowledge of construction plans and specifications pertaining to the construction of pump stations and lift stations.

Thorough knowledge of building materials, methods and construction systems.

Considerable knowledge of the content, provisions and meaning of information in complex construction contracts.

Considerable knowledge of the records, forms and reports required in the construction of pump stations and lift stations.

Ability to manage and coordinate the administration and inspection of pump station and lift station construction projects to ensure conformance with construction plans and specifications.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand complex architectural and engineering drawings and specifications related to pump station and lift station construction projects.

## Human Resources Department

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### **W & S Pump Station Construction Supervisor (005576)**

Ability to analyze and resolve complex technical or administrative problems in the construction of pump stations and lift stations.  
Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced professional, administrative and supervisory work planning and directing activities of the Pump Station Section for the Miami-Dade Water and Sewer Department.

### W & S Construction Projects Supervisor 1 (005579)

#### Minimum Qualifications

Bachelor's degree in Construction Management, Engineering or related field. Three years of experience in the design, construction or management of construction projects to include one year managing water and/or wastewater utility construction projects are required. A license in any of the following may substitute for the required education: State of Florida Professional Engineer license, State of Florida Registered Architect license, State of Florida or Miami-Dade County General Contractor's certificate, General Building Contractor or General Engineering Contractor's certificate or Certificate of Eligibility in General Engineering or General Building.

#### Job Specifications

##### NATURE OF WORK

This is professional and administrative work in the management of building construction projects for the Water and Sewer Department.

Employees in this class are responsible for authorizing and monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of water and wastewater plant equipment and facilities, pipelines, sewer mains, pump stations, lift stations, and related Water and Sewer infrastructure. Emphasis of the work is on the management of various projects through all phases of development including planning, consultant selection, design management, selection of contractor, construction management, inspection and warranty administration. Incumbents exercise independent judgment in the application of the principles and practices of architectural planning, design, construction and related engineering knowledge. Supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives during all phases of the building construction process.

##### ILLUSTRATIVE TASKS

Assists consultants and county agency officials in the development of building construction projects; issues work orders to consultants, surveyors and testing labs; verifies consultant's invoices and recommends payment; reviews consultant's plans and specifications at various stages of development for conformance to program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultant's cost estimates; schedules, attends and writes reports of meetings with consultants and county agency representatives.

Coordinates bid advertisements, printing and distribution of plans and specifications to bidders; schedules and assists in conducting pre-bid conferences; assists in evaluating bids and making recommendations for award of contract.

Assists in coordinating the signing of contracts with contractors; schedules and assists in conducting pre-construction meetings with consultants, contractors and sub-contractors.

Originates Notices to Proceed to contractors and work orders to consultants and testing labs; reviews and recommends approval of periodic requisitions, invoices and supporting data from contractors, consultants and testing labs; reviews field inspection reports.

Assists in the preparation of schedules and monitors construction progress; keeps user agencies informed; assists in the preparation of change orders to contract; keeps records of contingency allowance and consultant's payments.

Assists in the inspection of projects for substantial completion and prepares list of any deficiencies; prepares performance reports on contractors and consultants; arranges for correction of defects by contractor during warranty period; schedules and conducts inspection at end of warranty period and assures correction of defects.

Qualifies the department as general contractor and obtains building permits

Maintains project administrative records and files.

Performs related work as required.



## Human Resources Department

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### W & S Construction Projects Supervisor 1 (005579)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work.

Considerable knowledge of mechanical, electrical, and structural design of water and wastewater treatment and transmission systems.

Considerable knowledge of building materials, methods and construction systems.

Considerable knowledge of building codes, laws, regulations, county and utility design standards, and environmental compliance requirements.

Considerable knowledge of contracts, forms and procedures relative to building construction activities.

Knowledge of current construction costs.

Ability to develop and analyze programs of space requirements for a variety of building construction projects.

Ability to understand architectural and engineering drawings and specifications related to building construction projects.

Ability to review and suggest changes, additions and corrections in the plans and specifications of construction projects.

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.

Ability to inspect projects under construction for conformance to contract documents.

Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 9/05

#### **Nature Of Work**

This is professional and administrative work in the management of building construction projects for the Water and Sewer Department.

### W & S Pipeline Construction Supervisor (005580)

#### Minimum Qualifications

Bachelor's degree in Engineering, Construction Management or a related field. Five years of experience in the design and management of water, sewer and drainage construction projects are required. A State of Florida Professional Engineer license, Miami-Dade County General Building Contractor certificate, or Miami-Dade County General Engineering Contractor certificate may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional, administrative and supervisory work planning and directing activities of the Pipeline Section for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for coordinating and supervising the construction of large and complex water mains, sewer force mains and gravity sewer systems and pipelines. Responsibilities include providing assistance in the preparation of construction plans and specifications, attending pre-construction meetings, coordinating field inspections, preparing and reviewing payment estimates, preparing Change Orders, resolving conflicts with consultants and contractors, preparing progress reports, monitoring compliance with plans and specifications, and supervising the correction of defects during the warranty period. The incumbent exercises considerable independent judgment in the application of the principles and practices of architectural and engineering planning, design and construction to the management of several projects simultaneously in various phases of development. Supervision is exercised over a staff of construction managers, construction inspectors, professional and clerical employees engaged in construction management activities or serving in support capacities. Supervision is received from a professional superior who reviews work through personal conferences and written reports for the effective management of assigned construction projects.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate construction managers and construction field inspectors engaged in supervising construction of large and complex water mains, sewer force mains, and gravity sewer systems and pipelines ranging in sizes from 8-inch diameter ductile iron pipe to 120-inch diameter prestressed concrete pipe including aerial, subaqueous and conventional installation methods of construction.

Supervises all phases of pipeline construction projects to completion and conducts periodic personal inspections of construction projects to monitor compliance with contract plans and specifications.

Coordinates the work of engineering consultants and contractors; approves contract invoices and oversees quality control measures; originates Notices-to-Proceed and Work Orders to consultants; attends pre-construction meetings; provides assistance in the preparation of construction plans and specifications; assists in resolving conflicts with consultants and contractors; prepares correspondence and progress reports; approves lists of deficiencies and supervises correction of defects during the warranty period.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and methods of engineering and architectural design and construction work.

Thorough knowledge of the design characteristics of water mains, sewer force mains and gravity sewer systems and pipelines.

Thorough knowledge of construction plans and specifications pertaining to the construction of water and sewer pipelines.

Thorough knowledge of building materials, methods and construction systems.

Considerable knowledge of the content, provisions and meaning of information in complex construction contracts.

Considerable knowledge of the records, forms and reports required in the construction of water and sewer pipelines.

Ability to manage and coordinate the administration and inspection of pipeline construction projects to ensure conformance with construction plans and specifications.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand complex architectural and engineering drawings and specifications related to water and sewer pipeline construction projects.

## Human Resources Department

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### W & S Pipeline Construction Supervisor (005580)

Ability to analyze and resolve complex technical or administrative problems in the construction of water and sewer pipelines.  
Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced professional, administrative and supervisory work planning and directing activities of the Pipeline Section for the Miami-Dade Water and Sewer Department.

### W & S Structural Construction Supervisor (005582)

#### Minimum Qualifications

Bachelor's degree in Architecture, Engineering or a related field. Five years of experience in the design and management of water and sewer projects are required. A license in any of the following may substitute for the required education, State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County General Building Contractor's or Miami-Dade County General Engineering Contractor.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional, administrative and supervisory work planning and directing activities of the Wastewater Plant Section for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for coordinating and supervising the construction of complex wastewater treatment plants and related facilities and equipment. Responsibilities include providing assistance in the preparation of construction plans and specifications, attending pre-construction meetings, coordinating field inspections, preparing and reviewing payment estimates, preparing Change Orders, resolving conflicts with consultants and contractors, preparing progress reports, monitoring compliance with plans and specifications, and supervising the correction of defects during the warranty period. The incumbent exercises considerable independent judgment in the application of the principles and practices of architectural and engineering planning, design and construction to the management of several projects simultaneously in various phases of development. Supervision is exercised over a staff of construction managers, construction inspectors, professional and clerical employees engaged in construction management activities or serving in support capacities. Supervision is received from a professional superior who reviews work through personal conferences and written reports for the effective management of assigned construction projects.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate construction managers and construction field inspectors engaged in supervising construction of complex technical projects involving wastewater treatment plants including cryogenic plant construction, cogeneration plant construction and highly specialized sewage treatment and pumping processes required for interface within treatment plants rated at capacities from 80 MGD to 120 MGD.

Supervises all phases of wastewater treatment plant construction projects to completion and conducts periodic personal inspections of construction projects to monitor compliance with contract plans and specifications.

Coordinates the work of engineering consultants and contractors; approves contract invoices and oversees quality control measures; originates Notices-to-Proceed and Work Orders to consultants; attends pre-construction meetings; provides assistance in the preparation of construction plans and specifications; assists in resolving conflicts with consultants and contractors; prepares correspondence and progress reports; approves lists of deficiencies and supervises correction of defects during the warranty period.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and methods of engineering and architectural design and construction work.

Thorough knowledge of the design characteristics of complex technical wastewater plants and related facilities and equipment.

Thorough knowledge of construction plans and specifications pertaining to the construction of wastewater treatment plants and related facilities.

Thorough knowledge of building materials, methods and construction systems.

Considerable knowledge of the content, provisions and meaning of information in complex construction contracts.

Considerable knowledge of the records, forms and reports required in the construction of wastewater treatment plant facilities.

Ability to manage and coordinate the administration and inspection of wastewater treatment plant construction projects to ensure conformance with construction plans and specifications.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand complex architectural and engineering drawings and specifications related to wastewater treatment plant

### **W & S Structural Construction Supervisor (005582)**

construction projects.

Ability to analyze and resolve complex technical or administrative problems in the construction of wastewater treatment plant facilities and equipment.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced professional, administrative and supervisory work planning and directing activities of the Wastewater Plant Section for the Miami-Dade Water and Sewer Department.

### W & S Special Project Construction Supervisor (005584)

#### Minimum Qualifications

Bachelor's degree in Architecture, Engineering or a related field. Five years of experience in the design and management of water and sewer construction projects are required. Any of the following may substitute for the required education: State of Florida Registered Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County General Building Contractor certificate, or Miami-Dade County General Engineering Contractor certificate.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional, administrative and supervisory work planning and directing activities of the Special Projects Section for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for coordinating and supervising the construction of water and wastewater projects, pipelines, pump stations and related water and sewer projects. Responsibilities include providing assistance in the preparation of construction plans and specifications, attending pre-construction meetings, coordinating field inspections, preparing and reviewing payment estimates, preparing Change Orders, resolving conflicts with consultants and contractors, preparing progress reports, monitoring compliance with plans and specifications, and supervising the correction of defects during the warranty period. The incumbent exercises considerable independent judgment in the application of the principles and practices of architectural and engineering planning, design and construction to the management of several projects simultaneously in various phases of development. Supervision is exercised over a staff of construction managers, construction inspectors, professional and clerical employees engaged in construction management activities or serving in support capacities. Supervision is received from a professional superior who reviews work through personal conferences and written reports for the effective management of assigned construction projects.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate construction managers and construction field inspectors engaged in supervising construction of large and complex water and wastewater facilities, pipelines, pump stations and lift stations, treatment plant facilities, system rehabilitation projects, and related water and sewer facilities and structures.

Supervises all phases of special construction projects to completion and conducts periodic personal inspections of construction projects to monitor compliance with contract plans and specifications.

Coordinates the work of engineering consultants and contractors; approves contract invoices and oversees quality control measures; originates Notices-to-Proceed and Work Orders to consultants; attends pre-construction meetings; provides assistance in the preparation of construction plans and specifications; assists in resolving conflicts with consultants and contractors; prepares correspondence and progress reports; approves lists of deficiencies and supervises correction of defects during the warranty period.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and methods of engineering and architectural design and construction work.

Thorough knowledge of the design characteristics of large and complex water and sewer facilities, structures and equipment.

Thorough knowledge of construction plans and specifications pertaining to the construction of a variety of water and sewer facilities.

Thorough knowledge of building materials, methods and construction systems.

Considerable knowledge of the content, provisions and meaning of information in complex construction contracts.

Considerable knowledge of the records, forms and reports required in the construction of water and sewer projects.

Ability to manage and coordinate the administration and inspection of water and sewer construction projects to ensure conformance with construction plans and specifications.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### **W & S Special Project Construction Supervisor (005584)**

Ability to understand complex architectural and engineering drawings and specifications related to special water and sewer construction projects.

Ability to analyze and resolve complex technical or administrative problems in the construction of water and sewer projects.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced professional, administrative and supervisory work planning and directing activities of the Special Projects Section for the Miami-Dade Water and Sewer Department.

## Human Resources Department

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### W & S Security Supervisor (005590)

#### Minimum Qualifications

Bachelor's degree in Criminal Justice or related field. Three years of experience in security operations, or military or civilian law enforcement to include one year of supervisory experience are required. Additional security experience may substitute for the required education on a year-for-year basis. Must possess certification as Florida Concealed Weapons permit within one year of employment and successfully complete a background investigation.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized supervisory work in the protection of public and private property belonging to the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for planning, assigning and reviewing the work of contract security guards engaged in providing security activities at Water and Sewer facilities and properties. Responsibilities include directing security actions to assure the safety of persons while on county property, protect county facilities, and prevent unauthorized access to restricted areas. Work occasionally involves an element of personal danger and is performed with considerable independence in accordance with established security and safety practices. Supervision is exercised over contract guards through personal observation either on foot or by vehicle. Supervision is received from an administrative superior who reviews work for effective supervision of security operations and adherence to established security policies, procedures and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of contract security guards engaged in protecting and patrolling public and private property belonging to the Water & Sewer Department.

Responds to burglar alarm calls to admit police to search Water & Sewer Department premises and prepares reports.

Assures that departmental security policies and procedures are appropriately implemented

Prepares and reviews incident reports, memoranda, and logs of activities prepared by security guards and supervisors to assure that they are properly written in accordance with departmental, rules, regulations and procedures.

Recommends changes to departmental security policies, procedures and operations to correct deficiencies and improve operations; keeps abreast of new procedures and developments in the security field.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of policies, procedures, and regulations pertaining to patrolling and protecting persons and property at Water & Sewer facilities.

Considerable knowledge of Water & Sewer emergency and contingency plans.

Considerable knowledge of Water & Sewer facilities and operations, including buildings, roadways, and geographical layout.

Knowledge of modern security practices, techniques and methods of law enforcement.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.



## Human Resources Department

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### W & S Security Supervisor (005590)

Ability to establish and maintain effective working relationships with subordinate contract guards, superiors and police officials.

Ability to prepare reports and maintain records.

Ability to communicate clearly and concisely, orally and in writing.

Ability to react promptly and appropriately in emergency situations.

Ability to recommend changes in security policies and procedures to enhance effectiveness and efficiency of security operations.

Ability to enforce security firmly and impartially and with respect for individual rights.

NEW 02/23/2007

#### **Nature Of Work**

This is advanced specialized supervisory work in the protection of public and private property belonging to the Miami-Dade Water & Sewer Department.

### W & S Security Inspector Supervisor (005591)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the inspection of water and sewer utilities projects, related public works structures or a wide variety of related security systems are required. Most possess a Florida driver license. Completion of coursework in Engineering, Engineering Technology, Construction Management, Security Systems or related field may substitute for required experience on a month-for-month basis to a maximum of one year.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the inspection management of all security related construction projects within the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for planning, assigning and reviewing the work of assigned contractors and tradesmen. Emphasis of the work is on providing technical direction to subordinates and contracted employees engaged in the installation, alteration, maintenance and repair of the department's security access control, intrusion alarms, and closed circuit television (CCTV) systems. The employee designs blueprints and specifications as the nature of the job-site requires, recommends working procedures and instructs contractors and subordinates in new techniques. Supervision is exercised over skilled tradesmen, unskilled helpers and contracted employees through inspection of work in progress and upon completion, for proper installation and functions. Supervision is received from an administrative superior who reviews work through personal inspections, systems' effectiveness to prevent burglaries, cost, and project completion time.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of assigned contractors, tradesmen and private contract assistants engaged in the installation, alteration, maintenance and repair of departmental security access control, intrusion alarms and CCTV systems; lays out and explains job to be done; recommends working procedures and instructs contractors and subordinates in new techniques; provides on site supervision and inspects completed work for proper installation and function.

Advises administrative superiors in planning new security systems both in existing and facilities under construction; provides technical advice and inspects system construction under contract.

Supervises and participates in the installation and maintenance of a large variety of specialized security equipment including card-reader locks, vehicle barriers, perimeter gates, electronic door releases, CCTV and biometric readers.

Provides technical direction to subordinates; participates in review of security system requirements; advises administrative superiors on the most effective type of security system and devices to meet site requirements.

Provides advanced technical assistance for construction inspections; reviews and confirms completion of work on submitted payment estimates; reviews reports provided by contractors and construction inspectors.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of construction inspection methods and techniques used in the inspection of large and complex security construction projects.

Thorough knowledge of security access controls, intrusion alarms, CCTV systems, card-reader locks, vehicle barriers, perimeter gates, electronic door releases and biometric readers.

Thorough knowledge of standard practices, methods, tools and materials used in the installation and maintenance of a large variety of

## Human Resources Department

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### W & S Security Inspector Supervisor (005591)

specialized security equipment.

Knowledge of the content and meaning of construction plans and specifications.

Knowledge of the records, reports, and forms required in security construction projects.

Knowledge of building codes and regulations pertaining to the installation, maintenance and repair of security systems.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of tradesmen and private contract assistants in an efficient fashion, in widely scattered locations.

Ability to review security system requirements and recommend the most effective type of security system and devices to meet site requirements

Ability to direct and perform detailed technical inspections of water and sewer security construction projects.

Ability to read and interpret construction plans, blueprints, and specifications.

Ability to determine if security construction projects are in compliance with plans and specifications, and local building codes and regulations.

Ability to review and prepare forms and reports, and maintain records related to security construction projects.

NEW/03/13/2007

#### **Nature Of Work**

This is skilled supervisory work in the inspection management of all security related construction projects within the Miami-Dade Water & Sewer Department.

## Human Resources Department

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### W & S Security Chief (005592)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to five years of experience in security operations, protective services, or military or civilian law enforcement to include supervisory experience is required. Must possess a Certification as a Protection Professional (CPP) or obtain certification within six months of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory security work in protecting public property at Miami-Dade County Water and Sewer facilities.

An employee in this class is responsible for the development and operation of a security program at the Miami-Dade Water & Sewer Department. Emphasis of the work is on planning, organizing and reviewing the work of a subordinate staff of supervisors maintaining security on specific shifts, coordinating work with various local and Federal law enforcement agencies and continuously reviewing security policies and practices to recommend improvements and increase efficiency. Responsibilities include the development, installation and maintenance of a Water & Sewer Department identification system, planning for future security requirements at water & sewer facilities, budget preparation, and development of on-the-job and formal training programs for subordinates. Work involves the use of considerable independent judgment in the application of established security practices and procedures at water & sewer facilities. Supervision is exercised over subordinate clerical and specialized security employees by review of a variety of reports, and personal conferences to insure efficiency of security operations. General supervision is received from the an administrative superior who holds the incumbent responsible for the Water & Sewer Department security program through personal conferences, reports and observation of security operations.

##### ILLUSTRATIVE TASKS

Plans, organizes and reviews work of a subordinate staff of supervisors responsible for maintaining security on specific shifts; establishes work schedules and revises as required.

Directs the establishment of surveillance activities as required; establishes and assures the maintenance of a security records system containing all accident, theft and incident reports prepared by security personnel and local and Federal law enforcement agencies.

Evaluates long range security requirements in response to expansion of facilities such as manpower needs, changes in assigned duties of subordinates, locations of gate houses and security policies and procedures.

Devises and implements new and revised departmental security procedures; recommends changes in operations to correct deficiencies and improve efficiency.

Evaluates the application of electronic security systems for departmental facilities and properties, including the use of closed circuit television, sound detection equipment, smoke detectors, intrusion alarms and other related facility devices.

Assists building management personnel with security problems and the proper assignment of guard service personnel.

Designs and administers a Miami-Dade Water and Sewer identification system including issuing, recording and filing of identification cards.

Supervises an on-the-job training program for supervisors and security guards; assists in developing formal training programs by identifying training needs and coordinate efforts with other law enforcement agencies; writes operating manuals for supervisors and security guards.

Prepares budget requests for security program; reviews and approves requisitions for supplies and equipment.

Makes recommendations and decisions regarding hiring and discipline of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates and rates employee performance.

Performs related work duties as required.

### W & S Security Chief (005592)

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern security practices, techniques and methods of law enforcement.

Thorough knowledge of policies, regulations and procedures used in protecting and patrolling property at a large-scale water and sewer facility.

Thorough knowledge of the geography of the water and sewer facilities operating areas including road network and users.

Considerable knowledge of operations and activities at a large-scale water and sewer facility.

Considerable knowledge of supervisory principles and practices.

Knowledge of budget preparation procedures and reporting requirements.

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale

Ability to establish effective work relationships with subordinates and superiors, local and Federal law enforcement agencies.

Ability to react promptly and appropriately in emergency situations.

Ability to enforce security firmly and impartially and with respect for individual rights.

Ability to operate a motor vehicle and mobile communications equipment.

NEW/11/03/06

#### **Nature Of Work**

This is responsible supervisory security work in protecting public property at Miami-Dade County Water and Sewer facilities.

## Human Resources Department

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### Assistant Chief of Security, W & S (005594)

#### Minimum Qualifications

Bachelor's degree. A minimum of two to four years experience in security, protective services, or in military or civilian law enforcement are required. Additional security experience may substitute for the required education on a year-for-year basis. Applicants qualifying for employment with the Miami-Dade Water and Sewer Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Water and Sewer Department who work in secure unescorted access areas are required by Miami-Dade County Ordinance -2-68 to obtain a Water and Sewer restricted access ID Card. The security clearance required by county ordinance is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory security work in protecting public property at Miami-Dade County Water and Sewer facilities.

An employee in this class is responsible for assisting the W & S Security Chief in the operations of a security program at the Miami-Dade Water & Sewer Department. Emphasis of the work is on leading and directing the security staff assigned to various locations within the department. Responsibilities include maintaining and enforcing operational policies, procedures, rules and regulations; ensuring that section goals and objectives are achieved in a timely manner and acting as the department's liaison with other law enforcement agencies, department heads and supervisors. Work involves the use of considerable independent judgment in the application of established security practices and procedures at water & sewer facilities. Supervision is exercised through subordinate supervisors over specialized security employees by review of a variety of reports, and personal conferences to insure efficiency of security operations. General supervision is received from the an administrative superior who holds the incumbent responsible for the Water & Sewer Department security program through personal conferences, reports and observation of security operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of subordinate W & S Security Supervisors engaged in the supervision of contracted security personnel at assigned locations within the Miami-Dade Water & Sewer Department.

Assists the W & S Security Chief and other management staff in carrying out the administrative support operations of the section; reviews, analyzes and evaluates operational efficiency and makes recommendations for improvement; assists in implementing recommended actions to attain divisional goals and objectives.

Monitors the section's financial and operational functions to assure compliance with County policies and procedures and related financial and internal control procedures; assists with budget preparation, financial forecasts and projections; works with section heads and building managers to prepare these work products.

Manages and coordinates a variety of special projects as may be assigned to the section by the Department Director or other senior staff including cost analyses, procedure manuals, audits, managerial and operational reports, organizational research and makes recommendations for action to be taken.

Develops, provides and coordinates section training; assesses needs and plans training for section that will develop professional skills of employees to ensure the highest possible level of customer service.

Coordinates security related activities with local, county and federal law enforcement agencies, security vendors and internal clients' operations; assists other law enforcement agencies in investigations and emergencies; prepares reports as need in accordance with the National Information Management System.

Makes recommendations and decisions regarding hiring and discipline of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates and rates employee performance.

## Human Resources Department

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### Assistant Chief of Security, W & S (005594)

Performs related work duties as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern security practices, techniques and methods of law enforcement.

Through knowledge of policies, regulations and procedures used in protecting and patrolling property at a large-scale water and sewer facility.

Through knowledge of the geography of the water and sewer facilities operating areas including road network and users.

Considerable knowledge of operations and activities at a large-scale water and sewer facility.

Considerable knowledge of supervisory principles and practices.

Knowledge of budget preparation procedures and reporting requirements.

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale

Ability to establish effective work relationships with subordinates and superiors, local, State and Federal law enforcement and emergency management agencies.

Ability to react promptly and appropriately in emergency situations.

Ability to enforce security firmly and impartially and with respect for individual rights.

Ability to operate a motor vehicle and mobile communications equipment.

NEW/07/02/2008

#### **Nature Of Work**

This is responsible administrative security work in the Security Section of the Miami-Dade County Water & Sewer Department.

## Human Resources Department

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### New Business Conveyance Officer (005595)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related field. Two years of professional administrative experience in the legal conveyance of new facilities to a government agency and/or experience in establishing and activating new utility services for business and residential customers is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible administrative and supervisory work in the conveyance of new facilities to Miami-Dade County.



## Human Resources Department

### W&S GIS Quality Assurance Supervisor (005596)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Computer Science, Cartography, Geography or related field. Two years of experience in GIS application testing and management; implementation of quality control/quality assurance procedures to include supervisory experience; and interpreting as-built information and transferring as-built data to a GIS. Additional related experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work managing the GIS Data Maintenance Unit for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for managing the accuracy of data for mission critical GIS layers. Duties include the management, training and supervision of staff; management of work quality and productivity; extensive research, problem solving and recommendations for adequate layer maintenance; testing all GIS applications before implementation and as needed; assisting all GIS users and clarifying connectivity rules for WASD GIS Atlas Maintenance and geodatabases, mapping and reporting. Supervision is exercised over a staff of Cadastral Technicians and W&S GIS Quality Assurance Specialists engaged in various phases of the unit's work. Supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Supervises the GIS Data Maintenance unit responsible for maintaining and updating records of as-built information in an electronic format (GIS), mapping network system (intranet) and hard copy system (atlases).

Manages multiple GIS quality improvement projects; organizes the distribution of worked based on priority areas or received date; ensures that all applications are properly running on staff's work stations.

Manages the data accuracy for WASD GIS layers to include Water, Sewer, Fire Hydrants, Service Point Connection, Service Area Layer and Sewer Private System.

Establishes and maintains quality assurance/quality control procedures for WASD infrastructure GIS layers.

Validates and places in production data quality checked by subordinates; validates and places in production data quality checked and digitized by consultants; validates as-built quality to ensure data is accurate; validates quality of scanned as-builts.

Researches missing documentation necessary to correct GIS layers and ensures all corrections are reported using the Active As-Built Supplementary Information System (AASIS) layer.

Coordinates with Plans Review the removal of Donation projects from the system and notifies them when a Donation project has been placed spatially incorrect.

Validates WASD GIS data that has been updated on all local WASD GIS servers and on the Enterprise Geodatabase at ITD; validates that all Atlases are updated on a weekly basis.

Pushes and synchronizes GIS and EAMS data weekly; researches and corrects those assets in GIS that were not created or synchronized in EAMS.

Provides support and hands-on training to all staff on properly interpreting as-built information, data editing, quality assurance/quality control rules and techniques to include interpreting as-built drawings, properly transferring as-built data to the GIS WASD layers, and properly interpreting and digitizing complex as-builts.

Manages application testing of all modifications and enhancement upgrades to the GIS Atlas Maintenance System.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Assigns and monitors work progress using the WASD Work and Time Tracking System (WATTS)

Generate Active Strategy Enterprise (ASE) performance management reports on a quarterly basis

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the Geographic Information System (GIS) utilized within the Miami-Dade Water & Sewer Department

Considerable knowledge of Environmental Systems Research Institute (ESRI) GIS geometric network rules and maintenance for water/wastewater utility networks

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the principles, practices, techniques and instruments of engineering drafting.

### W&S GIS Quality Assurance Supervisor (005596)

Knowledge of the basic principles of civil engineering as they relate to topographic surveying and engineering drafting.  
Knowledge of all above-ground and below-ground water and sewer field facilities.  
Knowledge of research techniques and the sources and availability of pertinent information concerning water and sewer systems.  
Ability to manage multiple projects simultaneously  
Ability to reprioritize tasks to meet deadlines  
Ability to implement quality control/quality assurance procedures.  
Ability to interpret as-built information and transfer as-built data to a GIS.  
Ability to conduct research to correctly update GIS WASD layers.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private individuals.  
Ability to incorporate field survey findings into the Geographical Information System database.  
Skill in the use of GAMS and ArcGIS software.

NEW January 29, 2013

#### **Nature Of Work**

This is professional and supervisory work managing the GIS Data Maintenance Unit for the Miami-Dade Water & Sewer Department.

### Water Distribution Supervisor (005603)

#### Minimum Qualifications

High school diploma or GED. Two years of experience supervising crews involved in the installation, repair and maintenance of water mains, water service pipelines, fire hydrants, meters and meter boxes are required. Must possess a Driver license. Must obtain a State of Florida Level 2 Water Distribution System license during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory and administrative work in the installation, repair and maintenance of pipelines in the County water distribution system.

Employees in this class are responsible for planning and coordinating the work of employees engaged in the construction and maintenance of water distribution pipelines. Emphasis is on the large scale supervision and coordination of the work of subordinate supervisors, equipment operators, technical employees and laborers, utilizing materials and equipment to install, repair and maintain pipelines, repair water mains, valves and fire hydrants, connect mains, install meters and boxes and perform excavating and backfill tasks. Responsibilities include coordinating geographically separated work crews, assisting with difficult or unusual problems and inspecting work in progress and upon completion. Supervision is exercised over subordinate supervisors, skilled journeymen, semi-skilled and unskilled employees. Supervision is received from an administrative superior through personal conferences and inspection of projects in progress and upon completion for satisfactory attainment of objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors, skilled journeymen, semi-skilled and unskilled employees engaged in the installation, repair and maintenance of water distribution pipelines, water mains, valves, fire hydrants, connections of main lines and service lines, water meters and boxes, and related excavation and backfill work.

Prepares diagrams and sketches for new installations; inspects work in progress and upon completion and assists with difficult or unusual problems.

Requisitions equipment, supplies and materials necessary for completion of work projects; examines blueprints and estimates cost of materials and labor necessary to complete work.

Keeps records of time and materials required for projects and submits reports.

Arranges for the closing and opening of appropriate mains and valves when tie-in or repairs are to begin.

Communications and enforces established safety measures and regulations, instructs employees in occupational hazard and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance evaluations prepared by subordinate supervisors; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Through knowledge of methods, practices, techniques, tools and equipment used in pipefitting, and in the installation and repair of water distribution lines, meters, valves and hydrants.

Through knowledge of the hazards to the public and necessary precautionary measures involved in servicing a water distribution system.

Considerable knowledge of the qualities of various types of pipe and their reaction under pressure.

Considerable knowledge of supervisory principles and practices and operations.

Considerable knowledge of occupational hazards and safety precautions required in pipeline construction and repair projects.

Ability to supervise a large staff of subordinate supervisors, skilled journeymen, semi-skilled and unskilled employees in a manner conducive to full performance and high morale.

Ability to coordinate the use of work crews, equipment and materials in geographically separated locations. Ability to delegate necessary authority to subordinates for completion of assigned responsibilities.

Ability to read and interpret blueprints and prepare diagrams and sketches of work projects.

Ability to accurately estimate labor, equipment and materials required for repair or installation work.

## Human Resources Department

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### Water Distribution Supervisor (005603)

Ability to keep detailed records and prepare reports.

NEW 10-80

#### **Nature Of Work**

This is responsible supervisory and administrative work in the installation, repair and maintenance of pipelines in the County water distribution system.

## Human Resources Department

### Assistant W & S Superintendent (005605)

#### Minimum Qualifications

Bachelor's degree in Engineering and one year of professional supervisory experience to include planning or installation, repair and maintenance of water/sewer pipelines, general construction or mechanical maintenance; or High school diploma or GED and five years of supervisory experience related to the installation, repair and maintenance of water/sewer pipelines, general construction or mechanical maintenance are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative and supervisory work in the construction, repair and maintenance of water distribution lines in the county water distribution system.

Employees in this class are responsible for large scale supervision, planning and coordination of employees engaged in construction, repair and maintenance of water distribution lines. Emphasis of the work is on assisting in the development of plans for new construction and for relocation of underground installations, supervising trouble crews, service crews, mains crews and meter repair crews, providing advice and direction to subordinate Water Distribution Supervisors, and developing solutions to complex operating problems. Supervision is exercised over an extensive staff of subordinate supervisors, mechanics, repairers and laborers engaged in various phases of the work. Supervision is received from the Water Distribution Superintendent who holds the incumbents responsible for efficient and effective supervision of water distribution operations in the area of assignment.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews through subordinate supervisors the work of repairers, mechanics, equipment operators and laborers engaged in the repair and maintenance of water distribution lines and services.

Receives and reviews various periodic production reports of the various water distribution operators.

Researches, designs and develops solutions to improve efficiency and effectiveness of various water distribution operations.

Assists in technical investigation related to the development and preparation of plans and specifications of new construction work in the water distribution system.

Schedules, conducts and participates in management meetings.

Approves requisitions for equipment, supplies and materials needed for completion of work projects.

Communicates and enforces established safety measures and regulations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance evaluations prepared by subordinates and evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the methods, materials and techniques involved in the construction, repair and maintenance of underground water distribution systems.

Thorough knowledge of the properties and uses of various types of pipes and meters.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of hydraulics and utility accounting procedures.

Considerable knowledge of departmental policies, practices and procedures.

Considerable knowledge of occupational hazards and safety precautions required for pipeline construction and repair projects.

Ability to supervise directly and through subordinate supervisors the work of large construction or maintenance crews engaged in pipe system repairs and water meter repairs in a manner conducive to full performance and high morale.

Ability to inspect and determine quality of work performed by subordinates.

Ability to establish and maintain effective working relationships with subordinates and supervisors.

Ability to express ideas and information clearly and concisely.

Ability to prepare administrative reports.

Ability to identify areas of improvements and develop and implement solutions.

## Human Resources Department

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### Assistant W & S Superintendent (005605)

NEW 10-86

#### **Nature Of Work**

This is advanced responsible administrative and supervisory work in the construction, repair and maintenance of water distribution lines in the county water distribution system.

## Human Resources Department

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### Chief, W & S Division (005608)

#### Minimum Qualifications

Bachelor's degree in Sanitary Engineering, Chemistry, Chemical Engineering or a related field. A minimum of four to eight years of experience in the supervision and management of large-scale water treatment plant operations are required. Must possess a State of Florida Class A Wastewater Operator's Certificate .

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work planning and directing the functions of a division of the Miami-Dade Water & Sewer Department. An employee in this class is responsible for planning, directing and coordinating diversified activities of a division. Responsibilities include providing direction and guidance to subordinate supervisory staff on a variety of issues pertaining to the operation of the division. The incumbent exercises considerable independent judgment in the management of various division services and in the resolution of complex administrative problems. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees engaged in various phases of division operations. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of division activities and services.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors, specialized and clerical employees engaged in providing division service activities and functions for the Miami-Dade Water & Sewer Department.

Attends various planning and programming meetings with departmental and other officials; participates in the development and implementation of new and revised policies and procedures to improve division activities and services

Ensures the development and maintenance of tracking and report systems for division activities and services.

Conducts analytical reviews of division operational activities to install improvements or implement new programs.

Interprets County, state and federal regulations and policies as they pertain to the management and operation of the division.

Coordinates division procurement activities consistent with departmental and County policies and procedures.

Prepares and reviews budget estimates and documents; administers budget for the division; reviews and authorizes requisitions for equipment, materials and supplies.

Establishes and maintains effective working relationships with subordinates, superiors, the public, officials of various local and federal agencies and representative of various private organizations doing business at the airport, to assure compliance with airport rules and regulations and to resolve operational problems.

Represents the department with various local, state, federal agencies, and at state, national and international conferences; attends meetings with Airport divisional heads, and other County departments.

Supervises the development of agreements, contracts and leases to ensure compatibility with established policies of county, state and federal rules and regulations.

Develops and implements training programs to enhance employee job performance and operational activities.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorized leave and overtime; reviews employee performance reports prepared by subordinates and rates employees' performance.

Performs other related duties.

### Chief, W & S Division (005608)

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the County Administrative Orders.

Thorough knowledge of County regulations and ordinances.

Thorough knowledge of the principles of business and public administration.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a variety of administrative and operational problems and make sound recommendations for their solution.

Ability to exercise judgment and discretion in the application of departmental policies and procedures to a variety of complex problems.

Ability to enforce established rules and regulations with firmness, tact and impartiality.

Ability to determine if departmental standards have been met and redirect priorities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW - 11/15/2006

#### **Nature Of Work**

This is highly responsible professional managerial work planning and directing the functions of a division of the Miami-Dade Water & Sewer Department.



## Human Resources Department

### W & S Mini-Computer Operator 1 (005645)

#### Minimum Qualifications

High school or GED. One year of experience in the operation of mini-computer data processing equipment to include data entry is required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the operation of mini-computer data processing equipment.

Employees in this class are responsible for operating a mini-computer system through the use of a console keyboard to automatically process business, accounting and statistical data. Responsibilities may include processing data on-site or transmitting data to an off-site mainframe computer installation. Emphasis of the work is on selecting data for processing, operating a console keyboard and related peripheral data processing equipment, processing complete projects, and inspecting completed products for accuracy, sequence and form. Related responsibilities include performing cleaning and minor maintenance tasks on assigned equipment and maintaining a record of operations. Supervision is received from a technical superior who reviews work in progress and upon completion and assists with solutions to difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Receives data for processing in mini-computer and prepares computer to run job; operates a console keyboard and peripheral data processing equipment to process complete projects and inspects products for accuracy, sequence and form.

Operates computer console keyboard, optical card reader, printing terminals having drum or chain type technology, digital tape drives, interactive display terminals, data storage systems employing flexible disks, and disk-based operating systems which supervise the processing of user programs.

Initiates synchronous terminal communications.

Initiates synchronous multipoint terminal communications providing batch processing to an off-site mainframe computer installation.

Performs local and remote loopback tests.

Maintains a record of computer operations.

Performs cleaning, minor maintenance and adjustments on assigned equipment; changes tape reels and printing ribbons, inserts and aligns paper supply.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating characteristics and maintenance requirements of mini-computer data processing equipment.

Knowledge of the established rules and regulations governing mini-computer operations in the area of assignment.

Knowledge of the causes of data rejection or error and the action required for correction.

Knowledge of the scheduling and priority of jobs applicable to mini-computer operations in the area of assignment.

Ability to operate mini-computer and peripheral data processing equipment.

Ability to implement work flow procedures to process data processing projects on a mini-computer system.

Ability to perform minor maintenance, cleaning and adjustments to mini-computer equipment.

Ability to understand and carry out verbal and written instructions.

Ability to maintain records of computer operations.

NEW 1-83

#### Nature Of Work

This is technical work in the operation of mini-computer data processing equipment.

## Human Resources Department

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### W & S Computer Technician 1 (005647)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field; or completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment; or high school diploma or GED and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required.

#### **Job Specifications**

##### NATURE OF WORK

This is technical work in the delivery, installation, setup, and maintenance of computer hardware and software components. Employees in this classification are responsible for installing, configuring, and providing department-wide help-desk end-user support. Supervision is received from a technical or non-technical supervisor depending upon department size and structure.

#### **Nature Of Work**

This is technical work in the delivery, installation, setup, and maintenance of computer hardware and software components.

## Human Resources Department

### W & S Data Management Section Supervisor (005650)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 credits in a computer related field. Two years experience in a leak detection program using computer related programs and equipment; two years experience using computer assisted mapping software; two years experience in database development and administration and one year supervisory experience are required. Must possess a Miami-Dade County GIS Certificate - Level 2 and have successfully completed an Auto Cad Course Level 2 for mapping and drawing. Additional related experience may substitute for the required education on a year for year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional administrative and supervisory work in data management for the Support and Water Accountability sections of the Miami-Dade Water & Sewer Department.

An employee in this class supervises and manages a data management system that provides technical support to the department's Leak Detection, Valve Exercise and Fire Hydrant Programs. Responsibilities include directing and overseeing subordinate staff in the creation, analysis and updating of reports related to the Leak Detection, Valve Exercise and Fire Hydrant Programs; calculation of the estimated water loss for the water distribution system; maintenance and repair of all leak detection equipment; programming, review and maintenance of all databases; installation of all computer software; creation of GIS and AutoCad maps; and review and analysis of work tickets. The incumbent exercises independent judgment in auditing the water system to account for all water loss and developing proper recommendations to prevent unnecessary water loss along the water distribution system. Supervision is exercised over a staff of subordinate technical and clerical employees engaged in various phases of the section's work. Supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Oversees and manages the Data Management Unit in the department's Support & Water Accountability Section to include creating, analyzing and updating reports related to the Leak Detection Program, radio response leaks, and all flushing activities; and calculating the estimated water loss for the water distribution system.

Oversees and assigns daily tasks to the Leak Detection Equipment Specialists in the Electronic Work shop responsible for the maintenance, repair and programming of all leak detection equipment; updating the efficiency program database; downloading information from leak detection equipment used to pinpoint leaks and updating work tickets database.

Oversees and assigns daily tasks to the Information Technology Specialist responsible for providing technical support; installation of all computer software; programming, reviewing and maintaining all databases; creating GIS and AutoCAD maps and troubleshooting all laptops, desk top computers, printers, fax and copy machines.

Oversees and assigns daily tasks to a GIS Graphics Technician II responsible for creating and manipulating maps, sketches and plans; and deploying and analyzing data in the field.

Oversees and assigns daily tasks to Data Entry Specialists responsible for entering daily time records; maintaining numerous databases and preparing daily weekly and monthly reports; requesting locations for work tickets; reviewing and analyzing work tickets submitted to the Construction Management Division and researching job order information.

Performs system water audits to account for all water loss in the water distribution system; analyzes and creates all water loss control reports and makes recommendations to management for need actions.

Creates and updates manuals for training purposes; prepares, develops and implements training classes; creates and prepares presentations for the American WaterWorks Association (AWWA); conducts and coordinates a Leak Detection Program Seminar for other counties, cities and countries; selects appropriate computer software classes for field personnel; cross trains field personnel and evaluates standards for the

### W & S Data Management Section Supervisor (005650)

leak pinpointing process.

Manages the establishment and creation of various databases; manages geo-coding projects for map construction; prepares and maintains paperwork for audit purposes; creates and updates various monthly reports.

Researches and makes recommendations to acquire updated leak detection equipment and leak detection survey methodology; ensures that all leak detection equipment is properly utilized, functioning and maintained; attends GIS annual seminars to evaluate the latest technological advancements and meetings related to leak detection.

Produces and coordinates leak detection and fire hydrant videos for publicity purposes; reviews the preparation of personal Geo-Databases in GIS for the creation of layouts of Miami-Dade County to identify the amount of leaks, atlas pages survey and prioritization of areas of system betterment.

Collects data from various fire departments in Miami-Dade County used to calculate water loss and generate reports; tracks and updates information in the fire hydrant database for hydrants out of service and hydrants which have been repaired; calculates water loss when hydrant repair crews repair and flush hydrants; reviews fire hydrants with locks that prevent unauthorized operations.

Coordinates the valve exercise report; assembles backlog report for work tickets issued; constructs reports tracking flushings performed; and organizes reports that track the number of shutdowns, test kills and tie-ins performed.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of database creation, maintenance and management.

Considerable knowledge of report writing and analysis.

Considerable knowledge of the repair, maintenance and programming of a variety of leak detection equipment used to perform leak surveys.

Considerable knowledge of supervisory principles and practices.

Knowledge of GIS and AutoCAD used to create maps.

Knowledge of new leak detection equipment available and best practices in leak detection surveys.

Ability to install computer software.

Ability to program, review and maintain a variety of databases.

Ability to download information from leak detection equipment to search for potential leaks.

Ability to calculate estimated water loss from the water distribution system.

Ability to troubleshoot lap tops, desk top computers, printers, faxes and copy machines.

Ability to perform a system water audit and account for all water loss.

Ability to analyze and create all water loss control reports and make recommendations to management for needed actions.

## Human Resources Department

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### W & S Data Management Section Supervisor (005650)

Ability to prepare, develop and implement training classes to include creating and updating manuals, selecting appropriate software classes for field personnel and cross training field personnel among various positions.

Ability to communicate effectively, both orally and in writing.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private individuals.

NEW 12/09/2009

#### **Nature Of Work**

This is professional administrative and supervisory work in data management for the Support and Water Accountability sections of the Miami-Dade Water & Sewer Department.

### W & S GIS Quality Assurance Specialist (005662)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in Computer Science, Cartography, Geography or related field. One year of experience in interpreting as-built information and transferring as-built data to the GIS to include quality control and quality assurance review. Additional related experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional technical work in GIS quality assurance ensuring the accuracy of water and sewer infrastructure GIS layers. An employee in this class is responsible for performing GIS quality assurance responsibilities to ensure water & sewer infrastructure GIS layers are updated according to as-builts, field books, verified data correction requests and other departmental approved sources. Responsibilities include assembling database information for incorporation into the computerized Geographic Information System (GIS), conducting research and analyzing field reports to produce accurate information on the location and nature of water and sewer facilities, and relaying information to other departmental work units to effect repairs where they are found necessary. The incumbent exercises considerable independent judgment in identifying differences between existing drawings of acquired water and sewer facilities and actual structures in the field. Supervision may be exercised over Cadastral Technicians and other working to input and/or correct information in the WASD GIS layers. Supervision is received from a W & S GIS Quality Assurance Supervisor who reviews work for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Researches and analyzes water and sewer inspection reports to substantiate and compare field findings on pipelines, elevations, laterals, sizes of pipes, dimensions and distances, condition of water and sewer systems, and the location of not yet identified sanitary ducts and covered manholes, valves, hydrants, distribution mains, transmission mains, gravity sewer, force mains and pump stations.

Corrects, updates, verifies, and improves departmental GIS and atlases; identifies discrepancies pertaining to asset identification and submits corrections; checks and verifies various aspects of departmental maps including sewer line flow direction, elevations, number of tie-in lines, diameters, service lines and laterals.

Assists with the "push and synch" process between GIS and EAMS to ensure that all assets shared by both systems contain the same information; generate, interpret, recommend and assist to correct discrepancy reports between GIS and EAMS.

Assign, track, and report GIS maintenance work for Cadastral Technicians or others working to input and/or correct information on the GIS layers, as required.

Performs other related work.

##### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Geographic Information System (GIS) utilized within the Miami-Dade Water & Sewer Department

Knowledge of the principles, practices, techniques and instruments of engineering drafting.

Knowledge of the basic principles of civil engineering as they relate to topographic surveying and engineering drafting.

Knowledge of all above-ground and below-ground water and sewer field facilities.

Knowledge of research techniques and the sources and availability of pertinent information concerning water and sewer systems.

Ability to interpret as-built information and transfer as-built data to a GIS.

Ability to conduct research to correctly update GIS WASD layers.

Ability to incorporate field survey findings into the Geographical Information System database.

Skill in the use of GAMS and ArcGIS software.

NEW 4/29/2013

#### Nature Of Work

This is professional technical work in GIS quality assurance ensuring the accuracy of water and sewer infrastructure GIS layers.

### W&S Cadastral Technician (005665)

#### Minimum Qualifications

High school diploma or GED. Three years of technical drafting experience to include the preparation of working plans and drawings using AutoCADD are required. One year of technical surveying experience may substitute for one year of the required drafting experience. Completion of coursework in Engineering may substitute for the required experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in cadastral engineering.

Employees in this classification act as principal assistants to professional engineers in performing a variety of the more responsible and technical cadastral engineering tasks. Work requires a considerable knowledge of engineering surveying, land surveying and real property interests. Cadastral Technicians frequently supervise subordinate technical personnel. All work is subject to check in progress and upon completion by professional engineers.

##### ILLUSTRATIVE TASKS

Checks and verifies plats of subdivisions which have been prepared by land surveyors for official recording.

Reviews title search information prepared by abstractors to determine ownerships and other property interests.

Prepares and checks legal descriptions of property to be acquired for road right-of-way or other public purposes.

Performs difficult surveying computations to determine bearings and distances included in legal descriptions and area of tracts of land.

Checks executed instruments of conveyance and related documents for proper form, accuracy and completeness.

Supervises the preparation of exhibits, maps and sketches as needed in connection with acquisition functions and condemnation proceedings.

Makes routine field trips to obtain information concerning property descriptions and property values.

Trains lower level technical personnel by informal on-the-job instruction.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles, techniques and instruments of engineering drafting.

Considerable knowledge of mathematics through trigonometry and its application to sub-professional engineering and surveying computations.

Considerable knowledge of the basic principles of civil engineering and land surveying.

Considerable knowledge of interests in real property and instruments of conveyance and documents related thereto.

Ability to perform difficult surveying computations.

Ability to read and interpret a wide variety of maps, plans, aerial photographs, survey notes and other cartographic records.

Ability to understand and follow complex oral and written instructions.

### W&S Cadastral Technician (005665)

Skill in the use of engineering drafting instruments and equipment.

NEW 10-73

#### **Nature Of Work**

This is advanced technical work in cadastral engineering.



### W & S Clerk 2 (005702)

#### Minimum Qualifications

High school diploma or GED. One year of general clerical experience is required. Completion of coursework or certified business school may substitute for the required experience on a month-for-month basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work for the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for performing a variety of advanced clerical duties involving moderate complexity for the Miami-Dade Water & Sewer Department. Responsibilities may include receiving and distributing reports and correspondence, maintaining files and logs, responding to requests from the public or various officials, sorting and distributing mail, reviewing and verifying invoices, preparing materials for meetings and conferences, and performing a variety of related office duties. Incumbents perform more complex clerical duties and work with greater independence than employees in the next lower class. Employees may operate standard office equipment for which no previous training is required. Supervision is received from a clerical or administrative superior who reviews work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Receives and distributes reports and correspondence; logs in requests; stamps, sorts and distributes U.S. and interoffice mail; organizes and maintains office files and records.

Receives and responds to requests or complaints from the public, contractors, and other officials concerning various unit activities or routes telephone calls to appropriate individual or office.

Reviews and corrects invoices pertaining to construction projects.

Prepares agendas for preconstruction meetings, logs in change orders, maintains monitoring well reports and testing laboratory logs.

Assists in the preparation and assembly of booklets, reports and related materials and documents required for various meetings or conferences.

Compiles, reviews and maintains job order files; maintains Daily Activity Reports.

Assists in proofreading engineering documents and contracts and other printed materials to ensure accuracy.

Maintains and updates departmental personnel files; assists in the processing of personnel change documents and maintaining a variety of personnel records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of departmental policies and procedures applicable to the area of assignment.

Knowledge of modern office practices and procedures.

Knowledge of business English, spelling and arithmetic.

Knowledge of departmental operations and activities in the area of assignment.

Ability to understand and carry out moderately complex verbal and written instructions.

Ability to make minor decisions in accordance with established departmental policies and procedures.

Ability to deal with the public in a courteous and tactful manner.

Ability to learn and perform a variety of moderately complex clerical duties.

NEW 10-96

#### Nature Of Work

This is advanced clerical work for the Miami-Dade Water & Sewer Department.

## Human Resources Department

### W & S Records Center Clerk 2 (005707)

#### Minimum Qualifications

High school. Two years of experience in the receipt, storage, issuance and filing of records are required. Must possess a Driver license. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical and public contact work in the retrieval and furnishing of information from document records in the records center of the Miami-Dade Water & Sewer Department.

Employees in this class are primarily responsible for the retrieval of information, documents or complete records from various files in storage in response to requests from sources within and outside the County. Incumbents are responsible for exercising care in releasing information and files only to authorized persons and for withholding release in instances where court order or other action is required. Supervision is received from a technical superior who assists as problems arise in the locating and furnishing of information from records in storage.

##### ILLUSTRATIVE TASKS

Receives requests for records by fax, mail, telephone and the visiting public including County, state and federal officials, attorneys, water & sewer contractors, departmental officials, insurance companies and others; screens requests to assure persons are authorized to receive information and that confidential files can be released without court order.

Retrieves folders or loose documents from record cartons based on file number and nature of documents; refers to automated or manual records center listings as needed; prepares and inserts charge-out tickets and dispatches records or carries them to a reference room.

Assists attorneys, internal auditors and accountants with more difficult record searches; retrieves various folders to trace sequence of documents needed for audit or legal proceedings; locates misplaced or missing material; locates and groups related documents of a particular type or kind.

Provides information from construction, legal and other documents over the telephone; answers general telephone inquiries concerning the nature of semi-active and active records maintained in the depository, or established procedures in use of the facility.

Assists superior in the preparation of inactive records for microfilming by arranging documents in appropriate sequence according to court proceedings or dates; assists in preparation of records for systematic destruction.

Assists superior in the selection and preparation of records to be transferred to the centralized County records depository.

Refills loose documents into cartons and assists in reshelving of records by moving cartons using lifts and ladders as needed.

Supervises operation of the records center in the absence of the immediate supervisor, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of rules and regulations pertaining to the release of public records.

Knowledge of records center records management system, policies and procedures.

Knowledge of the content of records center active and semi-active records.

Knowledge of the sequence of material in legal, construction or other records in storage.

Knowledge of retention schedules for depository records.

Knowledge of public relations principles and techniques.

Ability to retrieve records from storage promptly and accurately.

Ability to retrieve appropriate documents in difficult record searches.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the public.

Ability to deal courteously, tactfully and effectively with the public and officials of various public and private organizations.

Ability to exercise care in the release of information from records in storage in accordance with established regulations.

Ability to work independently with a minimum of supervision.

Ability to operate lifts and ladders at heights up to sixteen feet.

## Human Resources Department

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### W & S Records Center Clerk 2 (005707)

NEW 10-94

#### **Nature Of Work**

This is specialized clerical and public contact work in the retrieval and furnishing of information from document records in the records center of the Miami-Dade Water & Sewer Department.

## Human Resources Department

### W & S Office Support Specialist 2 (005712)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting.

Although employees in this class perform duties which require skilled typewriting, the principal emphasis is upon the wide variety of clerical tasks performed which require the application of independent judgment and clerical knowledges. Work of these positions other than typewriting is similar in nature and level to that found in the Clerk 2 class. The variety of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, review of typewritten material, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Maintains the less complex accounting, financial and cost records where no technical knowledge is required but where frequent procedural problems arise; prepares or checks payrolls, vouchers, requisitions and purchase orders; maintains personnel, financial, court and similar records.

Gives information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made.

Supervises a small group of employees engaged in routine clerical and typing duties.

Processes documents requiring various procedural knowledges such as warrants for arrest or insurance claims; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up.

Prepares less complex tax statements; computes simple taxes or obtains data for the computation of more involved taxes; replies to correspondence inquiries covering tax procedures.

Composes and types form letters and other routine correspondence based on information from records and files; prepares rough draft reports, narratives and statistical tabulations.

Types from copy, rough draft or general instructions, accounting and financial statements, inventories, court records, letters, payrolls, receipts, medical records and case histories, departmental reports, permits or other materials, frequently requiring independent action and discretion on problems encountered.

Takes and transcribes dictation by dictating machine, including correspondence, reports or other materials; takes dictation from professional personnel requiring knowledge of special terminology.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of business English, spelling and arithmetic.

## Human Resources Department

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### W & S Office Support Specialist 2 (005712)

Knowledge of office practices and procedures.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems.

Ability to make arithmetic computations accurately with reasonable speed.

Ability to assign, supervise and review the work of other clerical employees in a manner conducive to full performance and high morale.

Ability to meet and deal effectively with the general public and to use tact and good judgment.

Skill in typing accurately from rough draft, plain copy or dictation machines at a reasonable rate of speed.

REV 4/96

#### **Nature Of Work**

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### W & S Complaint Intake Specialist (005714)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience in public contact, handling complaints, or providing citizen information or referral services is required. Must be able to work a rotating shift schedule, weekends and holidays. Must possess a driver license.

#### Job Specifications

##### NATURE OF WORK

This is independent clerical and field work in the intake and research of construction complaints for the Miami-Dade Water and Sewer Department.

Work in this class involves the responsibility for screening telephone calls, emails, incidents, field activities, and 311 Service Requests to determine the party responsible for construction repairs. Employees research a variety of construction complaints against present and past outstanding construction project listings to determine department/contractor liability via a number of database systems to include, but not limited to, GIS applications. Additional responsibilities include logging complaints into a database; contacting complainants to inform them of the progress of repairs and conducting bi-weekly field inspections of work. Although work is performed in accordance with established policies, it is not supervised in detail and a considerable amount of independent judgment is frequently involved. General supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Screens non-emergency telephone calls, e-mails, incidents (EAMS), field activities (FA's)(CC&B), and 311 Service Requests to determine responsibility for construction repairs.

Cross references construction complaints with present and past outstanding construction project listings to determine department/contractor liability via various database applications including GIS.

Organizes, files and refers construction complaints to the appropriate interdepartmental liaison for immediate resolution.

Maintains records related to department construction projects; reviews, compiles and prepares reports on complaints for presentation by designated department liaison.

Performs daily analysis, review, reconciliation and reporting of CC&B Field Activities and CCMS.

Utilizes CCS, EAMS, and CC&B software applications to log complaints into the database system; reviews web based atlas applications (GIS) to confirm layout of water and sewer infrastructure; extracts 311 Service Requests/Complaints from the department's construction group in CSR applications.

Conducts regular quality and assurance monitoring and reporting of customer complaints and customer satisfaction surveying consistent with departmental performance measures; utilizes EAMS and all available applications to deter customer impact and loss of service.

Maintains and develops open lines of communication with Construction Management by attending pre-construction meetings and coordinating with the Public Information Office.

Contacts complainants to inform them of the progress of construction repairs; conducts bi-weekly field inspection of complaints to ensure customer satisfaction and contractor compliance; records findings with photos of completed work.

Performs related work as required.

## Human Resources Department

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### W & S Complaint Intake Specialist (005714)

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple data processing and transmission principles utilized in computerized information systems.

Knowledge of routine office practices and procedures.

Knowledge of department rules, regulations and policies.

Knowledge of personal computer applications.

Ability to read and decipher data on source documents to be entered.

Ability to enter and verify information with accuracy and a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to work with considerable independence.

Ability to apply general departmental rules and procedures to customer problems regarding construction repairs

Ability to handle customer complaints tactfully, and to establish and maintain effective working relationships with the public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to keep records and prepare a variety of reports.

Skill in data entry or typing.

NEW 12/02/2010

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#### **Nature Of Work**

This is independent clerical and field work in the intake and research of construction complaints for the Miami-Dade Water and Sewer Department.

Must take and pass a data entry skills test with a net score of 85 keystrokes per minute. Photo identification is required to take the data entry skills test.

### W & S Secretary (005719)

#### Minimum Qualifications

High school diploma or GED. One year of advanced clerical experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced secretarial and related clerical work for the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for performing advanced secretarial duties for water & sewer officials, administrators and managers. Work includes utilizing the full range of modern secretarial skills to perform secretarial duties, operation of word processing equipment, personal computers, typewriters and other office equipment, assigning and reviewing the work of lower-level clerical employees, and preparing a variety of reports, forms, requisitions and correspondence. Duties may include taking and transcribing dictation which may involve financial, engineering or technical terminology. Supervision is received from an administrative official who reviews work for the efficient and effective performance of secretarial duties in support of unit operations.

##### ILLUSTRATIVE TASKS

Performs advanced secretarial duties for officials, administrators and managers of the Miami-Dade Water & Sewer Department; makes appointments and maintains calendar; arranges for conferences and meetings; attends meetings and conferences taking minutes or summary notes.

Opens and distributes mail; maintains control of correspondence flow through work unit and assures that response deadlines are met; composes correspondence or selects standardized formats; prepares a variety of reports, correspondence, documents, forms and requisitions.

Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or work unit activities and established policies and procedures.

Operates word processing, personal computer or advanced typewriting equipment to prepare and create reports, generate correspondence or other documents, and complete forms, requisitions and other similar standardized records.

Assigns and reviews the work of lower-level clerical employees engaged in typing, filing and other clerical activities; provides advice and assistance as questions arise concerning work tasks and work unit procedures.

Retrieves and assembles material from files; authorizes expenditures from petty cash funds; requisitions office supplies; performs arithmetic calculations as needed.

Takes and transcribes dictation as required, involving technical or specialized terminology.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of secretarial procedures, methods and techniques.

Knowledge of modern office procedures, practices and equipment.

Knowledge of business English, spelling and arithmetic.

Knowledge of the records, reports and forms utilized in the area of assignment.

Knowledge of the policies, procedures and regulations of the Miami-Dade Water & Sewer Department.

Some knowledge of County organization and operations.

Some knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working relationship with a government official.

Ability to operate modern office equipment.

Ability to search for and compile information from files and other sources.

Ability to make minor decisions in accordance with office procedures and departmental regulations.

Ability to develop and maintain effective departmental and public relations.

Skill in the operation of a computer keyboard.

Skill in typewriting.



## Human Resources Department

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### W & S Secretary (005719)

NEW 10-94

#### **Nature Of Work**

This is advanced secretarial and related clerical work for the Miami-Dade Water & Sewer Department.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

### W & S Document Control Specialist (005720)

#### Minimum Qualifications

High school diploma or GED. Two years of public contact experience to include construction plans coordination or intake and processing of applications or complaints are required.

#### Job Specifications

##### NATURE OF WORK

This is responsible technical and public contact work in the Water & Sewer Department Construction Contracts Management Division. An employee in this class is responsible for processing Performance Bonds; maintaining the integrity of the construction record files and assisting attorneys, government officials, company executives, other members of the public and county employees with requests for information. Supervision is received from a W & S Document Control Supervisor who reviews work for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Receives requests for records via fax, mail, telephone and in person; screens requests to assure persons requesting information are authorized to receive the information and confidential files may be released without a court order.

Retrieves documents from file cabinets; prepares check out form and dispatches records or places them in a reference room for review by the requester; makes copies of requested documents and invoices the requester.

Assists the Document Control Specialist Supervisor, attorneys and other members of the public with more difficult record searches; retrieves various folders to trace sequence of documents; locates misplaced or missing material; locates and groups related documents on particular contracts or subject matter; provides information from legal and other contractual documents over the telephone; answers general telephone inquiries concerning the nature of semi-active and active records maintained in the depository or established procedures in the use of the facility.

Assists the Document Control Specialist Supervisor in the preparation of inactive records and prepares records for storage in the Records Storage Center; assists in purging files and preparing paperwork for preparation of records for systematic destruction; supervises operation of the records center in absence of the immediate supervisor.

Processes Performance Bonds and Letters of Credit for Department of Transportation (DOT) contracts to allow contractors to work within DOT roadways; upon completion of work by the contractor, release by DOT and meeting conditions of the permit, prepares paperwork for Bonds and/or Letters of Credit for release.

Receives engineering plans via SharePoint link and opens plans in Autodesk Design Review program; formats plans in Autodesk Design Review and sends to copiers/printers; scans and sends marked up plans via email to the Plans Review Section of the New Customer Division; makes copies of plans not in SharePoint and delivers originals to Plans Review; scans large plans into a workstation computer, uploads pages individually and merges into one file to save in SharePoint.

Creates contractor submittals in the Project Control Tracking System (PCTS)/Proliance application used to manage projects and create a workflow to construction supervisors; requests PCTS number via outlook e-mail; communicates records and plan information related to construction site work to construction contractors via e-mail.

Receives hard copy correspondence and PCTS/Proliance application correspondence and distributes to the appropriate personnel; receives customer deliveries of plans, as-builts, shop-drawings and other related documents; creates computer folders to save documents; uploads documents in SharePoint and sends e-mail links to construction supervisors.

Receives New Customer Division documentation and correspondence for the Construction Contracts Management Division's Donation Unit; processes documentation/correspondence in an Excel database and New Business SQL/DSI application.

Prepares requisitions in the ERP/Financial application to order document control supplies and pay invoices.

Performs other related work.

##### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of rules and regulations pertaining to the release of public records.

Knowledge of records center records management system, policies and procedures.

Knowledge of retention schedules for depository records.

Knowledge of public relations principles and techniques.

Knowledge of software applications used to format and scan construction plans.

Knowledge of software applications used for project control tracking.

Knowledge of financial applications used to order document supplies and pay invoices.

Ability to retrieve records from storage promptly and accurately.

Ability to retrieve appropriate documents in difficult record searches.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the public.

## Human Resources Department

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### W & S Document Control Specialist (005720)

Ability to deal courteously, tactfully and effectively with the public and officials of various public and private organizations.

Ability to exercise care in the release of information from records in storage in accordance with established regulations.

Ability to work independently with a minimum of supervision.

NEW 7/24/2013

#### **Nature Of Work**

This is advanced clerical work assisting customers with plans processing, inspection and permitting issues.

### W & S Document Control Specialist Supervisor (005721)

#### Minimum Qualifications

High school diploma or GED. Three years of public contact experience to include construction plans coordination or intake and processing of applications or complaints are required.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory, technical and public contact work in the Water & Sewer Department Construction Contracts Management Division.

An employee in this class is responsible for processing engineering shop drawings, as-builts and other documents for contractors and engineers and assisting attorneys, government officials, company executives, other members of the general public and county employees with record searches and requests. Supervision is exercised over Document Control staff to ensure the integrity of the construction record files. Supervision is received from an administrative supervisor who reviews work for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises the operation of the Construction Contract Management (CCM) Document Control Records Center.

Plans efficient utilization of storage space and supervises re-shelving and repacking of containers; revises index listings of public records as needed; receives requests for records by fax, mail, telephone and the visiting public; screens requests to assure persons are authorized to receive information and that confidential files can be released without a court order.

Assists subordinates, attorneys and other members of the public with more difficult record searches; retrieves folders to trace sequence of documents; locates misplaced or missing material; locates and groups related documents on particular cases or subject matter; provides information from legal and other documents over the telephone; answers general inquiries concerning the nature of semi-active and active records maintained in the depository or established procedures in use of the facility

Updates filing systems and revises Construction Contracts Document Control Records Center procedures; supervises the systematic destruction of records and signs destruction schedules; prepares documentation of inactive records and prepares records for storage to be sent to the records storage center; purges files and prepares paperwork for preparation of records for systematic destruction according to retention schedules.

Receives engineering plans via SharePoint link; formats plans in Autodesk Design Review and sends to copier/printers; scans and sends marked up plans via e-mail to Plans Review Section of New Customer Division; makes copies of plans not loaded into SharePoint and delivers to Plans Review; scans large plans into a workstation computer, uploads each page and merges into one file to save in SharePoint. Creates contractor submittals in the Project Control Tracking System (PCTS)/Proliance application; creates workflow to construction supervisors; requests PCTS numbers via Outlook e-mail; communicates records and plan information related to construction site work to construction contractors via e-mail; sends and receives instructions via Outlook e-mail.

Receives New Customer Division documentation/correspondence for the Donation Unit of CCM; processes documentation/correspondence into an Excel database and the New Business SQL/DSI application.

Receives hard copy correspondence and PCTS/Proliance correspondence and distributes to the appropriate personnel; receives plans, as-builts, shop-drawings and other documents from customers; creates computer folders to save documents, uploads documents into SharePoint and sends e-mail links to construction supervisors.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs other related work.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the organization and operation of the Document Control Records Center.

Considerable knowledge of records center records management systems, policies and procedures.

Considerable knowledge of the rules and regulations pertaining to the release of public records.

Considerable knowledge of the content of records center active and semi-active records.

Considerable knowledge of retention schedules for records depository records.

Considerable knowledge of complex computer programs used to format and scan construction plans and for project control tracking

Knowledge of supervisory principles and practices.

Ability to effectively plan record center activities to maintain daily service to requesting parties.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to deal courteously, tactfully and effectively with the public and officials of various public and private organizations.

Ability to efficiently plan and utilize storage space for the storage of a large volume of records.

Ability to exercise care in the release of information from records in storage in accordance with established rules and regulations

## Human Resources Department

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### **W & S Document Control Specialist Supervisor (005721)**

Ability to retrieve records from storage promptly and accurately.  
Ability to retrieve appropriate documents in difficult record searches.  
Ability to work independently with a minimum of supervision.

NEW 7/25/2013

#### **Nature Of Work**

This is advanced clerical work with supervisory responsibility assisting customers with plans processing, inspection and permitting issues.

## Human Resources Department

### W & S Records Center Clerk 1 (005722)

#### Minimum Qualifications

High school diploma or GED. Six months of experience in the receipt, storage, issuance and filing of records are required. Must possess a Driver license. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is routine clerical and related manual work in the receipt, storage and filing of documents and records in a departmental or centralized records depository.

Employees in this class perform various duties in obtaining, shelving and repacking record containers in a departmental or central records depository. Work includes interfiling of returned documents in appropriate folders in stored record cartons and maintaining accurate records of all transactions. Employees use ladders and lifts in the shelving and movement of records, utilize hand carts, and operate light duty trucks in the transfer of records among various locations. Duties also require the loading and unloading of cartons on and off light duty vehicles. Supervision is received from a technical superior who reviews work for adherence to established policies, procedures and departmental regulations.

##### ILLUSTRATIVE TASKS

Obtains record containers from various County departments and agencies for transfer to the County's central records depository; loads cartons onto light duty vehicles; transports records to the County central records depository and unloads cartons.

Obtains record containers from departmental offices and transports them to departmental records center; transfers record containers from departmental records center to the County's central records depository.

Checks records in containers against transfer lists to assure completeness; notifies superior of missing records; notes on transfer lists the numerical location of each carton on shelves in the records center including aisle and box numbers.

Places containers in correct shelf space using ladders and lists; moves containers between shelves and re-marks as required.

Moves cartons to lower levels as needed to repack contents; repacks boxes by addition of documents to folders or addition of folders.

Retrieves documents or folders from cartons in response to authorized requests.

Refiles returned documents into correct containers and filing positions through references to charge-out tickets; corrects misfiled documents as noted.

Assists superior in the confidential destruction of records in accordance with authorized retention schedules.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the records storage system in a departmental or central records depository.

Knowledge of established procedures in the receipt, shelving, storage and retrieval of record containers.

Knowledge of refiling procedures for records in storage.

Knowledge of established safety practices in the area of assignment.

Some knowledge of the content of records in a records storage facility.

## Human Resources Department

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### W & S Records Center Clerk 1 (005722)

Ability to shelve and file records accurately.

Ability to operate lifts and ladders at heights up to sixteen feet.

Ability to understand and follow verbal and written instructions.

Ability to safely operate a light duty vehicle.

Sufficient strength to permit the lifting and moving of record containers weighing up to fifty pounds.

REV 11-94

#### **Nature Of Work**

This is routine clerical and related manual work in the receipt, storage and filing of documents and records in a departmental or centralized records depository.

### W & S Cashier 1 (005725)

#### Minimum Qualifications

High school diploma or GED. One year of experience as a bank teller or a cashier responsible for cash sums of money is required.

#### Job Specifications

##### NATURE OF WORK

This is clerical work in the receipt, deposit and recording of cash transactions for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for processing payments of bills and deposits from utility customers and issuing receipts. Responsibilities include making change, validating checks, depositing cash and reconciling payments received, and modifying customer records to reflect transactions. Duties require the operation of automated cashiering equipment and other related office machines. Supervision is received from a clerical superior who reviews work upon completion and occasionally in progress for conformance with established departmental rules and procedures.

##### ILLUSTRATIVE TASKS

- Receives and processes payments of bills and deposits from utility customers, makes change and issues receipts.
- Validates checks, deposits cash and performs reconciliations of payments received.
- Modifies customer records on computer system to reflect transactions.
- Operates automated cashiering equipment, calculators and other office machines.
- Prepares cashier summary reports.
- Responds to inquiries from utility customers concerning water and sewer charges.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of departmental procedures in the receipt, processing and recording of cash transactions.
- Knowledge of standard water and sewer utility bills and deposits.
- Knowledge of business arithmetic.
- Knowledge of bookkeeping principles and techniques.
- Ability to perform repetitive cash transactions with speed and accuracy.
- Ability to operate automated cashiering equipment.
- Ability to deal tactfully and courteously with the public.
- Skill in the operation of automated cashiering equipment.

NEW 10-95

#### Nature Of Work

This is clerical work in the receipt, deposit and recording of cash transactions for the Miami-Dade Water and Sewer Department.



### W & S Cashier 2 (005726)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a bank teller or cashier responsible for cash sums of money are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work in the receipt, deposit and recording of cash transactions for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for supervising the processing of payments and deposits from utility customers and for performing cashiering work. Responsibilities include receiving and accounting for cash collections, preparing and verifying daily cash reports, and performing as a relief cashier. Duties require the operation of automated cashiering equipment and other related office machines. Supervision is received from a clerical superior who reviews work upon completion for accuracy and conformance with established departmental rules and procedures.

##### ILLUSTRATIVE TASKS

- Supervises cashiers responsible for processing payments of bills and deposits from utility customers and issuing receipts.
- Verifies all monies collected by cashiers; verifies daily cash reports and summary reports.
- Relieves cashiers as required; receives and processes payments from utility customers; makes change and issues receipts.
- Validates checks, deposits cash and performs reconciliations of payments received.
- Modifies customer records on computer system to reflect transactions.
- Operates automated cashiering equipment, calculators and other office machines.
- Prepares cashier summary reports.
- Responds to inquiries from utility customers concerning water and sewer charges.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of departmental procedures in the receipt, processing and recording of cash transactions.
- Knowledge of standard water and sewer utility bills and deposits.
- Knowledge of records, forms and reports applicable to the area of assignment.
- Knowledge of business arithmetic.
- Knowledge of bookkeeping procedures and techniques.
- Some knowledge of supervisory principles and practices.
- Ability to perform repetitive cash transactions with speed and accuracy.
- Ability to operate automated cashiering equipment.
- Ability to deal tactfully and courteously with the public.
- Ability to prepare and verify daily cash reports and summary reports.
- Skill in the operation of automated cashiering equipment.

NEW 10-95

#### Nature Of Work

This is supervisory clerical work in the receipt, deposit and recording of cash transactions for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### W & S Account Clerk (005728)

#### Minimum Qualifications

High school diploma or GED. One year of experience in bookkeeping; completion of a one year business program in bookkeeping; or completion of six semester credits in Accounting are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records for the Miami-Dade Water & Sewer Department.

Employees in this class maintain accounting records involving varied but routine bookkeeping operations in posting and balancing journals, ledgers and other records. Work may involve the operation of standard office equipment such as calculators and computer terminals for which no previous training is required. Incumbents may provide guidance and assistance to subordinate clerical personnel. Supervision is received from a superior through verification of financial records and statements, and review through audit by internal or external auditors.

##### ILLUSTRATIVE TASKS

Maintains cash, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances.  
Checks and codes invoices; prepares vouchers for payment and maintains voucher register.  
Compiles figures for use in preparation of preliminary budgets.  
Charges cost items to cost journals; extends, proves and assembles cost records; posts monthly cost records to ledgers.  
Counts, proves, records and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal.  
Pre-audits fiscal documents for completeness, accuracy and compliance with well defined departmental accounting procedures.  
Classifies receipts and expenditures according to standard accounting classifications.  
Maintains time, material and equipment rental cost account records for capital improvement and maintenance projects.  
Schedules preparation of warrants in order to take advantage of discounts for prompt payment.  
Operates calculators, computer terminals and other standard office equipment.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of bookkeeping principles and practices.  
Some knowledge of standard office practices, methods and equipment.  
Some knowledge of fiscal policies and procedures applicable to the area of assignment.

Ability to make arithmetic computations rapidly and accurately.  
Ability to apply bookkeeping principles to the maintenance of routine fiscal and accounting records.  
Ability to maintain detailed records of inventory and accounting transactions.  
Ability to understand and follow verbal and written instructions.  
Ability to learn the operation of calculators, computer terminals and other standard office and accounting machines for which no significant previous training is needed.

NEW 1-96

#### Nature Of Work

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records for the Miami-Dade Water & Sewer Department.

### W & S Billing Clerk (005732)

#### Minimum Qualifications

High school diploma or GED. Two years of clerical and accounting experience with a utility.

#### Job Specifications

##### NATURE OF WORK

This is responsible clerical and customer service work. Employees in this class assist a small group of employees engaged in data entry and other clerical functions. Emphasis of the work is on ensuring the accuracy of billing information and assisting subordinates with unusual or difficult problems. Incumbents exercise independent judgment in coordinating the work of subordinates. General supervision is received from a supervisor who reviews work and who assists with unusual and difficult problems.

##### ILLUSTRATIVE TASKS

Assists a small group of data entry specialists to include assigning work and assisting with complicated applications; corrects account errors, initiates corrective action for accounts billed incorrectly either by pro-rating or estimating; maintains performance reports and conducts research.

Performs data entry to establish, close or change accounts for proper billing and collection; researches accounts and prepares adjustments for posting problems to include checking bills for lack of payment; investigates problem accounts and advises divisions of necessary corrective procedures.

Answers phone calls, faxes and/or emails regarding high bills, low pressure, leaks in mains or lines, final bills, connecting or disconnecting services, tampering, lost/stolen meters, set meters or removals; investigates complaints of excessive water bills or reports of low water consumption; estimates charges where defective or stopped meters are discovered.

Keeps records and prepares reports of assigned work and problems for assigned data entry specialists in Microsoft Excel for evaluation and productivity purposes.

Performs related work as required.

##### KNOWLEDGES, SKILLS & ABILITIES

Knowledge of People Soft CIS and Microsoft software.

Knowledge of supervisory principles and practices.

Knowledge of general office procedures, practices and equipment.

Knowledge of the customer billing system, codes, procedures and charges.

Knowledge of research methods used to resolve billing problems.

Ability to establish and maintain effective working relationships with internal and external customers.

Ability to create and maintain reports in Microsoft Excel.

Ability to research and resolve billing problems in a timely manner.

NEW 12/10/2009

#### Nature Of Work

This is field or office work requiring customer contacts, for the Miami-Dade Water and Sewer Authority Department.

### W & S Custodial Worker 1 (005736)

#### Minimum Qualifications

Eighth grade. Three months of experience in industrial cleaning are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is moderately heavy manual work in performing routine housekeeping tasks on an assigned shift in Miami-Dade Water & Sewer Department buildings or facilities.

Employees in this class perform manual work involving a variety of housekeeping and domestic tasks to assist in the maintenance of County buildings. Duties include cleaning restrooms and offices, washing windows, removing trash, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

##### ILLUSTRATIVE TASKS

Scrubs, mops, waxes and polishes floors; vacuums carpeting; dusts and polishes furniture; washes windows, water fountains, woodwork, toilets, washrooms and fixtures; cleans baseboards, doors and walls.

Keeps areas around buildings clean and free of litter; sweeps walkways.

Replaces burned out light bulbs; assists in making simple repairs to buildings and equipment.

Changes trash and garbage cans and relines with plastic trash bags as required; cleans food conveyors; washes pots and pans; cleans stoves, tables and refrigerators; cleans steam tables and broilers; washes floors in kitchens and cafeterias; washes glassware and dishes.

Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms.

Checks and delivers linens and laundry.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the materials, methods and equipment typically used in janitorial work.

Some knowledge of the geography of the buildings or facilities of assignment.

Ability to make minor repairs and adjustments to cleaning equipment.

Ability to understand and follow simple verbal and written instructions.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-94

#### Nature Of Work

This is moderately heavy manual work in performing routine housekeeping tasks on an assigned shift in Miami-Dade Water & Sewer Department buildings or facilities.

## Human Resources Department

### W & S Business Process Specialist (005740)

#### Minimum Qualifications

Bachelor's degree. One year of experience in customer information, accounting, finance and/or billing operations to include project management and/or implementation experience with customer information, enterprise asset management systems, or accounting related software applications is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work involving business functions and information technology systems for the Miami-Dade Water & Sewer Department.

An employee in this class participates in requirement gathering for the Customer Information System (CIS) maintenance, enhancements and upgrades. Responsibilities include developing and documenting materials needed to train end-users in new functionalities of the CIS; serving as front-line contacts to users in the department and outside agencies; assisting with the maintenance of rules and rate tables and developing and implementing basic queries that enhance daily CIS operations. Supervision is received from an administrative superior who reviews work for attainment of desired objectives through conferences, observations and written reports.

##### ILLUSTRATIVE TASKS

Participates in requirements gathering for CIS system maintenance, enhancements and upgrades.

Develops materials and documentation used to train end-users in new functionalities of the CIS system.

Performs end-user training.

Serve as front-line contacts to departmental and outside agency users.

Confer with appropriate unit personnel to analyze current operational procedures, identify problems and propose alternative solutions.

Assist with the maintenance of the rules and rate tables.

Develop and deploy basic queries that enhance the CIS system and processes.

Assist with the review of functional specifications as well as performing manual and programmatic application testing to ensure effective product integration and best practices application.

Perform related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of People Soft Customer Information System implementation (PS-CIS).

Considerable knowledge of the business and functional operations of the Miami-Dade Water & Sewer Department.

Knowledge of table's structures and their relationships between all systems modules.

Knowledge of personal computer networks.

Ability to analyze current operational procedures, identify problems and propose alternative solutions.

Ability to develop and document materials used to train end users in new and existing functions of PS-CIS.

## Human Resources Department

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### W & S Business Process Specialist (005740)

Ability to maintain PS-CIS rules and rate tables.

Ability to communicate software/hardware problems to enable technical support to solve system issues.

Ability to gather requirements for CIS system maintenance, enhancements and upgrades.

Ability to develop and implement basic queries to enhance the CIS system and processes.

Ability to perform manual and programmatic application testing.

Ability to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with peers, superiors and a variety of public and private officials.

Ability to recommend system enhancements.

Ability to train groups of employees.

NEW/2/24/2007

#### **Nature Of Work**

This is technical work involving business functions and information technology systems for the Miami-Dade Water & Sewer Department.

### W & S Business Process Senior Specialist (005741)

#### Minimum Qualifications

Bachelor's degree. Two years of experience in customer information, accounting, finance, billing and/or purchasing operations to include project management and/or implementation experience with customer information or accounting related software applications are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical and supervisory work involving business functions and information technology systems for the Miami-Dade Water & Sewer Department.

An employee in this class leads small teams of functional support staff and users involved in requirement gathering for the Customer Information System (CIS) and financial system maintenance, enhancements and upgrades. Responsibilities include developing and reviewing materials and documentation needed to train end-users in new functionality of the CIS and financial systems; assisting with the coordination and assignment of functional support staff serving as front-line contacts to users in the department and outside agencies; maintaining rules and rate tables with assistance from staff and developing and implementing basic queries that enhance daily CIS operations. Incumbents exercise some independent judgment in the review of functional specifications as well as designing and coordinating test plans to ensure effective product integration and best practices application. Supervision is received from an administrative superior who reviews work for attainment of desired objectives through conferences, observations and written reports.

##### ILLUSTRATIVE TASKS

Leads small teams of functional support staff and users involved in gathering and documenting requirements for CIS system maintenance, enhancements and upgrades.

Develops and reviews materials and documentation used to train end-users in new functionality of the CIS system.

Assists with the coordination and assignment of functional support staff that serves as front-line contacts to department users and outside agencies.

Maintains rules and rate tables with assistance from staff.

Develops and implements basic queries that enhance the CIS system and processes.

Reviews functional specifications; designs, creates and coordinates test plans to ensure effective product integration and best practices application.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of People Soft Customer Information System implementation (PS-CIS).

Considerable knowledge of the business and functional operations of the Miami-Dade Water & Sewer Department.

Considerable knowledge of table's structures and their relationships between all systems modules.

Considerable knowledge of existing system data elements, associated formulas, and how data is utilized to handle day-to-day business activities.

Knowledge of personal computer networks.

## Human Resources Department

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### W & S Business Process Senior Specialist (005741)

Ability to design, create and coordinate test plans to ensure effective product integration and best practices application.

Ability to develop and review materials used to train end users in new and existing functions of PS-CIS.

Ability to maintain PS-CIS rules and rate tables.

Ability to supervise the development, review and implementation of basic queries in PS-CIS.

Ability to communicate software/hardware problems to enable technical support to solve system issues.

Ability to work as a team and cross train in various functional areas of a large complex operating system.

Ability to determine business requirements in functional work areas.

Ability to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to comprehend, analyze and interpret organizational and procedural problems and make recommendations to solve these problems.

Ability to recommend system enhancements.

Ability to train groups of employees.

NEW/2/23/2007

#### **Nature Of Work**

This is technical and supervisory work involving business functions and information technology systems for the Miami-Dade Water & Sewer Department.



### W & S Micrographics Technician 2 (005746)

#### Minimum Qualifications

High school. One year of experience operating microfilm equipment and processing film is required.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the operation of advanced rotary and planetary cameras, microfilm duplicators, readers, film processors and related micrographic equipment.

Employees in this class perform micrographic work requiring the use of specialized equipment and techniques in the reproduction of official records and legal instruments. Duties require the operation of adjustable cameras, duplicators, densitometers, splicers and other microfilm equipment. This class is distinguished from that of the Micrographic Technician 1 in that employees operate a variety of microfilm equipment including numerous types of planetary and rotary cameras, make copies of original film using a microfilm duplicator and splice microfilm. Supervision may be exercised over equipment operators and supporting clerical staff by assignment of work, periodic review of work in progress and occasional verification of finished copies for quality. Work is reviewed by an administrative superior for satisfactory completion of production schedules and compliance with departmental policy.

##### ILLUSTRATIVE TASKS

Operates a variety of rotary and planetary microfilm cameras; adjusts for photographic areas, reduction ratios and settings; inspects documents and records to be copied for wrinkles, smudgings, rips and legal stamps; operates readers and reader printers to verify microfilm copy with official records for completeness and legibility.

Develops microfilm with film processors; mixes chemicals; adjusts water filters and temperature controls; rinses and drains machines; makes minor adjustments to processors.

Splices microfilm where it is necessary to insert missing frames or delete duplicates; makes copies of original film using a microfilm duplicator and operates advanced photo duplicating equipment.

Researches questions concerning filmed documents and makes copies using reader/printer equipment.

Insures that finished microfilm reels are properly labeled for retrieval of documents.

Determines density of microfilm with a densitometer to control film quality.

Recommends the servicing, repair and replacement of equipment and changes in reproduction methods and techniques.

Coordinates reproduction schedules with other departments requesting service; informs supervisor on scheduling, indexing, filing and ordering necessary supplies.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of microfilm, film processing and photostatic techniques and procedures.

Considerable knowledge of the operating principles and maintenance needs of microfilm machines, readers, duplicators, film processors, and related photo duplicating equipment.

Knowledge of developing solutions and techniques used in microfilm photo-chemical and photostatic reproduction processes.

Knowledge of various types of governmental records reproduced in a records management program.

### W & S Micrographics Technician 2 (005746)

Ability to determine the filming characteristics of a variety of records and legal instruments.

Ability to assign and review work of subordinates, as delegated.

Ability to maintain assigned production standards and schedules.

Ability to make minor adjustments to reproduction equipment and to recognize malfunctions immediately.

Skill in the operation of basic microfilm equipment.

REV 10-78

#### **Nature Of Work**

This is technical work in the operation of advanced rotary and planetary cameras, microfilm duplicators, readers, film processors and related micrographic equipment.

### W & S Customer Service Representative 1 (005748)

#### Minimum Qualifications

High school diploma or GED. One year of meter reading and/or customer service experience with a utility is required.

#### Job Specifications

##### NATURE OF WORK

This is field work requiring customer contacts for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for identifying minor problems and initiating corrective action, and may be responsible for monitoring employees in a lower classification. Duties include exercising considerable independence in handling customer contacts for a County utility as incumbents have frequent contact with the public that have some significance in utility public relations. Independent judgment is exercised in handling customers and in initiating corrective action or collection efforts, and in identifying situations which require the attention of upper management and bring these matters to their attention. Work is performed in accordance with established schedules and procedures, and although work is not clearly supervised, work reports are reviewed by a supervisor through field surveillance and or review of their submitted work reports.

##### ILLUSTRATIVE TASKS

Supervises a small group of meter readers; trains new meter readers; prepares reading schedules; assists in laying out new routes where needed; makes inspections of work of meter readers and keeps records of their work; performs re-readings where initial reading is questionable; assigns numbers to new customers or accounts; monitors the radio and responds to inquiries within a district office on the radio.

Works in an assigned area conducting inspections of pipes and plumbing fixtures prior to connect for service as assigned; connects, disconnects, locks or removes meters; verifies meter reading before institution of service stoppage; tests meters to see if they are recording consumption; performs service verifications; works lag routes; collects delinquent water and sewer bills.

Balances money and receipts; makes bank deposits and/or turns in money and receipts to Water & Sewer Cashiers; completes forms and maintains files containing work logs and mileage slips; completes door hangers and leaves notes on customer premises with application information pertaining to the visit.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of water meter-reading procedures.

Considerable knowledge of the customer billing system, codes procedures and charges.

Some knowledge of residential and commercial pipe systems, plumbing fixtures, and the operating principles of water meters.

Ability to read water meters and record readings.

Ability to perform simple arithmetical calculations accurately and quickly and maintain accurate records for bank deposits.

Ability to operate standard office equipment including a calculator, CRT or PC.

Ability to establish and maintain effective working relationships with the public.

Ability to keep records and prepare reports.

## Human Resources Department

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### **W & S Customer Service Representative 1 (005748)**

Ability to maintain assigned equipment including Miami-Dade vehicle and various tools and supplies.

Skill in the use of small hand tools such as pliers, wrenches and screw drivers in making minor repairs and adjustments to meter connections.

REV 3-90, 1-07

#### **Nature Of Work**

This is field or office work requiring customer contacts, for the Miami-Dade Water and Sewer Authority Department.

### W & S Customer Service Representative 2 (005749)

#### Minimum Qualifications

One year of experience as a Miami-Dade County Customer Service Representative 1; or high school diploma or GED, and two years of experience performing customer service functions are required.

#### Job Specifications

##### NATURE OF WORK

This is complex public contact work in receiving, handling, investigating and adjusting complaints of customers of a county water and sewer utility.

Work in this class involves responsibility for investigating and adjusting customer complaints concerning water service and billing. Complaints may be received by way of the telephone, in-person, via the web or regular mail service. Incumbents may investigate these complaints and may also take applications for new service. This customer contact is of significance in utility public relations. Although work is performed in accordance with established policies, it is not supervised in detail and a considerable amount of independent judgment is frequently involved. General supervision is received from an employee in a higher class and may consist of detailed field surveillances, customer service reports, consultations and a review of reports.

##### ILLUSTRATIVE TASKS

Receives general requests and inquiries via telephone, walk-in, e-mail and regular mail from customers regarding high bills, low pressure, leaks in mains or lines, final bills, connecting or disconnecting of service, transfer of accounts, or refunds of deposits; processes requests and inquiries with tact and politeness.

Negotiates settlement of controversial water bills.

Investigates complaints of excessive water bills or reports of low water consumption in the field; checks buildings for leaks in plumbing; operates leak detection and portable test meter; estimates charges where defective or stopped meters are discovered; credits customer accounts according to departmental rules and regulations.

Provides consumers information to help them conserve water.

Performs a wide variety of clerical tasks in the office in maintaining records of customer contacts, checking bills for lack of payment, or maintaining service records; compiles various statistics and reports regarding meter reading, vehicles and other district related activities.

Assigns and dispatches work to subordinate employees; performs sub-meter inspections and service verifications; performs connects and disconnects of meters and other field activities related to the transfer of water and sewer service.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of utility department rates, credit procedures and billing practices.

Considerable knowledge of utility department rules, regulations and policies.

Considerable knowledge of residential and commercial pipe systems, plumbing fixtures, and the operating principles of water meters.

Knowledge of personal computer applications.

Ability to apply general departmental rules and procedures to specific customer problems regarding billing or service.

Ability to handle customer complaints tactfully, and to establish and maintain effective working relationships with the public.

## Human Resources Department

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### W & S Customer Service Representative 2 (005749)

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to keep records and prepare a variety of reports.

Ability to stoop, kneel, and crouch; walk for extended periods of time in all types of weather; and lift and/or move up to 52 pounds.

NEW 4/73, REV 01/07

#### **Nature Of Work**

This is difficult public contact work in receiving, investigating and adjusting complaints of customers of a county water and sewer utility.

## Human Resources Department

### W & S Communications Support Specialist (005751)

#### Minimum Qualifications

High school diploma or GED. Two years of public contact or interviewing experience are required. Must be able to work a rotating shift schedule, weekends and holidays. Duties require the physical ability to sit for extended periods of time. As a condition of continued employment, the ability to handle stressful emergency communications will be assessed during the training and probationary period.

#### Job Specifications

##### NATURE OF WORK

This is advanced communications work in a centralized 24-hour emergency communications call center for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for operating dispatching equipment; accurate, rapid and effective evaluation and response to telephone complaints and requests for information; and for monitoring alarm systems in a twenty-four hour seven-day week central communications center. Responsibilities include operating radio equipment to dispatch complaints and relay information, receiving telephone complaints from water and sewer customers, monitoring alarms and relaying data, completing telephone and complaint statistical reports, and compiling and completing other reports, logs and summaries. Some independent judgment is required in handling water and sewer service requests and in coordinating efforts to resolve problems. Supervision is received from an administrative superior who reviews work through personal observations and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Operates a radio console to receive and prioritize water and sewer-related complaints and relay information; dispatches calls for emergency and non-emergency calls for service; monitors status of field units; and records actions on radio log and automated customer information system.

Operates the ACD phone system and other communications equipment in receiving calls, determining the nature, geographic location, jurisdiction, and priority of the incident.

Monitors alarms and pumps at sewer lift stations and relays information to field units as required; operates paging system to send priority messages and work orders to field units.

Completes telephone and complaint statistical reports on a daily basis; accumulates information on a weekly and monthly basis and enters into computer terminal.

Reports and requests orders for flat tires and towing of departmental vehicles; completes abnormal discharge reports and follow up reports in the event of sewer spills and notifies governmental regulatory agencies.

Orders barricades and the servicing of barricades for field units after hours and on weekends to secure hazardous areas.

Reads hard copy and electronic maps and atlases to determine areas of responsibility and actions that are required.

Reports hazardous situations called in by field units to appropriate police, fire/rescue, or public safety agency authorities.

Advises fire departments of fire hydrants that have been repaired, put out of service or are being flushed.

Advises appropriate department work units and government agencies in the event of water off in large areas or for extended periods of time.

Performs minor maintenance tasks on communications center equipment, including resetting console equipment and documenting and preparing malfunction reports or shift transfer sheets for equipment repairs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of radio transmitting techniques and procedures applicable to the dispatch of water and sewer mobile units.

Considerable knowledge of water and sewer field operations.

Considerable knowledge of the records, forms, logs and reports applicable to centralized communications center operations and activities.

Knowledge of the roadways and municipal boundaries of Miami-Dade County.

Knowledge of actions required as the result of alarm conditions.

Knowledge of departmental customer service policies and procedures.

Knowledge of maps and atlases used to identify the location of water and sewer facilities.

Ability to operate a computer-aided dispatch system.

### W & S Communications Support Specialist (005751)

- Ability to discuss water and sewer complaints with customers and explain departmental procedures.
- Ability to communicate effectively with customers and field units using telephones and radio equipment.
- Ability to carry out verbal and written instructions.
- Ability to express ideas clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Ability to handle multiple tasks simultaneously.
- Ability to make swift, logical decisions and judgments in accordance with prior dispatch knowledges or experience.
- Ability to prepare and maintain reports, records and other documents.
- Ability to react calmly and quickly in emergency situations.
- Ability to speak clearly using good diction in the expression of ideas and information.

NEW 10-95; Revised 08-2008

#### **Nature Of Work**

This is advanced communications work in a centralized communications center for the Miami-Dade Water and Sewer Department. Applicants must take and pass a typing test with a score of 25 net words per minute, and then take and pass a computer-based skills test which will evaluate the ability to follow verbal and written instructions, decision making, data entry (audio), call summarization, cross referencing, prioritization and multi-tasking. Taking all components of the computer skills test will take approximately one hour. Photo identification, such as a driver's license, is required and must be presented to take the computer skills test.



## Human Resources Department

### W & S Personnel Technician (005752)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience processing and maintaining personnel or payroll records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work assisting a professional or administrative superior in departmental personnel administration.

Employees in this class perform a variety of paraprofessional personnel administration activities in support of a departmental personnel function. Duties or combinations of duties performed vary, depending on the department to which assigned. Responsibilities include conducting preliminary interviews of applicants for employment, coordinating payroll related activities, advising supervisors and employees regarding personnel policies and procedures, and assisting in a variety of specialized personnel administration work. Incumbents exercise some independent judgment and discretion in interpreting and applying knowledges of standard personnel administration principles and practices. Supervision may be exercised over subordinate clerical employees by assignment and review of work for accuracy and conformance to personnel rules, regulations and procedures. Supervision is received from a professional or administrative superior who assigns work, assists with difficult problems and evaluates performance for technical quality, thoroughness and timely progress of work.

##### ILLUSTRATIVE TASKS

Assists in interviewing applicants for initial employment or for promotional positions; evaluates applicants' experience and training for adherence to minimum requirements; refers prospective employees to departmental hiring authorities for employment consideration and makes recommendations for selection or rejection; processes new employees for appointment in accordance with established procedures.

Serves as a departmental contact person for payroll related matters; provides information, resolves problems, and receives and responds to inquiries; coordinates work between departmental office and field operations, and the centralized personnel-payroll system; prepares and reviews the preparation of various personnel and payroll documents; assures accuracy of information and timely submission.

Monitors a departmental employee performance evaluation program, assures timely preparation of employee performance reports, assists department supervisors as needed in their proper completion; reviews performance reports for completeness, accuracy and for completion according to established procedures.

Prepares various statistical reports for use by department officials including overtime and leave usage analyses, vacancy reports, affirmative action reports, and others as required.

Maintains departmental table of organization; records changes such as transfers, demotions and status changes to insure availability of accurate information.

Confers with and provides information to supervisors and employees concerning established procedure and policy requirements in the selection of employees from eligible lists, leave requests, overtime authorizations, group insurance, employee transfers and promotions, and other personnel related transactions and functions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of specific regulations and procedures relating to preparation and maintenance of personnel actions, records and reports.

Considerable knowledge of departmental organization and operations as related to personnel administration activities and requirements.

## Human Resources Department

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### W & S Personnel Technician (005752)

Knowledge of principles and procedures relating to public personnel and merit system administration.

Knowledge of basic interviewing techniques applicable to employment selection.

Knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders.

Some knowledge of various pay provisions in the county Pay Plan.

Some knowledge of civil service employment rules and regulations.

Some knowledge of the provisions of current labor- management contracts as applicable to the area of assignment.

Ability to interpret and explain personnel rules and regulations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with supervisors, employees, the public and staff members.

Ability to interview applicants for employment or promotion and determine relevant background information.

Ability to work accurately with numerical data.

Ability to communicate effectively, both verbally and in writing.

REV 6/98

#### **Nature Of Work**

This is technical work assisting a professional or administrative superior in departmental personnel administration.

## Human Resources Department

### W & S Utility Supply Specialist 1 (005755)

#### Minimum Qualifications

High school diploma or GED. One year of experience in warehousing OR supply and inventory control is required. Must possess a Driver license. Must operate a forklift. Purchasing experience preferred.

#### Job Specifications

##### NATURE OF WORK

This is specialized utility supply work for the Miami-Dade Water and Sewer Authority-Department.

Employees in this class are responsible for the receipt, storage, and issuance of parts, materials, and supplies used by a water and sewer utility. Emphasis of the work is on receiving and inspecting general and technical materials, issuing supplies and materials to user areas, storing stock items received and assuring proper stock item markings, rotating stock, posting issues and receipts of goods to an automated inventory system, and operating standard warehouse equipment. Duties require knowledge of a wide variety of specialized materials and supplies required for utility system operation, repair, and maintenance. Supervision is received from a senior supply official who reviews work for adherence to departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Issues supplies and materials including electrical, plumbing, and carpentry commodities to various user areas including water and sewer maintenance, production, and installation operations.

Receives and inspects materials received from orders placed for restocking of depleted stock; confirms quantities and types of items received against original order documentation.

Assists with receiving and inspecting non-stock materials ordered for various user divisions, as required.

Places stock items accepted and received in their proper locations; provides necessary stock item markings and identifications when necessary.

Rotates stock according to established warehousing practices and procedures.

Operates computer terminal to post issue and receipt of goods to the automated inventory system.

Completes required stock receipt and issue documentation.

Operates warehousing equipment including fork lifts and pallet jacks.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the types, sizes, grades, specifications, and nomenclatures of specialized utility system supplies and materials.

Knowledge of general electrical, plumbing, and carpentry supplies and commodities.

Knowledge of the receipt, storage, and issue practices of a utility supply warehouse.

Knowledge of automated inventory management system operation.

Knowledge of inventory practices and procedures of a utility supply warehouse.

Knowledge of recordkeeping requirements applicable to the area of assignment.

Ability to accurately receive and issue a wide variety of specialized and general supplies and materials.

Ability to maintain accurate inventory records.

Ability to operate standard warehousing equipment.

Ability to understand and utilize an automated inventory management system.

Physical strength and agility sufficient to permit lifting and moving of stock.

NEW 7-92

#### Nature Of Work

This is specialized utility supply work for the Miami-Dade Water and Sewer Department.

## **Human Resources Department**

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**W & S Utility Supply Specialist 1 (005755)**

## Human Resources Department

### W & S Utility Supply Specialist 2 (005756)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in diversified buying activities or inventory control are required. Must pass forklift training and obtain a forklift certification within three months of employment. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the purchasing, receipt, storage and issuance of automotive and heavy equipment parts for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for purchasing a variety of automotive and heavy equipment parts, maintaining inventory levels and issuing parts for departmental usage. Responsibilities include obtaining competitive bid quotations from vendors, preparing purchase orders, scheduling deliveries, assisting in the receipt and storage of commodities, and maintaining contacts with County purchasing officials and various vendors. Duties require considerable knowledge of auto parts and heavy equipment supplies and County procurement practices and procedures. Supervision is received from an administrative superior who reviews work for conformance with established purchasing and warehousing policies and for the timely and accurate filing of supply requisitions.

##### ILLUSTRATIVE TASKS

Reviews requests for the purchase of automotive and heavy equipment parts and supplies; refers to current supply catalogs and other references for sources of supply; contacts departmental officials to clarify amounts and/or nature of items requested.

Obtains competitive bid quotations from vendors; determines lowest and best bidders and prepares purchase orders; maintains files of vendors.

Schedules deliveries and follows up on delays; assists in the receipt, storage and issuance of commodities; checks deliveries against requisitions for accuracy and completeness.

Prepares damaged or incorrect deliveries for return; contacts vendors and delivery services; repackages defective or reclaimed goods for return to vendor.

Utilizes an automated inventory management system to complete procurement functions.

Requisitions items to maintain adequate inventory levels; places parts, tools, materials and other items on shelves or in bins; notifies supervisor of items in short supply.

Establishes contacts with County procurement officials and various vendors concerning orders, deliveries, prices, shortages and related matters.

Prepares and maintains inventory and procurement records; prepares and submits vendor performance reports; compiles information for statistical reports; maintains filing system.

Performs manual labor and operates materials handling equipment to move and issue stock.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of County procurement policies, practices and procedures.

Considerable knowledge of the sizes, types, grades, use and nomenclature of a wide variety of automotive and heavy equipment parts and supplies.

Considerable knowledge of an automated inventory management system for automotive and heavy equipment parts and supplies.

Considerable knowledge of automotive parts warehousing operations, policies and procedures.

Considerable knowledge of automotive parts inventory control practices and procedures.

Considerable knowledge of the sources and availability of automotive and heavy equipment parts and supplies.

Ability to determine the sizes, types, grades and quantities of a wide variety of automotive and heavy equipment parts required for departmental operations.

Ability to establish and maintain effective working relationships with County purchasing officials, departmental employees and supervisors, and representative of vendors.

Ability to analyze competitive bids and determine the lowest and best bidders.

## Human Resources Department

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### W & S Utility Supply Specialist 2 (005756)

Ability to operate and utilize an automated inventory management system for the purchase and inventory of automotive and heavy equipment parts and supplies.

Ability to prepare records, forms and reports.

Ability to operate materials handling equipment.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-95

#### **Nature Of Work**

This is specialized work in the purchasing, receipt, storage and issuance of automotive and heavy equipment parts for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### W & S Capital Inventory Specialist (005758)

#### Minimum Qualifications

High school or GED. Four years of advanced clerical experience to include inventory control and record keeping, conducting surveillance operations, or configuring and monitoring security access systems are required. Must possess a Driver's license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in performing various administrative activities in the General Maintenance Division for the Miami Dade Water and Sewer.

An employee in this class performs various administrative duties including investigating the loss or damage to the Miami-Dade Water & Sewer Department's capital equipment, coordinating divisional employee training, identifying divisional capital equipment items and maintaining current records on transactions affecting such property. Additional responsibilities include conducting administrative studies as required. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and reviews of reports.

##### ILLUSTRATIVE TASKS

Investigates the loss or damage to the department's capital equipment as mandated by Administrative Order 8-2 Use, Care, Control and Disposal of County Personal Property; investigates the circumstances surrounding the lost, stolen or damaged property; interviews all parties; prepares investigative reports; and provides recommendations to the Department Director to include policy/procedural changes and any actions that should be taken against involved parties.

Recommends to the Fixed Assets Manager the deletion from the active Capital Inventory Records assets which have been reported as "unlocated" on three successive annual physical inventories, and which have a depreciated dollar valuation of "zero", when generally accepted depreciation schedules for the classification of assets are applied.

Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of actions; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with department instructions and accuracy of computations.

Coordinates the reporting of the divisional vehicle mileage usage reports; assists with the recruiting/hiring process; coordinates & serves as divisional liaison for employee training.

Maintains assigned General Maintenance Division property records on a current basis indicating transfers, deletions, condition, use and final disposition of capital items.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles of general management and their application to governmental administration.

Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Knowledge of the principles and procedures of modern office administration.

Ability to perform administrative tasks such as investigating the loss or damage to the department's capital equipment as mandated by Administrative Order 8-2.

## Human Resources Department

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### W & S Capital Inventory Specialist (005758)

Ability to analyze administrative problems and make sound recommendations as to their solution.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to prepare complete narrative and statistical reports.

Ability to assist divisional employees in property custody and reporting procedures.

NEW/03/12/2007

#### **Nature Of Work**

This is advanced administrative work in performing various administrative activities in the General Maintenance Division for the Miami Dade Water and Sewer.



## Human Resources Department

### W & S Purchasing Specialist (005760)

#### Minimum Qualifications

High school diploma or GED. Three years of large-scale purchasing and contract management experience involving a variety of commodities are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized work administering and managing the procurement process of commodities and services for the Procurement Section of the Miami-Dade Water & Sewer Department.

Employees in this classification are responsible for specialized utility specific contract development and compliance, as well as fiscal adherence. Responsibilities typically include managing and administering contracts and one-time requisitions/contracts and processing small purchase orders. Employees in this classification may exercise supervision over subordinate staff through the assignment of work. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Develop methods and strategies to ensure goods and services are available to facilitate operation of the department.

Coordinate with various end users to establish needs, including modifications to specifications and annual dollar requirements.

Researches sole source vendors, obtains required documentation and prepares justifications for the General Services Administration (GSA), Department of Procurement Management (DPM) or Board of County Commissioners (BCC) action; meet with GSA and DPM staff to complete specialized purchasing requirements for the department.

Reviews various other contracts which may be required by end users to meet department needs including reviewing state contracts or other county contracts.

Coordinates the overall usage of small purchase orders to ensure that the commodity assignments do not exceed the designated amount for the fiscal year.

Respond to departmental inquiries as to proper methods for purchases and interpretation of contracts; provides memoranda to staff as to contract usage; works with end users to analyze their needs, specifications and dollar requirements.

Request allocations and issue releases for purchase orders through ADPICS; print and mail purchase order releases to the awarded vendor.

Maintain on going communication with GSA and DPM to secure contracts.

Develop training programs and facilitate the required training for storeroom staff and other departmental liaison representatives related to purchasing procedures used to facilitate proper contract management.

Perform other related functions such as emergency purchases during critical times such as hurricanes or other types of emergencies.

Perform related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of large-scale procurement methods, practices and procedures.

Considerable knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

## Human Resources Department

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### W & S Purchasing Specialist (005760)

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by department in the area of assignment.

Knowledge of documentation requirements pertaining to County contracting processes.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

NEW 2/24/2007

#### **Nature Of Work**

This is specialized work administering and managing the procurement process of commodities and services for the Procurement Section of the Miami-Dade Water & Sewer Department.

### W & S Laboratory Technician 1 (005762)

#### Minimum Qualifications

High school diploma or GED. One year of laboratory analysis experience is required. Completion of 30 semester credits to include 8 semester credits in Chemistry, Biology, Zoology, Geology or Physics may substitute for the required experience. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the performance of a variety of standardized tests and laboratory procedures for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for conducting qualitative and quantitative laboratory examinations of potable water and related pollutants. Duties include preparing various media, solutions and reagents and conducting tests to identify water pathogens and indicator bacteria. Related work includes collecting bacteriological samples, conducting daily routine water and chemical analyses, and preparing solutions and reagents for testing. Routine work is performed independently following established procedures for the examination of water and wastewater. Supervision is received from a professional superior who reviews work for accuracy of results and conformance with established laboratory procedures and techniques.

##### ILLUSTRATIVE TASKS

- Collects bacteriological samples in compliance with regulatory requirements or in response to customer complaints.
- Performs bacteriological tests on raw, treated and distribution samples.
- Performs daily routine chemical analyses on raw and treated water samples.
- Prepares chemical reagents for bacteriological and chemical tests under the supervision of a professional chemist.
- Assists in instrumental analyses involving sample preparation and actual running of samples.
- Assists in the preparation of State Board of Health report and reports to other governmental agencies; prepares vehicle mileage and condition reports.
- Receives and responds to customer complaints, as necessary.
- Provides assistance to chemists in the conduct of various research projects.
- Cleans glassware and assists in the maintenance of laboratory equipment.
- Inform chemists when reagents or equipment require reordering or repairs.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the basic principles of chemistry and microbiology as related to standardized tests and procedures performed in a water quality laboratory.

Considerable knowledge of laboratory methods and procedures used in determining drinking water quality.

- Knowledge of modern equipment and scientific instruments used in a water quality laboratory.
- Knowledge of sterile techniques used in the collection of bacteriological samples.
- Knowledge of records, forms and reports used in the area of assignment.
- Knowledge of quality control tests and checks used in laboratory procedures.
- Ability to perform laboratory tests and procedures in accordance with established practices.
- Ability to prepare various media, solutions and reagents and conduct tests for water pathogens and indicator bacteria.
- Ability to make accurate observations and reports of results.
- Ability to provide effective assistance in the conduct of laboratory research projects.
- Ability to respond to customer complaints and inquiries.
- Skill in laboratory manipulative techniques.

## Human Resources Department

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### W & S Laboratory Technician 1 (005762)

#### **Nature Of Work**

This is technical work in the performance of a variety of standardized tests and laboratory procedures for the Miami-Dade Water and Sewer Department.

### W & S Laboratory Technician 2 (005765)

#### Minimum Qualifications

High school diploma or GED. Two years of laboratory analysis experience is required. Completion of 60 semester credits to include 16 semester credits in Chemistry, Biology, Zoology, Geology or Physics may substitute for the required experience. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work with administrative duties in the performance of a variety of standardized tests and laboratory procedures for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for conducting laboratory analysis of water and wastewater samples for the quantification, isolation and identification of microbial colonies. Duties include preparing various media, solutions and reagents and conducting tests to identify environmental pathogens and indicator bacteria. Related work includes collecting bacteriological samples, conducting daily routine environmental and chemical analyses, and preparing solutions and reagents for testing. Work differs from that found in the W & S Laboratory Technician 1 classification in that incumbents are responsible for performing quality control of media and reagents, maintaining a stock of pathogenic and non-pathogenic bacterial cultures, validating testing using positive and negative controls and calibrating various analytical instruments. Routine work is performed independently following established procedures for the examination of water and wastewater. Supervision is received from a professional superior who reviews work for accuracy of results and conformance with established laboratory procedures and techniques.

##### ILLUSTRATIVE TASKS

Conducts field and laboratory analyses of water and wastewater samples from wells, distribution systems and treatment plants for the quantification, isolation and identification of microbial colonies; performs tests for Total and Fecal Coliform using the Most Probable Number (MPN), Enzyme Substrate coliform test (presence and absence) and Membrane Filtration (MF) procedure; analyzes samples for turbidity, pH, solids, CBOD, and other chemical parameters.

Performs quality control of media and reagents; maintains a stock of bacteria cultures used as standards for specificity and sensitivity of media; handles harmful bacteria and contaminated bacteriological samples.

Verifies and confirms positive coliform; prepares, analyzes and records the number and type of colonies on total and fecal coliform plates.

Maintains bacteriological, quality control and inventory records; performs "Use Test" on reagent grade water; conducts quality control on laboratory autoclave and incubators.

Utilizes the Laboratory Information Management System (LIMS) to log in samples; enters test results and generates reports and summaries.

Performs other microbial tests such as the Heterotrophic Plate Count, Fecal Streptococcus, and Enterococcus used to comply with permit requirements as mandated by various regulatory agencies such as the Environmental Protection Agency (EPA), Florida Department of Health (FDOH), Florida Department of Environmental Protection (FDEP) and the Department of Environmental Regulatory Management (DERM).

Orders supplies and equipments; assists in the maintenance of laboratory equipment.

Performs other related duties as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the basic principles of chemistry and microbiology as related to standardized tests and procedures performed in an environmental laboratory.

Considerable knowledge of the National Laboratory Accreditation Conference (NELAC) quality control standards.

## Human Resources Department

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### W & S Laboratory Technician 2 (005765)

Considerable knowledge of laboratory methods and procedures used in determining drinking water, wastewater, and residuals quality.

Considerable knowledge of the techniques used in performing quality control of media and reagents.

Considerable knowledge of the techniques used to handle harmful bacteria and contaminated bacteriological samples.

Considerable knowledge of the Laboratory Information Management System (LIMS).

Considerable knowledge of the techniques used to validate test data.

Considerable knowledge of techniques used to calibrate analytical instruments.

Knowledge of modern equipment and scientific instruments used in an environmental laboratory.

Knowledge of sterile techniques used in the collection and handling of bacteriological samples.

Knowledge of records, forms and reports used in the area of assignment.

Knowledge of quality control tests and checks used in laboratory procedures.

Ability to perform laboratory tests and procedures in accordance with established practices.

Ability to prepare various media, solutions and reagents and conduct tests for environmental pathogens and indicator bacteria.

Ability to perform quality control of media and reagents, maintain stocks of bacterial cultures and properly handle harmful bacteria and contaminated bacteriological samples.

Ability to maintain bacteriological, quality control and inventory records.

Ability to effectively utilize LIMS to log in samples, enter test results and generate reports and summaries.

Ability to validate test data entered into LIMS.

Ability to make accurate observations and reports of results.

Ability to provide effective assistance in the conduct of laboratory research projects.

Ability to respond to customer complaints and inquiries.

Skill in laboratory manipulative techniques.

NEW/03/13/2007

#### **Nature Of Work**

This is advanced technical work with administrative duties in the performance of a variety of standardized tests and laboratory procedures for the Miami-Dade Water and Sewer Department.

### W & S Meter Reader (005770)

#### Minimum Qualifications

High school diploma or GED. Duties require physical ability to stoop, kneel, and crouch; walk for extended periods of time in all types of weather; and lift and/or move up to 52 pounds. Must possess a valid Driver license. The driving records of the qualifying applicants will be subject to review by the Miami-Dade Water and Sewer Department.

#### Job Specifications

##### NATURE OF WORK

This is routine work in reading and recording readings of water meters.

Employees in this class are responsible for the accurate recordings of water meter readings, maintaining good working relationships with customers, and maintaining their equipment and vehicle in good operating order. Employees may be required to clean out meter boxes, and replace, or report upon, broken lids and covers. Instructions are usually received orally and tasks are performed without close field supervision. All work is subject to inspection while in progress and upon completion.

##### ILLUSTRATIVE TASKS

Reads water meters, and enters readings on an electronic hand-held meter reading device.

Performs general clerical duties, and may be required to notify customers of certain situations related to meter reading.

Records proper entry on the electronic meter reading device to initiate corrective action for leaks and repairs which should be performed by maintenance personnel.

Cleans meter boxes and replaces or reports broken lids and covers.

Reports new services and tampering violations.

Obtains readings on floating meters.

Immediately reports dangerous meter box conditions to the appropriate unit.

Maintains accurate records of vehicle mileage; maintains vehicle in clean condition and obtains proper servicing and repair for vehicle to assure that it is in safe operating condition.

May be required to turn on water service, check addresses, check meter numbers, and do routine, basic field checking with minimal customer contact.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of meters and gauges used in recording water consumption.

Ability to learn the operation of meters and gauges used in recording water consumption.

Ability to learn the operation of an electronic hand-held meter reading device.

Ability to establish and maintain effective working relationships with the public.

Ability to perform field assignments with a minimum of supervision.

Ability to keep simple records and submit accurate reports of field inspections.

Skill in the use of test equipment and measuring devices.

Physical strength and agility sufficient to lift and handle items weighing up to 52 pounds.

REV 3-90, 10-05

#### Nature Of Work

This is routine work in reading and recording readings of water meters.

## Human Resources Department

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### W & S Mail Center Clerk 1 (005772)

#### Minimum Qualifications

High school diploma or GED. One year of general clerical experience is required. Must possess a Driver license. Completion of coursework or certified business school training may substitute for the required experience on a month-for-month basis. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work in the Water and Sewer Authority-Department Mail Center.

Employees in this class perform a variety of duties in the collection, sorting, processing and distribution of interoffice and U.S. Mail. Duties include picking-up cash payments from WASAD pay stations, collecting and distributing interoffice and U.S. Mail, processing a large volume of utility bills using postal equipment, completing various forms required by the U.S. Postal Service, and advising departmental employees on routine mail handling procedures. Duties occasionally involve physical exertion and exposure to adverse weather conditions. Supervision is received from a technical superior who reviews work for conformance to departmental rules and procedures, and U.S. postal regulations.

##### ILLUSTRATIVE TASKS

Operates automotive equipment to collect and distribute interoffice mail; collects and distributes mail to other County departments, or other agencies; picks-up cash payments from WASAD pay stations.

Collects incoming payments, letters, packages and periodicals from U.S. Post Office facilities; sorts and opens mail.

Processes utility bills for mailing; sorts bills according to bulk rate mailing requirements; folds bills on folding machine and adjusts as necessary; sets postage meters for correct date and postage rates; inserts bills into envelopes and meter stamps each using inserting machine.

Prepares bulk rate mailing forms for the U.S. Postal Service.

Maintains daily mail logs, auto use receipts and daily delivery records.

Posts daily meter readings for meter log book as required by the U.S. Postal Service; takes postage meters to U.S.P.S. for postage registration.

Advises other department employees on routine mail procedures and U.S. Postal Service requirements; provides certified or registered mail forms.

Receives, unloads and stores supply deliveries.

Makes special deliveries or pick-ups as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of U.S. Postal Service rules, regulations, rate and documentation required for processing U.S. Mail.

Knowledge of departmental operations pertaining to collection, sorting, processing and distributing U.S. and interoffice mail.

Knowledge of the operation of standard and computerized mail processing equipment.

Knowledge of the geography of the metropolitan Dade County area.

Knowledge of office practices and procedures.

Ability to read and understand instructional manuals, regulations and other official U.S. Postal Service materials.

Ability to operate automotive equipment in a safe manner.

Ability to lift heavy items, use hand trucks and similar equipment to transport heavy loads.

Ability to operate equipment with speed and accuracy while standing.

Ability to follow verbal and written instructions.

Physical strength and agility sufficient to perform assigned duties.



## Human Resources Department

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### W & S Mail Center Clerk 1 (005772)

#### **Nature Of Work**

This is specialized clerical work in the Water and Sewer Authority-Department Mail Center.

## Human Resources Department

### W & S Mail Center Clerk 2 (005773)

#### Minimum Qualifications

High school. Two years of experience processing interoffice and U.S. Mail are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized supervisory clerical work in the Water and Sewer Authority-Department Mail Center.

An employee in this class is responsible for supervising and participating in the operation of a WASAD Mail Center. Responsibilities include supervising Mail Center employees, maintaining inventories of required supplies, determining the need for major adjustments to Mail Center equipment, and performing duties in the collection, sorting, processing and distribution of U.S. and interoffice mail. Duties occasionally involve physical exertion and exposure to adverse weather conditions. Supervision is received from an administrative superior who assists with difficult problems and reviews work for adherence to departmental and U.S. Postal Service regulations and procedures.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate Mail Center employees engaged in collection, sorting, processing and distributing interoffice and U.S. Mail; assists with difficult problems and provides training in procedures and equipment operation.

Prepares Weekly Mail Report and various other reports.

Represents Mail Center at Postal Customer Council meetings.

Maintains inventory of supplies, materials and equipment used in the Mail Center operations.

Determines when equipment requires major adjustments and performs minor adjustments and repairs.

Operates automotive equipment to collect U.S. Mail, interoffice mail, payments from WASAD pay stations; operates a variety of mail center equipment to process utility bills and other U.S. Mail.

Posts daily meter readings for meter log book and takes postage meters to U.S.P.S. for postage registration.

Advises other departmental employees on routine mail procedures and U.S. Postal Service requirements; provides certified or registered mail forms.

Makes recommendations regarding hiring, discipline and promotions of subordinates; authorizes leave and overtime; evaluates and rates employees performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of U.S. Postal Service rules, regulations, rates and documentation required for processing U.S. Mail.

Knowledge of supervisory principles and practices.

Knowledge of departmental procedures and operations pertaining to collection, processing and distributing U.S. and interoffice mail.

Knowledge of the operating and maintenance characteristics of mail processing equipment.

Knowledge of the geography of the Metropolitan Dade County area.

Knowledge of office practices and procedures.

Ability to read and understand instructional manuals, regulations and other official U.S. Postal Service Materials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to operate automotive equipment in a safe manner.

Ability to lift heavy items, use hand trucks and similar equipment to transport heavy loads.

Ability to maintain effective working relationships with subordinates, superiors and departmental employees.

Ability to operate equipment with speed and accuracy while standing.

Physical strength and agility sufficient to perform assigned duties.

NEW 6-91

#### Nature Of Work

This is specialized supervisory clerical work in the Water and Sewer Department Mail Center.

## **Human Resources Department**

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**W & S Mail Center Clerk 2 (005773)**

### W & S Data Entry Specialist 1 (005775)

#### Minimum Qualifications

High school diploma or GED. One year of typing or data entry experience is required.

#### Job Specifications

##### NATURE OF WORK

This is data entry and clerical work which involves moderately complex work methods and problems and requires data entry skills. Although the emphasis of the work is on data entry, employees are also responsible for the performance of a wide variety of tasks which require the application of independent judgment and clerical knowledge. The variety of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Performs data entry including researching, verifying, and correcting information to be entered into a database; creates simple forms and formats or statistical charts; runs and prints reports, and performs disk backups.

Operates standard office equipment such as personal computer, copy or facsimile machine, and calculator; screens telephone calls and refers caller to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, or other materials.

Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up; provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made; may supervise a small group of employees engaged in routine clerical duties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple data processing and transmission principles utilized in computerized information systems.

Knowledge of routine office practices and procedures.

Ability to read and decipher data on source documents to be entered.

Ability to enter and verify information with accuracy and a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to work with considerable independence.

Skill in data entry or typing.

## Human Resources Department

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### W & S Data Entry Specialist 1 (005775)

#### **Nature Of Work**

This is routine data entry and clerical work in recording and verifying data for the Water and Sewer Department.

## Human Resources Department

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### W & S Data Entry Specialist 2 (005776)

#### Minimum Qualifications

High school diploma or GED. Two years of data entry experience to include using personal computer office applications are required.

#### Job Specifications

##### NATURE OF WORK

This is data entry and clerical work which involves complex work methods and problems and requires advanced data entry skills.

Employees in this class are responsible for performing work where the emphasis is on data entry. Employees are also responsible for the performance of a wide variety of tasks, which requires the application of independent judgment and clerical knowledge. Work is reviewed by a supervisor through observation of operations, periodic audits, and evaluation of work performed.

##### ILLUSTRATIVE TASKS

Performs data entry including researching, verifying, and correcting information to be entered into a database.

May develop simple databases using various computer software packages; ensures data is valid and properly stored; generates reports, tables, graphs or maps from database information; and conducts database queries.

Regularly creates complex financial spreadsheets, forms, or formats using various computer software packages; prepares diagrams or drawings using computer graphic software.

Screens telephone calls and refers callers to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, vouchers or other materials.

Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up.

Provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures.

May supervise a small group of employees engaged in routine clerical duties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of simple data processing and transmission principles utilized in computerized information system.

Knowledge of routine office practices and procedures as it pertains to MDCU.

Ability to read and decipher data on source documents to be entered.

Ability to enter and verify information with accuracy and a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to work with considerable independence.

Skill in data entry or typing.

#### Nature Of Work

This is advanced data entry and clerical work in recording and verifying data for the Water and Sewer Department.

### W & S Geo-Data Collection & Mapping Technician (005777)

#### Minimum Qualifications

High school diploma or GED. One year of experience using computer-assisted mapping and utility pipeline location equipment is required. Completion of computer-assisted mapping or computer-assisted design coursework may substitute for the required experience on a month-for-month basis.

#### Job Specifications

##### NATURE OF WORK

This is moderately skilled technical and field work locating and inventorying water and sewer assets for the Water Distribution Division of the Miami-Dade Water & Sewer Department.

Employees in this class locate underground water infrastructure and inventory and reference water and sewer assets using GPS devices and laptop computers to input recovered data. Supervision is received from a technical superior who evaluates the accuracy, quality and quantity of work through observation and review of work.

##### ILLUSTRATIVE TASKS

Determine location and path of underground water infrastructure with the help of available tools such as metal detectors and line tracers.

Inventory and reference water and sewer assets as found in the field which are not currently reflected in archived documents and department records; use GPS devices and laptop computers to input recovered data.

Assist in revising and analyzing atlas pages, as-builts, field notes and other documentation that will help field research.

Study, examine and compare archive information with physical terrain, property lines, right-of-ways and geographic arrangements to verify water and sewer framework; make corrections when needed.

Sketch roadways, landmarks and ground layouts with superimposed water and sewer infrastructure to update and correct inaccurate data.

Register, photograph and generate work tickets for any broken, damaged, or faulty structure for repair.

Assist other departmental sections with shutdown tests, missing assets and various other concerns.

Prepare, organize and generate daily field reports to include sketches, pictures and field notes.

Perform related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of computers and GPS devices.

Knowledge of simple surveying techniques.

Ability to use underground locating tools such as line tracers and metal detectors.

Ability to work independently in the field.

Ability to keep records and prepare reports using Power Point and Excel.

Ability to read and understand blueprints.

## Human Resources Department

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### W & S Geo-Data Collection & Mapping Technician (005777)

Ability to lift heavy objects of at least 50 pounds.

Skill in data entry.

NEW 1/25/2011

#### **Nature Of Work**

This is moderately skilled technical and field work locating and inventorying water and sewer assets for the Water Distribution Division of the Miami-Dade Water & Sewer Department.



## Human Resources Department

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### W & S GIS Graphics Technician 2 (Grandfathered) (005779)

#### **Minimum Qualifications**

High school. Two years of experience using computer-assisted mapping or computer-assisted design software are required. Completion of computer-assisted mapping or computer-assisted design coursework may substitute for the required experience on a month-per-month basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced technical work creating/editing GIS map layers.

## Human Resources Department

### W & S Mini-Computer Data Technician (005783)

#### Minimum Qualifications

High school diploma or GED. Two years of experience with mini-computer systems, data entry and data rejection analysis are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical and technical work in a large and complex multi-computer data processing activity.

Employees in this class are responsible for assembling, processing, correcting and reprocessing data entered into mini-computer equipment which may be processed on-site or transmitted to an off-site mainframe computer installation. Duties include inspecting and prioritizing input documents, assembling data for transmission to an off-site computer, balancing output reports to pre-established totals, initiating action to reprocess out-of-balance or incorrect reports, operating data processing peripheral equipment and submitting workloads on pre-determined work schedules. Related responsibilities include referring to job control language printouts, determining causes of data rejection or error, submitting appropriate correcting entries, and manually maintaining a limited tape library. Supervision is received from a technical superior who periodically reviews work in progress and upon completion and assists with difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Inspects input documents for routine errors and prioritizes materials prior to CRT entry.

Assembles data for transmission to an off-site computer installation; operates cathode-ray tube equipment to correct data errors.

Operates data processing peripheral equipment to submit and receive data including tape and/or disk mounts.

Submits workload for processing via pre-determined work schedules.

Balances output reports to pre-established totals.

Refers to job control language printouts for appropriate condition codes.

Determines causes of data rejection or error and submits appropriate correction entries.

Initiates action required to reprocess out-of-balance or incorrect reports.

Maintains detailed controls on acceptable output.

Manually maintains a limited tape library.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating characteristics of mini-computer and peripheral equipment used in a complex mini-computer data processing activity.

Knowledge of the scheduling and priority of jobs for mini-computer processing.

Knowledge of specialized computer languages utilized in a mini-computer data processing installation.

Knowledge of established departmental rules and regulations concerning mini-computer operations.

Knowledge of the causes of data rejection or error and the action required for correction.

Ability to operate mini-computer and related peripheral equipment.

Ability to detect the causes of data rejection or error and submit appropriate corrections.

Ability to read and understand specialized job control language utilized in a mini-computer operation.

Ability to initiate action required to reprocess out-of-balance or incorrect reports.

Ability to maintain a limited tape library.

Ability to balance output reports to pre-established totals.

Ability to maintain effective working relationships with fellow employees, superiors and other departmental officials.

NEW 1-83

#### Nature Of Work

This is specialized clerical and technical work in a large and complex multi-computer data processing activity.

## Human Resources Department

### W & S Mini-Computer Data Technician (005783)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field. Additional related experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is entry level technical computer programming, systems analysis, or operating systems programming work for the Water and Sewer Department.

Employees in this new classification will be responsible for performing a myriad of functions in various platform environments, to include writing code, testing, debugging, writing documentation or performing work for new or existing information systems, assisting with the analysis of recommendations submitted by departmental business units concerning proposed automated systems, assisting with the maintenance and modification of existing applications, and with writing system proposals, assisting with diagnosing and resolving software and hardware problems, and defining users and security levels. Incumbents will be working under the close supervision of an information technology professional.

##### ILLUSTRATIVE TASKS

Designs program logic and code using approved programming languages; creates program code for reporting requirements; participates in the analysis and development of new computer systems; assists in preparing database logical designs; assists in preparing program and system test data to validate programs and systems.

Assists with resolving various hardware and software problems; troubleshoots hardware malfunctions and provides appropriate solutions; designs and creates statistical or graphical applications according to departmental needs; prepares programming status reports; maintains hardware inventory.

Participates in the preliminary analysis of small scale projects; assists in determining the need for information, type of information required, probable cost and preparation of preliminary systems proposals; assists in identifying and correcting errors in program documentation; assists with the installation of new hardware and software and customizing configuring components to the needs of the user and department; conducts problem resolution with users.

Assists in troubleshooting the upgrade and maintenance of local area networks, including hardware/software problems; assists in setting-up users, directories and security systems configuration documentation; maintains system data security tables; assists in analyzing hardware systems to ensure peak performance.

Performs related work as required.

##### MINIMUM QUALIFICATIONS

Completion of 60 semester credits to include 15 semester credits in a computer, cartography, or geography related field is required. Additional related experience may substitute for the required education on a year-for-year basis.

NEW 12/04

#### Nature Of Work

This is entry level technical computer programming, systems analysis, or operating systems programming work for the Water and Sewer Department.

## Human Resources Department

### W & S Systems Analyst/Programmer 1 (005785)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or ORACLE). One year of programming and systems analysis experience is required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in systems analysis in a centralized data processing operation.

Employees in this class are responsible for assisting in the analysis, design and implementation of less complex or smaller scale projects utilizing computer systems. Responsibilities include participation in the completion of new or revised projects of a less difficult nature under the guidance of a superior, and participation in less complex phases of projects including preliminary analysis of feasibility, systems proposals, system design, program documentation, systems implementation and follow up. Employees utilize knowledge of computer capabilities, subject matter of programs in user agencies, and current techniques and methods of systems design in the performance of assigned duties. Supervision is received from a technical superior who serves as a project team leader and provides guidance during work in progress and reviews completed work for quality of results and achievement of objectives.

##### ILLUSTRATIVE TASKS

Participates with other staff members and a technical supervisor in the preliminary analysis of large scale projects; performs tasks including determining the need for information, type of information required, probable cost, and preparation of preliminary systems proposals.

Completes assigned phases in the design of system specifications and completion of program documentation; studies and analyzes existing procedures and prepares system flow charts to describe present and proposed operations.

Participates in documentation for new systems and in the test plan; assists in identifying and correcting errors in program documentation.

Tests, checks and analyzes program instruction for improvements as needed.

Completes less difficult projects not requiring extensive systems analysis and team participation; completes all phases of design and documentation and explains program to users.

Revises program instructions or alters flow charts into coded machine instructions to improve existing programs as assigned.

Performs related work as required.

##### KNOWLEDGE AND SKILLS

Considerable knowledge of the principles and practices of systems analysis and design.

Considerable knowledge of computer programming.

Knowledge of capabilities of computer hardware and software.

Knowledge of the cost of hardware and software systems.

Knowledge of specific computer systems within the area of assignment.

Ability to evaluate user informational requirements.

Ability to determine the feasibility of the application of computer systems to the problem of user informational requirements.

#### Nature Of Work

This is technical work in systems analysis in a centralized data processing operation.

### W & S Systems Analyst/Programmer 2 (005786)

#### Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or ORACLE). Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and supervisory work in systems analysis in a centralized data processing operation.

Employees in this class are responsible for the analysis, design and implementation of large scale projects utilizing computer systems. Responsibilities include conducting feasibility studies, developing systems proposals, designing and developing systems projects and coordinating systems development with management officials in user departments. Additional duties include coordinating the work of a team of systems analysis and participating programmers assigned to the development of systems projects, conducting or supervising user training as required, and supervising the design of any necessary system revisions. Employees utilize advance knowledge of computer capabilities and subject matter of programs in user agencies in the design of complete systems of a complex nature. General supervision is received from a technical superior who evaluates completed systems work for quality of results and achievement of objectives.

##### ILLUSTRATIVE TASKS

Meets with agency management and supervisory personnel to discuss various operating problems and goals susceptible to computer systems solutions; discusses and evaluates management needs, objectives and goals.

Supervises team preparation of feasibility studies including information required, probable costs, details of systems proposals and related factors.

Meets with management personnel and potential users to present and explain systems proposals.

Assigns phases of systems design work to systems analysts and participating programmers; arrives at design objectives and decisions and develops systems specifications; supervises documentation stages and coordinates work with programming staff; analyzes systems logic difficulties; assures final results of test plan.

Plans all phases of implementation of new systems; formulates user training and supervisory and clerical staff; supervises the conduct of user training and participates as necessary; compiles, composes and assembles total documentation.

Supervises the transfer of documentation into production stages in initial use of the system; meets with management and other personnel in follow-up usage and supervises the design of any necessary revisions.

Supervises or participates in the revision of user agency organizational or procedural studies of a manual systems nature, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of system analysis and design.

Thorough knowledge of computer programming.

Considerable knowledge of the capabilities of computer hardware and software.

Considerable knowledge of specific computer systems within the areas of assignments.

Some knowledge of supervisory principles and practices.

Ability to evaluate complex user informational requirements.

Ability to determine the feasibility of the application of computer systems to the problem of user informational requirements.

Ability to design complex systems requiring extensive analysis.

Ability to analyze complex systems problems and develop effective solutions.

Ability to develop systems to meet management needs on a timely basis.

Ability to express ideas clearly and concisely, verbally and in writing.

#### Nature Of Work

This is advanced and supervisory work in systems analysis in a centralized data processing operation.

## **Human Resources Department**

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**W & S Systems Analyst/Programmer 2 (005786)**

### W & S GIS Verification Section Supervisor (005796)

#### Minimum Qualifications

Bachelor's degree. Three years of experience in geographic information systems management to include supervisory experience. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work managing the GIS Field Verification Section for the Miami-Dade Water & Sewer Department. An employee in this class is responsible for managing the activities of the GIS Field Verification Section and the design, implementation and maintenance of a GIS data management system used to respond to large water main emergencies. Responsibilities include the planning, design and coordination of emergency projects utilizing the Hydrologic Data Model and Geodatabase; the design, implementation and maintenance of an efficient data management system and the creation and maintenance of special data conversion and GPS applications. The incumbent exercises independent judgment converting as-builts and pipe laying schedules into a GeoDatabase used for pipe assessments and the prioritization of pipe replacements to avoid catastrophic pipe failures. Supervision is exercised over a staff of professional, technical and survey crews engaged in various phases of the unit's work through subordinate supervisors. Supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Supervises and oversees the activities of the GIS Field Verification Section through subordinate supervisors.

Plans, designs and coordinates emergency project development in critical situations such as Water Transmission Concrete Pipe failure.

Acts as the System Administrator for the Enterprise Asset Management System (EAMS) and Data-Spy; creates all reports used by the division.

Designs, implements and maintains an efficient data management system to accurately respond to emergencies dealing with large water main problems and/or water main breaks.

Creates a data conversion and image vectorization process to enhance the search of asset locations requested by management and used for response to crucial scenarios.

Creates advanced applications using ArcGIS (Geographical Information System) and AutoCAD software; develops and implements applications using various programming languages such as Python, Visual Basic.Net, HTML and Java.

Creates and maintains the Geodatabase and advanced queries to perform analysis of the Water Distribution System through GIS using SQL (Structure Query Language).

Creates and maintains GPS applications using technology such as ArcPAD and Trimble GPS Analyst Extension.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the Geographic Information System (GIS) utilized within the Miami-Dade Water & Sewer Department.

Considerable knowledge of EAMS and Data-Spy applications.

Considerable knowledge of data conversion and image vectorization process.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the principles, practices, techniques and instruments of engineering drafting.

Knowledge of the basic principles of civil engineering as they relate to topographic surveying and engineering drafting.

Knowledge of all above-ground and below-ground water and sewer field facilities.

Knowledge of research techniques and the sources and availability of pertinent information concerning water and sewer systems.

Ability to manage multiple projects simultaneously

Ability to reprioritize tasks to meet deadlines

Ability to interpret as-built information and transfer as-built data to a GIS.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private individuals.

Ability to incorporate field survey findings into the Geographical Information System database.

Skill in the use of ArcGIS and AutoCAD software.

Skill in the use of technologies to create and maintain GPS applications

Skill in the use of SQL (Structure Query Language) and various programming languages to develop and implement applications.

## Human Resources Department

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### W & S GIS Verification Section Supervisor (005796)

NEW 7/25/2013

#### **Nature Of Work**

This is advanced professional supervisory work in the design, building, maintaining and implementation of a GIS data management system for the Water Transmission & Distribution Division.



## Human Resources Department

### W & S Semi-Skilled Laborer (005802)

#### Minimum Qualifications

Eighth grade. Six months of experience as a general helper or laborer are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is heavy manual work involving limited skills in various maintenance and construction tasks for the Miami-Dade Water and Sewer Department.

Employees in this class perform laboring tasks requiring some acquired skills in the use of hand tools, power tools and equipment, or occasional operation of light automotive equipment. Duties may involve the maintenance of water treatment buildings and equipment, assisting in the repair of various types of sewer pipes, and assisting journeymen in a variety of trade and craft areas. Employees are responsible for the upkeep and efficient operation of the tools or equipment used. Instructions are usually received verbally and routine tasks are performed with considerable independence, while more difficult work is performed under the supervision of a skilled trades employee or crew leader. All work is subject to inspection in progress and upon completion.

##### ILLUSTRATIVE TASKS

Chips and scrapes water treatment units and contact basin weirs to remove calcium buildup and maintain proper flow; assists in maintenance and cleanup of operational equipment and areas.

Assists in the installation and repair of various sizes of clay, PVC, galvanized and cast iron pipes above and below ground; sets up cones and directs traffic as necessary; performs hand-digging in difficult areas inaccessible to heavy equipment.

Operates pressure cleaning equipment to clean water treatment units, buildings and other structures.

Assists in the installation and repair of various water meters; operates jackhammer or gas saw to cut sidewalks.

Operates pick-up truck or other vehicle to transport tools, equipment and supplies; loads and unloads equipment and supplies on and off of trucks or other utility vehicles.

Operates power mowers, small tractors, saws, edgers, clippers and other equipment used in landscaping and roadside maintenance.

Operates, cleans and maintains large power-spraying equipment used to control insects, plant pests, and weeds.

Assists in surface preparation and spray painting of signs; cleans, sands, straightens and repairs signs.

Maintains tools and equipment used; cleans and makes minor repairs; performs routine preventive maintenance.

Assists in maintaining work areas; removes trash, debris and waste materials from treatment plant areas.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of basic methods, materials and techniques used in maintenance and construction work.

Knowledge of power tools and equipment used in water and sewer maintenance activities.

Knowledge of occupational hazards and safety precautions applicable to the area of assignment.

Ability to operate pick-up or other trucks, small tractors and similar automotive equipment.

Ability to understand and follow verbal and written instructions.

Ability to assist in the installation, repair and maintenance of a variety of water and sewer facilities and equipment.

Ability to work out-of-doors occasionally under adverse weather conditions.

Skill in the operation of power tools and equipment.

Physical strength and agility sufficient to perform heavy manual labor.

NEW 10-96

#### Nature Of Work

This is heavy manual work involving limited skills in various maintenance and construction tasks for the Miami-Dade Water and Sewer Department.

## Human Resources Department

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**W & S Semi-Skilled Laborer (005802)**

### W & S Maintenance Repairer (005803)

#### Minimum Qualifications

Eighth grade. One year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more trades areas for the Miami-Dade Water and Sewer Department.

Employees in this class perform a variety of general maintenance work which approaches the journeyman level but does not require as high a degree of skill. Employees are frequently called upon to perform rough maintenance and repair work covering several utility, mechanical or building trades areas. Assignments are usually received verbally, may be accompanied by sketches or diagrams, and are generally specific as to the nature of the work. Employees may devise their own methods of accomplishing assigned tasks and may work with some independence. All work is subject to inspection in process and upon completion by a skilled trades employee or technical supervisor.

##### ILLUSTRATIVE TASKS

- Assists in the installation and repair of various sizes of clay, PVC, galvanized and cast iron pipes above and below ground; assists in the repair and installation of various sizes of water mains and services.

- Operates jetter, vactor and sidelifift equipment.

- Checks and maintains fluid levels on mobile equipment, crew trucks, sidelififts and air compressors on a daily basis; checks and maintains truck stock such as fittings, clamps and chemicals.

- Assists in drilling manhole walls, inserting probes and inserting grout for repairs.

- Assists in the repair and maintenance of hydraulic, electronic and hydronic systems on jetters and vactors.

- Repairs and maintains small tools including tamper/wackers, jackhammers, light-towers, root cutters, gas and air saws, and pneumatic hand tools.

- Performs smoke tests by placing blowers over manholes and dropping smoke bombs into manholes; keeps simple test records and submits reports.

- Assists in the repair and overhaul of pumps, shafts and other mechanical items; cleans and maintains pump station equipment and keeps simple records.

- Replaces defective light bulbs and fluorescent lights; replaces burned out fuses; cuts, threads and bends conduit pipe to sizes and lengths required by electricians.

- Makes general minor repairs to wood fixtures; assists in the installation of doors, door jams, and other hardware fixtures.

- Mixes plaster, mortar and cement; assists journeymen engaged in building or repairing brick, stone or tile walls and structures.

- Prepares walls for painting and does rough painting; erects scaffolding.

- Assists in repair and overhaul of air conditioning and refrigeration equipment.

- Assists plumbers by unstopping sinks, toilets, sewer lines and similar facilities.

- Makes minor repairs to riding lawnmowers, pushmowers, weed eaters and edgers; changes oil, adjusts and cleans equipment.

- Loads and unloads materials; cleans tools and work area upon completion of projects.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of the standard tools, materials, methods and practices of a variety of trades areas.

- Knowledge of the occupational hazards and safety precautions applicable to the area of assignment.

- Ability to understand and follow verbal and written instructions.

- Ability to understand and work from rough sketches and diagrams.

- Ability to make rough estimates of time and material requirements for maintenance and repair assignments.

- Skill in the care and use of tools, materials and equipment of various trades areas.

- Skill in the operation of power tools and equipment.

- Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### W & S Maintenance Repairer (005803)

NEW 12-96

#### **Nature Of Work**

This is semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more trades areas for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### W & S Maintenance Mechanic (005804)

#### Minimum Qualifications

Eighth grade. One year of experience installing, maintaining and overhauling pumps, engines, or heavy equipment is required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the maintenance and repair of buildings, machinery and mechanical equipment for the Miami-Dade Water and Sewer Department.

Employees in this class perform specialized mechanical work in a manual trade or skilled work in more than one craft. Work involves the maintenance and repair of mechanical equipment, machinery and electrical apparatus used at a wide variety of water and sewer buildings and facilities including pumping equipment and accessories, piping, water tanks, pneumatic and hydraulic tools, and gasoline and diesel-powered equipment. Employees work independently using handtools, power tools and various precision-measuring and testing instruments. Assignments may be in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning equipment. Work is reviewed by a technical supervisor who inspects work occasionally in progress and upon completion for compliance with instructions and satisfactory operation of equipment repaired and maintained.

##### ILLUSTRATIVE TASKS

Overhauls, repairs and maintains pumping equipment; inspects and determines extent of required repairs, removes equipment, disassembles pumps, replaces and installs bearings and packing sleeves, removes and installs impellers and wear rings, installs rebuilt pumps, aligns shafts of motors to pumps, and tests pump units for proper operation.

Performs rough welding to repair pumping equipment, pump bases, motor bases, piping and water tanks; replaces fittings or re-pipes seal water systems.

Performs preventive maintenance work through removing and inspecting pumping equipment, taking accurate measurements and pressure readings and conducting visual inspections; repairs valves and piping.

Operates shop equipment including lathe to trim impellers and perform minor shaft repairs, and operates drill press, shear and brake in the fabrication of equipment such as water tanks, pump bases and wetwell covers.

Repairs and overhauls various types of gasoline and diesel equipment including tamper plates, cement mixers and arrowboards.

Repairs and overhauls various types of pneumatic and hydraulic tools including air impact tools, jackhammers, sump pumps, air saws and grinders.

Repairs and overhauls various types of mechanical tools such as tapping machines, reed pipe cutters, rigid pipe cutters and pipe threaders.

Designs, manufactures and installs cabinets and shelving for clamps, fittings and other small tools stored on crew trucks.

Repairs and maintains all parts on jetters and vactors including pressure hoses, gauges and pumps.

Repairs and overhauls hydraulic pumps, high pressure pumps, generators and air compressors.

Makes simple time and material estimates for proposed jobs; maintains records of equipment repaired and maintained

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, materials, tools and practices used in a specialized trade or in the building, electrical or mechanical crafts.

Considerable knowledge of the occupational hazards and safety precautions of the building, electrical and mechanical trades.

Knowledge of the principles of mechanics.

Knowledge of the operating, repair and maintenance characteristics of a wide variety of specialized mechanical and electrical equipment used in water and sewer installations.

Knowledge of the operating, repair and maintenance characteristics of a wide variety of mechanical and electrical equipment in use in water and sewer buildings and facilities.

Ability to detect malfunctions in machinery and equipment and make necessary repairs or adjustments.

Ability to work from verbal or written instructions, simple diagrams and sketches.

Ability to make simple time and material estimates.

## Human Resources Department

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### W & S Maintenance Mechanic (005804)

Skill in the use of a variety of hand tools, machines and power tools used in a craft or in building and machinery repair work.  
Physical strength and agility sufficient to perform assigned duties.

NEW 10-96

#### **Nature Of Work**

This is skilled work in the maintenance and repair of buildings, machinery and mechanical equipment for the Miami-Dade Water and Sewer Department.

### W & S Welder (005805)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in gas, electric and tungsten inert gas welding in the horizontal, vertical, overhead and flat positions including layout and fabrication are required. Must possess a certificate issued by affiliates of and/or by the American Welding Society. Must possess a CDL/Class B. Must possess own hand tools. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment.

Employees in this class are responsible for the application of trade skills to a variety of welding, brazing and metal cutting tasks on ferrous and non-ferrous metals. Duties include the fabrication of some metallic items, maintaining and performing minor repairs to welding equipment, and occasionally operating a motor vehicle to perform field work. Assignments may be received verbally or through written instructions, blueprints or diagrams. Incumbents exercise considerable independent judgment in the selection of methods and procedures to produce desired results. Supervision is received from a technical or administrative superior who reviews work in progress and upon completion for satisfactory application of welding skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Preheats and cleans metals; lays out, cuts and fits materials for welding; selects proper welding heat and proper types and sizes of electrodes for correct penetration and strength of welded metals.

Operates acetylene or electric arc welding equipment in the performance of cutting and welding tasks on machinery and equipment such as truck and automotive bodies, steam and plumbing systems, pump and engine parts, dragline buckets, dozer blades and tracks, loader buckets and other similar machinery and apparatus; performs horizontal, vertical, overhead and flat welding.

Operates various tools and equipment used in welding repair procedures including air wrenches, sheet metal shears and brakes, hoist, drill presses and lift trucks.

Participates in the manufacture of specialized machinery and apparatus for various construction and repair activities.

Brazes, solders and coats non-ferrous metals; performs silver and lead soldering.

Assists in the design of a variety of specialized equipment and builds equipment according to job specifications.

Occasionally does blacksmithing including the manufacturing of eye bolts, braces, angle brackets and similar items.

Occasionally operates a motor vehicle to transport portable welders and acetylene burning-welding equipment to field construction sites.

Cleans, stores, maintains and makes minor repairs to welding equipment.

Adheres to established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of methods, practices and techniques of welding.

Considerable knowledge of the care and use of the tools of the welding trade.

Considerable knowledge of the occupational hazards and safety precautions required in the operation of acetylene or electric arc welding equipment.

Considerable knowledge of the properties of ferrous and non-ferrous metals used in welding work.

Ability to understand and follow verbal and written instructions.

Ability to read simple sketches, diagrams and blueprints.

Ability to operate welding equipment and to perform a variety of welding assignments.

Skill in welding.

Skill in the operation of welding equipment.

Physical strength and agility sufficient to perform assigned duties.

### W & S Welder (005805)

REV 12-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment.



### Sewer Inspection Technician 1 (005806)

#### Minimum Qualifications

High school diploma or GED. One year of experience in sewer maintenance or electronics is required. Must possess a CDL/Class B with a Tanker endorsement.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the operation of a mobile closed-circuit television inspection and chemical sealing unit in the wastewater infrastructure.

Employees in this class work as part of a team in conducting internal inspection of underground sewer lines and sealing defective lines to prevent groundwater infiltration. Work requires the operation of cable winches and video power cables. Employees may drive a TV Grout unit truck as assigned. Supervision is received from a technical superior at the site who provides instruction on work operations and reviews completed assignments.

##### ILLUSTRATIVE TASKS

Maintains the TV Grout truck and equipment; prepares the TV Grout truck with the necessary equipment for the day's assignment.

Adjusts the tension on the trackers used to mount the camera equipment and lowers the camera underground; assists the Sewer Inspection Technician 2 in activating and adjusting television camera and monitors control for optimal clarity and contrast.

Assists the Sewer Inspection Technician 2 in preparing descriptions of each identified sewer defect and recording all pertinent data including exact location of defect; obtains addresses and locates clean-outs of residences or vacant lots for each line segment for entry into the computer system; makes atlas corrections.

Fills out manhole inspection forms.

Assists the Sewer Inspection Technician 2 in operating remote control units inflating and deflating packer unit to complete sealing operations.

Measures and mixes basic sealing chemicals in compound tank and checks set-up time of sealing compound.

Erects barricades or traffic cones to protect equipment operators at the site.

Assists the Sewer Inspection Technician 2s in the man entry inspection of large diameter pipes.

Inspects air supply of breathing apparatus and completes confined space entry permits.

Locates sewer laterals and rear easement manholes.

Plugs off line segments with leaks as necessary to complete inspections.

Drives TV Grout unit truck; performs the work of the Sewer Inspection Technician 2 in his absence.

Performs confined space entry into manholes and large diameter pipes; opens and monitors confined space entry permits.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the types and properties of sewer line construction, sewer layouts, gases encountered and wastewater characteristics.

### Sewer Inspection Technician 1 (005806)

Knowledge of the operation and maintenance of a closed-circuit TV system and a chemical sealing unit and attachments.

Knowledge of methods, practices, techniques, materials, tools, and equipment employed in detecting and correcting groundwater infiltration into sewer lines.

Knowledge of sewer inspection and maintenance.

Knowledge of occupational hazards and necessary safety precautions.

Ability to perform minor repair and maintenance of electrical and electronic systems.

Ability to determine proper chemical mixture and set-up time.

Ability to operate video camera viewer and audio-visual recorder.

Ability to prepare accurate records showing conditions of sewer lines.

Ability to perform sealing operations in manholes.

Ability to work with hand tools.

Ability to read, and interpret maps, blueprints, schematics, and plans.

Ability to understand and follow oral and written instructions.

Ability to maintain effective working relationships with fellow employees and work as part of a team.

NEW 6/19/2013

### **Nature Of Work**

### Sewer Inspection Technician 2 (005807)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the inspection of water and sewer lines to include the operation of video equipment is required. Must possess a CDL/Class B with a Tanker endorsement.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the operation of a mobile closed circuit television inspection and chemical sealing unit in wastewater infrastructure.

Employees in this class direct a team of employees conducting internal inspection of sewer lines and sealing defective lines to prevent groundwater infiltration. Functional direction is exercised at the site, in the absence of supervisor, through verbal instructions during scanning and sealing operations and review of work upon completion. Incumbents are required to drive a TV Grout unit truck. Supervision is received from a technical superior who sets work priorities and confers on work problems.

##### ILLUSTRATIVE TASKS

Inspects sewer lines using a mobile closed circuit television camera; activates and adjusts television camera and monitors control for optimal clarity and contrast; records all pertinent data including exact location of defect by conducting continuous surveys of the county's underground sewer mains and services; locates and identifies unrecorded installations.

Locates, identifies and documents degree of damage for infiltration and exfiltration points and sewer defects; records descriptions of identified sewer line and lateral defects during inspections; reports immediately any emergency repairs needed to the crew supervisor.

Records landscape conditions of area with video camera equipment prior to inspection.

Drives TV Grout unit truck.

Reads and interprets Geographic Information System (GIS) and Enterprise Assets Management System (EAMS) gravity mains maps to ensure proper equipment number is used to document findings in the Granite XP System.

Maintains and submits daily records and performs data transfer of all work performed; prepares atlas corrections as needed to request the addition or removal of line segments.

Conducts manhole rehabilitations using chemicals, sealants and masonry.

Determines chemical composition based on type of sealing activity and prepares or oversees preparation of compound.

Conducts large diameter man entry pipe inspections to identify pipe defects; insures all safety protocols are followed.

Conducts various types of grout repairs to stop ground water infiltration; operates remote control units inflating and deflating packer unit to complete pipe sealing operations.

Conducts trenchless repairs to pipe and liner defects; inspects sewer laterals from the mainline and inspects submerged pipes to identify debris fields or deformities using a sonar system.

Performs confined space entry into manholes and large diameter pipes; opens and monitors confined space entry permits.

Investigates the source of smoke leakage by inspecting sewer lines once smoke tests have identified possible defects; responds to customer back-up complaints.

Communicates with immediate supervisor to coordinate the shutdown of pump stations and monitoring of sewer levels.

Supervises a crew as the lead man; instructs technicians and other team personnel in inspection and sealing operations; trains employees in

### Sewer Inspection Technician 2 (005807)

the operation of the TV Grout system; directs safety measures to include work zone traffic control.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation and maintenance of a closed circuit TV system and a chemical sealing unit.

Considerable knowledge of the types and properties of sewer line construction.

Considerable knowledge of sewer layouts, gases encountered and wastewater characteristics.

Considerable knowledge of occupational hazards and necessary safety precautions.

Knowledge of methods, practices, techniques, materials, tools and equipment employed in detecting and correcting water infiltration into sewer lines.

Knowledge of sewer inspection, maintenance and repair procedures.

Ability to read and interpret maps, blueprints, schematics and plans.

Ability to determine proper chemical mixture and set-up time.

Ability to supervise work of a small crew effectively.

Ability to establish and maintain effective working relationships with employees and supervisors.

Ability to prepare accurate records showing conditions of sewer lines.

Ability to operate video camera viewer and audio visual recorder.

Ability to operate TV Grout unit equipment.

Ability to communicate orally.

NEW 6-19-2013

#### **Nature Of Work**

## Human Resources Department

### W & S Utility Equipment Technician (005817)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the maintenance and repair of sewer sludge handling equipment to include brown bear, auger/aerator tractor, vactor/jetter truck, and excavator are required. Must possess a CDL/Class A. Must be able to lift up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is skilled mechanical work at the journeyman level in the diagnosis, repair and preventive maintenance of sludge and construction equipment as well as large stationary plant diesel engines, generators and welding fabrication of specialized parts for equipment modification.

Employees in this class perform skilled work in the diagnosis, maintenance, overhaul, modification and repairs of Brown Bears, CAT 1926, dozers, loaders, graders, hydro-cranes, backhoes, light towers, basket lifts, sweepers, bush hogs, rollers, fork lifts, water pumps, industrial mowers, draglines, drilling equipment, buckets, welders, compressors, auger trucks, lube trucks, spray rigs, and other equipment. Work involves diagnosing, repairing, and overhauling engines, transmissions, HVAC systems, ignitions, electrical systems, hydraulic systems, differentials, brakes, hydrodynamic systems, fuel delivery systems, suspension, steering, track assemblies, generators, final drives, P.T.O.'s, buckets, articulating joints and other systems. Related duties may include maintaining customer relations, operating a computer terminal to enter work order information and research vehicle repair histories, inspecting vehicles after commercial repairs, new vehicle inspection and preparation, and maintaining parts inventories. Supervision is occasionally exercised over maintenance repairers and semi-skilled laborers assisting in various phases of the work. Supervision is received from a shop supervisor or other superior who reviews work for satisfactory performance of equipment repaired, overhauled or maintained.

##### ILLUSTRATIVE TASKS

- Tests, inspects, and repairs vehicle emission equipment in compliance with vehicle emissions legislation.

- Diagnoses and repairs complete electrical systems, suspension and steering systems, and transmissions/transaxles.

- Employs onboard computer systems and external computerized diagnostic systems in the performance of repair, overhaul and maintenance work.

- Inspects, diagnoses, repairs, and overhauls hydraulic and air brake systems, including Anti-lock Brake Systems (ABS).

- Debriefs vehicle operators to understand driveability concerns and affect appropriate repairs.

- Performs some minor body work, including removal and replacement of body parts; inspects vehicles after commercial repair; adjusts and aligns body parts and hardware, as required.

- Orders parts and maintains adequate parts inventory.

- Diagnoses and repairs air-conditioning systems in compliance with environmental legislation.

- Prepares and completes work orders; operates computer terminal to enter information and research vehicle repair history in the automated Equipment Management System.

- Changes vehicle tires and wheels; performs wait jobs, as required; makes repairs in the shop and in the field; cleans and maintains shop, tools and shop equipment.

- Performs preventive maintenance, including complete unit inspections, changing fluids, and making adjustments; performs lubrications and repairs all defects, as required.

- Operates, diagnoses and repairs hydrodynamic systems; adjusts, repairs and overhauls complete hydraulic systems on various pieces of construction equipment.

- Inspects, diagnoses and repairs power take off (PTO) systems.

- Diagnoses and repairs fossil fuel delivery systems, including Compressed Natural Gas (CNG), diesel fuel injection and gasoline-powered equipment.

- Operates, diagnoses and repairs aerial ladder equipment.

- Removes, repairs and replaces track assemblies.

- Inspects new equipment and ensures contractual specifications have been met prior to vehicle acceptance.

- Certifies equipment before returning to in-service status.

- Observes established safety practices and procedures.

- Performs related work as required.

## Human Resources Department

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### W & S Utility Equipment Technician (005817)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the design, repair and maintenance characteristics of assemblies, components and systems of a wide variety of construction equipment.

Considerable knowledge of the hand tools and computerized diagnostic equipment needed for major and minor repairs to fossil fuel-powered equipment.

Considerable knowledge of specialized equipment used on public works applications, solid waste collection, and landfill operations.

Knowledge of the occupational hazards and safety precautions of construction equipment repair and maintenance work.

Ability to use modern devices, techniques and equipment to diagnose malfunctions in a wide variety of construction equipment.

Ability to diagnose, repair, maintain, and overhaul a wide variety of construction equipment.

Ability to read and understand service and parts manuals.

Ability to follow verbal and written instructions.

Skill in the diagnosis and testing of a wide variety of construction equipment.

Skill in construction equipment mechanics.

Skill in the care and use of tools and equipment used in the diagnosis and repair of construction equipment.

new 06/00

#### **Nature Of Work**

This is skilled mechanical work at the journeyman level in the diagnosis, repair and preventive maintenance of sludge and construction equipment as well as large stationary plant diesel engines, generators and welding fabrication of specialized parts for equipment modification.

## Human Resources Department

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### W & S Backflow Enforcement Specialist (005822)

#### Minimum Qualifications

High school diploma or GED. One year of experience installing and repairing water meters and/or assisting in general plumbing procedures is required. Must be certified through the Florida Center for Training, Research and Education for Environmental Occupations (TREEO) Certification Program or other comparable certification program for Backflow Prevention Device Testers.

#### Job Specifications

##### NATURE OF WORK

This is code enforcement and skilled mechanical maintenance work in the repair and maintenance of backflow prevention assemblies.

Employees in this class are responsible for enforcing the Cross-Connection Control program, investigating illegal/unauthorized water use and cleaning, installing, testing, repairing and maintaining backflow prevention assemblies of various sizes. Work requires the use of tools and other equipment used to test, repair and maintain backflow prevention assemblies. Duties include preparing reports and maintaining current knowledge of laws and regulations pertaining to the work. Supervision is received from a technical superior who reviews work for conformance with established policies and procedures and satisfactory operation of equipment repaired installed or maintained.

##### ILLUSTRATIVE TASKS

Enforces the Cross-Connection Control program; performs site inspections to determine if the premises requires installation of a backflow preventer; meets with customers and other interested parties to mediate disputes and provide information and education materials; performs various code enforcement activities including ensuring the accuracy of reported test results.

Installs, tests, repairs and maintains backflow prevention assemblies at various departmental facilities including pump stations, wastewater treatment plants, water plants, and office buildings as well as floating meters.

Investigates illegal water use; inspects premises to determine cause of unauthorized water usage; inspects various mechanical components such as fire system pumps and various drains; investigates unauthorized discharge to the sewage system by private wells; coordinates activities with other county departments as required.

Coordinates and oversees the work of private contractors performing work for the department on private property; meets with the affected residents; performs preliminary investigations and layouts; acts as a liaison between private contractors and residents; inspects and approves work performed by contractors.

Provides support to various department programs, such as the Low Flow Shower Head program and represents the department and county at various career day events at public schools.

Performs other related duties as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of laws, rules and regulations pertaining to the detection and prevention of cross connections which pose a threat to public health.

Knowledge of the legal procedures related to the enforcement of the Cross-Connection Control program.

Knowledge of investigative and surveillance procedures used in the enforcement of local ordinances

Knowledge of the methods, practices and materials used in the maintenance, repair and testing of backflow prevention assemblies.

Knowledge of the use of pressure gauges, portable flow meters, manometers and other equipment used in the repair and maintenance of backflow prevention assemblies.

### W & S Backflow Enforcement Specialist (005822)

Knowledge of basic plumbing techniques.

Knowledge of established safety practices and procedures applicable to the area of assignment.

Ability to enforce provisions of local ordinances with firmness, tact and impartiality.

Ability to interpret and apply provisions of the Cross-Connection Control program ordinance.

Ability to ascertain facts through the application of investigative and surveillance techniques.

Ability to keep records and prepare accurate and complete reports of investigative findings.

Ability to establish and maintain effective working relationships with subordinates, superiors and various public and private officials.

Ability to repair, install, overhaul and maintain backflow prevention assemblies.

Ability to use tools, gauges, manometers and other equipment to test, repair and maintain backflow prevention assemblies.

Ability to make thorough inspections and determine if repairing or overhauling backflow prevention assemblies is required.

Ability to communicate effectively, both verbally and in writing.

Skill in the use of tools, gauges, manometers and other equipment.

NEW/03/13/2007

#### **Nature Of Work**

This is code enforcement and skilled mechanical maintenance work in the repair and maintenance of backflow prevention assemblies.



### W & S Septic Waste Attendant (005825)

#### Minimum Qualifications

Eighth grade. Six months of experience as a general helper or laborer are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is heavy manual and limited customer service work involving limited skills in monitoring septic waste disposal, and maintenance and construction tasks at Miami-Dade Water and Sewer Department Wastewater Treatment Plants.

Employees in this class monitor the proper disposal of septic waste by septic waste disposal companies to include checking customer account status and preparing billing tickets. Employees also perform laboring tasks requiring some acquired skills in the use of hand tools, power tools and equipment, or occasional operation of light automotive equipment. Duties may involve the maintenance of wastewater treatment buildings and equipment. Employees are responsible for the upkeep and efficient operation of the tools or equipment used. Instructions are usually received verbally and routine tasks are performed with considerable independence, while more difficult work is performed under the supervision of a skilled trades employee or crew leader. All work is subject to inspection in progress and upon completion.

##### ILLUSTRATIVE TASKS

Supervises the dumping of septic waste by private septic waste disposal companies to include determining acceptability of waste material, verifying truck's sticker corresponds with the department's paperwork and that the account is in paid status; fills out billing tickets to be submitted to the Water & Sewer billing department.

Inspects disposal area to minimize safety hazards; enforces rules and procedures governing the operation of the septic waste disposal area; coordinates issues with plant operations and security; notifies plant operations of septic truck overage spills outside of waste containment area and assists in cleaning up spills; maintains order and flow of traffic into the waste disposal bays.

Collects samples of septic waste for laboratory analysis.

Assists in the general maintenance of waste site; maintains the roadway clear of debris for vehicles; hoses down bar screens and grit collection area; maintains cleanliness of grit building; removes trash, debris, waste materials from containment area and performs other custodial duties.

Assists in the installation and repair of various sizes of clay, PVC, galvanized and cast iron pipes above and below ground; sets up cones and directs traffic as necessary; performs hand-digging in difficult areas inaccessible to heavy equipment.

Operates pressure cleaning equipment to clean buildings and other structures.

Operates pick-up truck or other vehicle to transport tools, equipment and supplies; loads and unloads equipment and supplies on and off of trucks or other utility vehicles.

Operates power mowers, small tractors, saws, edgers, clippers and other equipment used in landscaping and roadside maintenance.

Operates, cleans and maintains large power-spraying equipment used to control insects, plant pests, and weeds.

Assists in surface preparation and spray painting of signs; cleans, sands, straightens and repairs signs.

Maintains tools and equipment used; cleans and makes minor repairs; performs routine preventive maintenance.

Assists in maintaining work areas; removes trash, debris and waste materials from treatment plant areas.

Performs related work as required.

### W & S Septic Waste Attendant (005825)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of basic methods, materials and techniques used in maintenance and construction work.

Knowledge of power tools and equipment used in water and sewer maintenance activities.

Knowledge of occupational hazards and safety precautions applicable to the area of assignment.

Ability to provide routine information to customers in a courteous and tactful manner.

Ability to properly fill out billing tickets.

Ability to operate pick-up or other trucks, small tractors and similar automotive equipment.

Ability to understand and follow verbal and written instructions.

Ability to assist in the installation, repair and maintenance of a variety of water and sewer facilities and equipment.

Ability to work out-of-doors occasionally under adverse weather conditions.

Skill in the operation of power tools and equipment.

Physical strength and agility sufficient to perform heavy manual labor.

NEW 1/5/2012

#### **Nature Of Work**

### W & S Automotive Bodyworker (005826)

#### Minimum Qualifications

Eighth grade. One year of skilled experience in automotive body repair work and automotive painting is required.

#### Job Specifications

##### NATURE OF WORK

This is skilled body and fender work at the journeyman level.

An Automotive Bodyworker makes all types of repairs to the bodies and cabs of a variety of automotive and construction equipment using specialized body tools and equipment. Work also includes priming and painting the repaired surfaces, and occasionally the complete repainting of vehicles. General assignments are received in the form of oral or written orders and are performed with considerable independence, subject to occasional routine check during progress and final inspection on completion by a foreman or other supervisor.

##### ILLUSTRATIVE TASKS

Rebuilds, replaces and repairs automotive, truck and construction equipment bodies, grills and frames; removes dents and straightens door panels, quarter panels, fenders and hoods with hammers and fender irons; welds breaks and fractures in sheet metal and frames; straightens frames and wheels with presses and other equipment; repairs and solders radiator leaks.

Brushes or spray paints a wide variety of county automotive equipment, such as trucks, motorcycles, road rollers, compressors and other construction and maintenance equipment, as well as fire and police apparatus and passenger vehicles; cleans vehicle with high pressure steam; sands rough or rusted spots; masks out areas to remain unpainted with masking tape; applies primer and fillers; applies paint; buffs painted areas after drying; removes masking and replaces parts which were removed to facilitate painting; paints and otherwise letters identifying names and numbers on apparatus.

Applies under-coating and steam cleans vehicles.

Does a variety of miscellaneous work about the garage; installs accessory equipment such as lights and sirens; assists generally with automotive repair work.

Paints and otherwise letters identifying names and numbers on apparatus.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, methods, materials and tools used in body and fender work.

Considerable knowledge of the processes involved in preparing automotive and other public works equipment for painting and the techniques used in spray and brush painting.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of the principles, methods, materials and tools of the automotive mechanic trade.

Knowledge of the special techniques employed to produce legible and sharply detailed lettering.

Ability to carry out oral or written instructions.

Skill in the use and care of tools employed in body and fender work.

Skill in mixing and matching paints and in applying paints and finishes by brush or spray gun.

#### Nature Of Work

This is skilled body and fender work at the journeyman level. An Automotive Bodyworker makes all types of repairs to the bodies and cabs of a variety of automotive and construction equipment using specialized body tools and equipment.

### W & S Automotive Equipment Operator 1 (005827)

#### Minimum Qualifications

Eighth grade. Six months of experience in the operation of medium-duty trucks such as dump trucks, flatbed trucks, single unit cargo trucks, tank trucks or similar equipment are required. Must possess a CDL/Class B with tanker endorsement.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of trucks and similar types of automotive equipment for the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for operating dump and stake body trucks, water carriers, light tractors, vans, motorized sweepers, wreckers, pick up trucks, fork lifts and other vehicles used in varied water & sewer operations. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operation checks and routine preventive maintenance. Work requires some manipulative skill and dexterity in operating vehicles safely while driving under varying road and weather conditions. Supervision is received from a supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

##### ILLUSTRATIVE TASKS

- Drives dump truck, flatbed truck or other vehicle and transports labor crew, materials, supplies, tools and equipment to work sites; supervises laboring tasks in roadway patching, road shoulder and median maintenance, and weed cutting.

- Operates tank truck and oil distributor in roadway resurfacing and related maintenance; operates a roller to prepare parking lot, roadway or bicycle path surfaces.

- Drives passenger bus to transport students and others; drives van and stake body vehicle to deliver building supplies, laundry and various materials.

- Operates a sweeper tractor to remove refuse from roadways, parking lots and other areas.

- Operates heavy duty wrecker equipped with crane and winch; hoists and tows disabled vehicle to repair shop.

- May assist labor crew with assigned tasks or direct work of labor crew on landscape, roadway or other maintenance jobs.

- Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of the operational characteristics of medium-sized trucks and similar types of automotive equipment.

- Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation.

- Knowledge of local traffic rules and regulations.

- Some knowledge of the geography and road network of the metropolitan area.

- Ability to operate an assigned vehicle in the prescribed manner.

- Ability to detect improper functioning mechanical systems on an assigned vehicle.

- Ability to make minor adjustments and to perform minor servicing of automotive equipment.

- Skill in driving medium-sized trucks and similar automotive equipment.

NEW 10-94

#### Nature Of Work

This is skilled work in the operation of trucks and similar types of automotive equipment for the Miami-Dade Water & Sewer Department.

### W & S Automotive Equipment Operator 2 (005828)

#### Minimum Qualifications

High school diploma or GED. One year of experience operating medium and/or heavy-duty automotive or medium and/or heavy-duty construction equipment is required. Must possess a CDL/Class A. An operator's proficiency test will be administered during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment for the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for operating tractor trailers, heavy duty road rollers, front end loaders, small bulldozers and other vehicles used principally for maintenance and construction purposes. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Work requires skill and dexterity in using simultaneous control mechanisms on assigned vehicles. Supervision is received from a maintenance or construction supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

##### ILLUSTRATIVE TASKS

Transports construction equipment using a low bed trailer; operates tractor trailer in local hauling tasks; loads and unloads vehicles as required.

- Operates heavy duty road roller in resurfacing and roadway construction.

- Operates front end loader or small tractor rigged with hydraulic loading lift and back hoe digging shovel.

- Operates amphibious vehicles used in spraying and removing vegetation from canals and waterways.

- Drives truck and operates hydraulic aerial hoists used in tree maintenance; uses crane and winch attachments for loading and placing various equipment and materials.

- May operate smaller earth-moving equipment such as bulldozers, graders and mobile hydrocranes.

- Operates mowtrim or boom-mounted saw to trim roadside vegetation and canal banks.

- Operates large dump truck to haul construction materials or debris.

- Operates large street sweeper for road maintenance.

- Operates a single bed trash truck with chipper attachment to cut back visual obstructions and hazardous roadside vegetation.

- Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field.

- May assist labor crew with assigned tasks or direct labor crew on landscape or construction jobs.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of the operational characteristics of large vehicles and larger types of automotive equipment.

- Knowledge of large vehicles and public works equipment used for maintenance and construction purposes.

- Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation.

- Knowledge of local traffic rules and regulations.

- Some knowledge of the geography and road network of the metropolitan area.

- Ability to operate an assigned vehicle in the prescribed manner.

- Ability to detect malfunctions while operating heavy equipment.

- Ability to make minor adjustments and to perform minor servicing of assigned automotive equipment.

- Skill in the operation of heavy automotive and public works equipment.

## Human Resources Department

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### W & S Automotive Equipment Operator 2 (005828)

#### **Nature Of Work**

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment for the Miami-Dade Water & Sewer Department.

## Human Resources Department

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### W & S Heavy Equipment Operator (005830)

#### Minimum Qualifications

High school diploma or GED. Two years of experience operating heavy construction equipment to include backhoe, excavator, lowboy and payload loader are required. Must possess a CDL/Class A. Must obtain a Tanker endorsement during the probationary period. An operator proficiency test will be administered during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of heavy duty earth-moving equipment utilized by the Miami-Dade Water & Sewer Department.

Employees in this class operate large diesel-powered vehicles used in varied maintenance and construction tasks. Duties include the operation of equipment with complex control systems requiring a high degree of manipulative skill and dexterity. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Supervision is received from a field supervisor who inspects work in progress and upon completion for effective equipment operation and compliance with engineering standards.

##### ILLUSTRATIVE TASKS

Operates an excavator used for major pipeline installation and repairs; properly places sheeting and shoring necessary to safely allow workmen to be in the trench area; sets pumps and well points.

Operates combination backhoes used for minor and major pipeline installation and repairs of various size pipe lines; works in confined or restricted area; excavates around underground utilities; cleans up previously excavated debris and properly backfills excavations; loads dump trucks and safely transports equipment.

Operates front end loaders used for major pipeline installation and repairs including the movement of large amounts of debris and loading of dump trucks and the restoration of roadways and the spreading of asphalt.

Operates trenchers used to cut wide trenches in hard rock areas for pipeline installation.

Operates ditchers used in the installation of small water service lines.

Operates a skid steer loader to clean up in very confined working zones and for placing sod.

Operates a power broom used to clean up construction site areas.

Operates a mobile hydraulic crane or sidelifte used in pipeline installation.

Operates a dump truck used for the hauling of various types of materials from job sites.

Operates a lowboy used to transport heavy equipment to and from job sites.

Operates a water tank used for the watering down of construction sites to minimize dusty conditions and water freshly planted sod.

Operates large diesel powered, heavy-duty pay loader used in the loading of raw wastewater solids, such as grit grease, rags, and plastic material.

Operates large diesel powered machines specifically designed to turn cake sludge on asphalt drying beds used to dry this material for the purpose of removing as much moisture as possible before disposing.

Operates large diesel powered screening equipment used to screen dried sewage sludge resulting in a finished end product of Class "AA"

### W & S Heavy Equipment Operator (005830)

sludge for sale to an outside market.

Operates diesel powered vacuor machines to clean sewer lines at plants and clean floating debris from treatment process tanks.

Operates tractor and broom to empty grit bins at plants and street clearings; maintains the drying beds by removing weeds; clears roadways; performs the jetting of sewer lines; cleans debris from treatment tanks.

Performs pre-operational checks and routine preventive maintenance on equipment; completes paperwork detailing work activities.

May serve as a crew leader over a small field crew of equipment operators and laborers.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics of heavy duty earth-moving equipment.

Considerable knowledge of the occupational hazards and safety precautions applicable to the operation of construction equipment.

Knowledge of basic maintenance requirements of heavy construction equipment.

Knowledge of different soil types and conditions and the digging techniques required by each in order to excavate safely.

Ability to detect malfunctions while operating heavy construction equipment.

Ability to make adjustments and to perform minor maintenance to heavy equipment.

Ability to perform earth work according to engineering specifications.

Ability to operate equipment in confined or restricted areas.

Skill in the operation of large earth-moving equipment.

NEW 2/28/2007

#### Nature Of Work

This is skilled work in the operation of heavy duty earth-moving equipment utilized by the Miami-Dade Water & Sewer Department.



### W & S Water Meter Repairer (005834)

#### Minimum Qualifications

High school diploma or GED. One year of pipefitting experience or one year of experience in the installation, maintenance, or repair of meters, gauges, water pipelines, or similar mechanical equipment is required. Must possess Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled mechanical maintenance repair work in cleaning, testing, repairing and maintaining water meters, and in making installations of meters in the field.

Work involves responsibility for making repairs to, and testing, large and small meters used for accurately measuring water consumption.

Work requires adjusting meters to prescribed limits of accuracy and making emergency repairs to water services, field adjustments to meters, and installation or removal of meters. Supervision is received from a foreman who assigns work and inspects work on completion for maintenance of established standards.

##### ILLUSTRATIVE TASKS

Inspects, takes down, cleans, determines needed repairs, repairs and reassembles domestic and commercial service water meters; replaces defective parts and makes necessary adjustments to secure conformity with prescribed standards of accuracy; conducts accuracy tests on meters before and after repairs.

Removes meters and replaces them with new or properly adjusted meters, either for periodic shop inspection of meters or at the termination of service.

Replaces broken small pipes; digs out, cleans and raises meter boxes; replaces broken boxes or lids; makes field repairs on the larger meters, changing defective registers and replacing broken glasses.

Reads large meters not normally accessible to regular meter reading personnel, repacks stuffing box leaks.

Makes field investigations on complaints of poor water pressure; sets recording meters in the field to check leaks and complaints of excessive charges.

Investigates possibility of leaks in the county system; notifies property owners when leaks are found in private lines.

Installs pressure gauges on fire hydrants; checks and replaces pressure charts on a regular scheduled basis.

Keeps records of meter performance, and of shop and field work carried out; assists in preparing replacement parts inventories.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the practices, methods and materials used in the maintenance, repair and testing of water meters.

Knowledge of basic plumbing techniques applicable to working on water meter pipes.

Knowledge of the use of pressure gauges, pressure recorders, portable flow meters and manometers.

Knowledge of the construction and principles of operation of various types of domestic and commercial water meters and gauges.

Ability to determine repair and adjustment needs to water meters.

Ability to make basic field repairs on meters of all sizes.

Ability to read water meters, and to keep simple performance and repair records.

Ability to work from written and oral instructions.

Skill in the use of tapping equipment, wrenches, drill press, punch press, emery wheel, and other tools or power machines used in repairing or installing water meters.

NEW 4-73

#### Nature Of Work

This is skilled mechanical maintenance repair work in cleaning, testing, repairing and maintaining water meters, and in making installations of meters in the field.

### W & S Water Meter Repairer (005834)

#### Minimum Qualifications

High school diploma or GED. One year of experience working with water distribution systems is required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the magnetic location of underground pipelines.

Work in this class involves using magnetic detection equipment in locating water lines, valves or boxes. Employees must learn through experience to differentiate pipe and service line location signals from the miscellaneous signals produced by buried scrap metal objects. Work is generally performed independently in the field, but receives supervision from a technical superior who evaluates quality of work through observation, and measures quantity of work through review of reports submitted.

##### ILLUSTRATIVE TASKS

Operates a magnetic pipe or line detector to locate covered valves, meter boxes and unmarked water lines or cables.

Meets with contractors and utility company representatives and lays out the location of the county's pipelines to prevent damage when work must be done in close proximity to such lines.

Operates a chlorinator to destroy bacteria in new or existing water lines; operates a pressure pump to test small diameter water lines for leaks.

Makes simple test of water to insure proper chlorination and safety before being turned on to the consumer.

Takes meter readings for those meters which have been magnetically located.

Keeps records of work performed and submits reports to supervisor.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the pattern of water mains and laterals within the county and of record sources indicating such locations.

Knowledge of the techniques and practices of pipefitting, water meter setting and small diameter pipe repair.

Knowledge of the variety of cables and pipelines commonly found underground in urban areas.

Knowledge of the techniques and practices applicable to the chlorination of water lines.

Ability to work independently in the field.

Ability to keep records and prepare reports on work accomplished.

Ability to maintain good working relationships with contractors, utilities representatives and others met in the course of work.

NEW 4-73

#### Nature Of Work

This is skilled work in the magnetic location of underground pipelines.

### W & S Service Technician 2 (005838)

#### Minimum Qualifications

High school diploma or GED. One year of experience as a W & S Service Technician 1 or one year of experience in leak detection, survey or locating underground utilities using electronic locating equipment or leak detection equipment is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work requiring considerable experience in the electronic location of underground water main leaks.

Work in this class involves the exercise of considerable independent judgment in interpreting electronically recorded audio indications of underground leaks in water lines of all sizes. Employee is responsible for choosing the exact area to be excavated by pipe maintenance crews. Work is subject to general direction and review of a superior.

##### ILLUSTRATIVE TASKS

Conducts a continuous survey of the county's underground water mains and services in order to locate leaks; identifies unrecorded installations in the county's water system.

Identifies the exact location of water lines and leaks for the county's water maintenance crews; interprets audio signals recorded electronically, and differentiates between water leak sounds and a wide variety of extraneous noises.

Meets with contractors and utility company representatives in connection with their excavation work in close proximity to county mains.

Performs flow and pressure tests as an alternate method of determining water leaks when the use of electronic equipment is not practical.

Maintains records of all work performed and submits reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the grid pattern of water mains and laterals in the county.

Considerable knowledge of the techniques applicable to the operation of magnetic and electronic pipe detection equipment.

Considerable knowledge of the types and locations of pipes and cables found underground in proximity to water mains.

Knowledge of the principles and practices applicable to the maintenance of a water distribution system.

Knowledge of the time and equipment requirements necessary in making water main excavations and repairs.

Ability to distinguish the electronically recorded sounds produced by main leaks from other nonrelated sounds also recorded by the same instrument.

Ability to trace leaks back to an exact location on a water line, although leak sounds may be recorded at some distance from actual source.

Ability to work independently in the field.

Ability to prepare detailed reports and records of work performed.

Ability to maintain good working relationships with contractors and utilities company representatives.

NEW 4-73

#### Nature Of Work

This is skilled work requiring considerable experience in the electronic location of underground water main leaks.

### W & S Plant Electrician (005840)

#### Minimum Qualifications

Must possess a Miami-Dade County Journeyman or Master Certificate of Competency as an Electrician. Two years of experience as a Journeyman Electrician to include high voltage work (2,400/4,160/15,000) are required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled journeyman work in the installation, maintenance and repair of both high and low voltage electrical and electronic systems and equipment found in water and sewage treatment plants and pumping systems.

Employees in this class perform skilled electrical and electronic repair tasks in accordance with standard practices of the electrical and electronic trade, including responsibility for performing the special work required for high voltage electrical equipment and controls. Work requires a knowledge of the mechanical and operational aspects of equipment and its installation. Incumbents use special electrical tools such as voltmeters, ammeters, insulation testing meters, industrial analyzers, ground testers and also use special equipment necessary for the maintenance of large electrical motors and switchgear. Assignments are made either orally or through written orders and may be accompanied by diagrams and blueprints. Technical supervision is received from a superior on unusual or difficult operational problems and is checked by satisfactory performance of equipment repaired or maintained.

##### ILLUSTRATIVE TASKS

Installs, alters, repairs and maintains both high and low voltage motors, generators, switchgear, motor controllers, transformers, wiring systems, electronic components and other related equipment.

Installs, alters, repairs and maintains special metering, control, telemetering and recording equipment.

Maintains accurate records of time and materials used, and the maintenance and repair history of all electrical equipment on which work is performed.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of standard practices, methods, tools and materials of the electrical and electronic trade.

Considerable knowledge of the installation, alteration, repair and maintenance of both high and low voltage electrical and electronic systems and equipment found in the plant of assignment.

Knowledge and understanding of electronic, air, mechanical and electrical types of metering, telemetering, control and recording equipment used in water or sewage treatment plants, water supply and distribution systems and lime plants.

Knowledge of local and national electrical codes.

Knowledge of the hazards of the trade, and of appropriate precautionary measures, particularly as they pertain to work on high voltage electrical systems and equipment.

Knowledge of the operating principles and repair techniques applicable to electronic equipment.

Ability to locate and adjust defects in electrical and electronic systems and equipment.

Ability to work from electrical diagrams and blueprints, and to understand and effectively carry out oral and written instructions.

Ability to make estimates of time and materials.

Ability to follow electrical wiring diagrams on low and medium voltage motor controllers and circuit breakers.

Skill in the care and use of standard and special electrical tools and testing equipment.

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#### Nature Of Work

This is advanced skilled journeyman work in the installation, maintenance and repair of both high and low voltage electrical and electronic systems and equipment found in water and sewage treatment plants and pumping systems.

### W & S Plant Electrician (005840)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the operation and minor maintenance of large stationary diesel engines and auxiliary equipment are required. Must be able to work rotating shifts.

#### Job Specifications

##### NATURE OF WORK

This is routine stationary diesel operation on an assigned shift.

Work in this class involves responsibility for the operation of large diesel engines used to drive large pumps and related equipment. Work is performed in accordance with well established routines and standards. Employees are permitted to make only minor repairs and adjustments to the engines or the auxiliary equipment. General supervision is received from a superior for conformance to established operating procedures.

##### ILLUSTRATIVE TASKS

Starts, operates, stops and adjusts large diesel engines and their auxiliaries according to load demands and characteristics; reads meters gauges and other recording and indicating devices showing operating conditions.

Makes adjustments to provide most satisfactory engine and auxiliary equipment operation; makes continual inspection of the engines and auxiliaries to which assigned.

Checks fuel supply, cooling water, exhaust temperatures and lubricating oil consumption; makes operating adjustments, minor repairs, keeps machinery clean and maintains a continuous operating record of each engine and auxiliary.

Keeps records and prepares simple reports of operations and activities.

May supervise a small group of semi-skilled or unskilled employees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation, maintenance and minor repair of large diesel engines and their auxiliaries.

Considerable knowledge of the operating principles of electric generators, motors, large blowers, air compressors, large pumps and valves and chlorinators.

Ability to recognize unsatisfactory operating conditions as shown by meters, gauges, indicating and measuring devices, and abnormal engine sounds.

Ability to act quickly in making necessary changes or adjustments as needed.

Ability to prepare clear and accurate records and reports.

Ability to understand and follow oral and written instructions.

NEW 4-73

#### Nature Of Work

This is routine stationary diesel operation on an assigned shift.

## Human Resources Department

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### W & S Power Plant Operator 2 (005843)

#### Minimum Qualifications

High school diploma or GED. Four years of experience in the operation of large scale stationary engines and generators are required or two years of experience as a Diesel Plant Operator or W & S Power Plant Operator 1 in the Miami-Dade Water and Sewer Department are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is routine work operating and maintaining large (900 kw and larger) stationary diesel and methane gas engines on an assigned shift.

Employees in this class are responsible for the operation and day-to-day maintenance of large diesel engines used to drive electric generators and related equipment. Duties are performed in accordance with established routines and standards, and include the operation and maintenance of diesel and methane gas engines. Employees are permitted to make only minor repairs and adjustments to diesel engines or auxiliary equipment. General supervision is received from an administrative superior who reviews work for conformance with established policies and procedures.

##### ILLUSTRATIVE TASKS

Starts, operates, stops and adjusts large diesel and methane gas engines and their auxiliaries according to load demands and characteristics; reads meters, gauges and other recording and indicating devices showing operating conditions.

Makes adjustments to provide most satisfactory engine and auxiliary equipment operation; makes continual inspection of the engines and auxiliaries to which assigned.

Checks fuel supply, cooling water, exhaust temperatures and lubricating oil consumption; makes operating adjustments, changes filters, changes lubricating oil and makes minor repairs; keeps machinery clean and maintains a continuous operating record of each engine and auxiliary.

Keeps records and prepares simple reports of operations and activities.

May supervise a small group of semi-skilled or unskilled employees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation, maintenance and minor repair of large diesel and methane gas engines and their auxiliaries.

Considerable knowledge of the operating principles of electric generators, motors, large blowers and air compressors.

Ability to recognize unsatisfactory operating conditions as shown by meters, gauges, indicating and measuring devices, and abnormal engine sounds.

Ability to act quickly in making necessary changes or adjustments as needed.

Ability to prepare clear and accurate records and reports.

Ability to understand and follow verbal and written instructions.

NEW 03-08-2007

#### Nature Of Work

## Human Resources Department

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### **W & S Power Plant Operator 2 (005843)**

This is routine work operating and maintaining large (900 kw and larger) stationary diesel and methane gas engines on an assigned shift.

### W & S Plant Diesel Mechanic (005844)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the maintenance and major overhaul of diesel engines, power generators and pumps are required. Must possess a Class D license.

#### Job Specifications

##### NATURE OF WORK

This is skilled journeyman level work in the maintenance, repair and overhaul of large stationary diesel engines and auxiliary equipment. Employees in this class perform specialized work in the maintenance, repair and overhaul of large diesel engines. Work involves the maintenance and repair of diesel machinery and mechanical equipment such as fuel pump governors, compression valves, engine governors, clutches and other related equipment. Employees work independently using specialized handtools, power tools and various precision measuring and testing instruments especially suited to diesel repair. General supervision is received from a foreman or engineering supervisor. Supervision may occasionally be exercised over a small group of semi-skilled or unskilled employees in repair and overhaul work.

##### ILLUSTRATIVE TASKS

Diagnoses, adjusts, repairs and overhauls a variety of large stationary diesel engines, generators and auxiliary equipment. Uses various types of shop equipment, precision instruments and specialized tools such as: dynamometers, valve refacing and seating equipment, micrometers, dial gauges, grinders, lathes and cylinder cones. Repairs, pump-test and gauges injection nozzles; repairs and adjusts fuel pump governors, compression valves, engine governors, clutches, right angle drives and other related equipment. Cleans, repairs and adjusts gas admission, injection and metering valves; calibrates various pneumatic proportioners, flow regulators, transmitters, pressure regulators and activators for balancing firing pressures and temperatures with use of natural gas as an engine fuel. Checks, replaces and fits new camshaft bearing and timing gears; inspects and replaces worn accessory spring drive gears, springs and guides. Replaces, cleans and overhauls lubricating oil pumps, water pumps, turbocharger lube oil pumps and speed increaser lube oil pumps; cleans, inspects and overhauls turbochargers. Performs minor lathe work in reaming bushings and checking shaft alignment; repairs and cleans air starting distributor system; uses acetylene and arc welding equipment to make up brackets and weld broken metal parts. Keeps records of engine maintenance work performed, operation time, time cards of each day's work, of work to be done and spare parts used. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the construction, design, repair and adjustment of a wide variety of diesel engines and their auxiliaries. Considerable knowledge of the usual types of mechanic's tools and equipment as well as the special tools, gauges, machinery and shop equipment used in the maintenance and repair of diesel engines. Ability to detect by inspection any worn, defective or improperly adjusted diesel part or assembly. Ability to supervise a small group of semi-skilled and unskilled employees. Ability to follow written and oral instructions, and to keep records of repair and maintenance operations conducted. Skill in the diagnosis of defects and failures of large diesel engines and their auxiliary equipment.

NEW 4-73

#### Nature Of Work

This is skilled journeyman level work in the maintenance, repair and overhaul of large stationary diesel engines and auxiliary equipment.



### W & S Plant Mechanic (005846)

#### Minimum Qualifications

High school diploma or GED. Three years of skilled experience in the installation, maintenance, and repair of a variety of pumps and related mechanical equipment are required. Must possess a driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, repair and maintenance of mechanical equipment in a large water and sewage plant.

Work in this class involves responsibility for the maintenance, installation and repair of a wide variety of mechanical equipment in sewage and water treatment plants. Supervision over incumbents is generally limited to assignment of work and the inspection of work upon completion, and occasional review in process; instructions are given in considerable detail only when work assignments involve new or difficult problems.

##### ILLUSTRATIVE TASKS

Repairs and maintains electrical motors; cleans, revarnishes and oils electrical motors; inspects and repairs bearings; maintains centrifugal pumps, keeping seal rings in proper condition; renews sleeves; oils bearings, maintains proper alignment of pumps and motors; inspects and repairs rubber connections in couplings.

Maintains oil switches and starting compensators, and keeps contacts smooth and clean; maintains proper oil level in switch compensators and transformers; keeps switch pots in repair and filled with oil to secure proper resistance.

Maintains, repairs and replaces such machinery as alum and lime elevators, chemical buckets, bearings, sprockets, chains and motors; maintains and repairs lime agitators, slackers, feeders, conveyors and classifiers.

Installs new seats in pumps, and replaces pistons and valves; maintains and repairs mixing tanks and motors; repairs and replaces reduction gears and paddles; installs screen bars, rakes and trash grinder parts.

Repairs and maintains carbon dioxide pipelines so as to insure a uniform flow of gas through water; maintains and repairs chlorinators and ammoniators; rebuilds air compressors.

Constructs, repairs and maintains refractory linings and related brick work in kilns and ducts; welds and assists in the fabrication, repair and maintenance of kilns, fire doors, flue dampers and pipelines for steam, water, oil and air, using both electric and gas techniques; repairs and maintains equipment such as electrically driven fan units and kiln auxiliaries.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of methods and techniques used in the installation, repair and maintenance of a wide variety of motors and pumps. Considerable knowledge of methods and techniques used in the repair and maintenance of a wide range of mechanical and valve equipment such as is found in a large water treatment or sewage plant.

Knowledge of methods and techniques used in the installation, repair and maintenance of pipes, pipe fittings, gauges, venturi meters and other similar equipment.

Knowledge of the principles and practices of chemical and physical treatment of water or sewage.

Ability to work from blueprints, pencil sketches or written and oral instructions.

Ability to keep work records and make reports of materials used and work performed.

Ability to perform routine preventive maintenance for a wide variety of plant equipment.

Skill in the use of mechanic's tools and shop equipment in the installation, repair and maintenance of plant equipment.

NEW 4-73

#### Nature Of Work

This is skilled work at the journeyman level in the installation, repair and maintenance of mechanical equipment in a large water and sewage plant.

### W & S Plant Mechanic (005846)

#### Minimum Qualifications

High school diploma or GED. One year of experience in pipefitting or performing installations, maintenance, or repair on infrastructure of water and sewer systems is required. Must possess a CDL/Class B with tanker endorsement.

#### Job Specifications

##### NATURE OF WORK

This is skilled pipefitting work in the installation, repair and maintenance of waterpipe systems.

Work involves performing pipefitting tasks of a journeyman level in the installation, repair and maintenance of all pipelines in the county water system. Work is usually performed under the supervision of a foreman, although work may be carried out in shop or field without immediate supervision. Incumbents in this class occasionally supervise a small group of laborers, making work layouts on the basis of verbal or written instructions, blueprints or sketches usually received from a foreman.

##### ILLUSTRATIVE TASKS

Installs, replaces and maintains steel, wrought iron, cast iron, galvanized, copper, brass and other types of pipe of various sizes employed in water distribution lines; measures, cuts and fits tile or asbestos cement pipe.

Cuts, saws, threads, bends and reams pipe; solders joints or tubings; caulks pipe joints with lead; makes screwed flange connections and welded joints; installs, repairs and replaces valves and other fittings which are integral parts off pipelines; fastens and installs pipe hangers and braces; grinds and checks valves; repairs pipe leaks; and replaces worn flanges and gaskets.

Cleans pipes and applies protective coating; checks for leaks and other defects in valves, meters and water mains off various sizes.

Installs, repairs and maintains standard and high pressure fire hydrants; maintains related distribution systems.

Uses pipe dies, power threading and cutting machines, reamers, tapping machines, hammers, chisels, wrenches, saws, caulking tools, acetylene torches and other tools and equipment involved in the installation, repair and removal of pipes, pipe fittings, meters and valves.

Occasionally supervises the work of a small number of maintenance laborers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods, practices, techniques, materials, tools and equipment employed in joining, jointing, fitting, cutting, bending and threading all types of water distribution pipes.

Knowledge of the performance of various pipe materials under a wide variety of conditions.

Knowledge of the hazards of the trades, and of necessary precautionary measures.

Ability to direct and supervise a small group of maintenance repairmen and laborers in a manner conducive to full performance and high morale.

Ability to work from blueprints, sketches and oral instructions.

Skill in the use of tools and in the application of techniques of the trade.

NEW 4-73

#### Nature Of Work

This is skilled pipefitting work in the installation, repair and maintenance of waterpipe systems.

### W & S Instrument Technician (005850)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the installation, maintenance and repair of electrical, electronic, hydraulic and or pneumatic instrumentation and process control equipment. An ISA level one Certified Control System Technician certification, an Associates Degree in Electronics or Electrical Engineering Technology, an Industrial Electronics Technical Certification, or a Miami-Dade County Electrical Journeyman license may substitute for the required experience. Must possess a driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled journeyman work in the installation, repair and maintenance of water and sewer treatment plant instrumentation.

Employees in this class are responsible for the installation, maintenance and repair of electronic, pneumatic, mechanical and electrical types of metering, control and recording equipment used in large water and sewer treatment plants. Work is performed in accordance with standard practices of the electrical and electronic trades and requires a knowledge of the mechanical and operational aspects of equipment monitored through instrumentation. Incumbents must use special electrical tools such as voltmeters, ammeters and oscilloscopes. Assignments are made either orally or through written work orders and may be accompanied by diagrams or blueprints. Supervision may be exercised over subordinate skilled and unskilled employees. Technical supervision is received from a superior who assists with unusual or difficult problems and evaluates work for satisfactory functioning of treatment plant instruments.

##### ILLUSTRATIVE TASKS

Installs, alters, repairs and maintains special metering, control and recording instrumentation equipment utilized in water and sewer treatment plants, water pumping stations and distribution systems; inspects and diagnoses technical instrument problems; locates and adjusts defects in instruments.

Uses special electric and electronic tools and equipment such as voltmeters, ammeters, insulation testing meters, industrial analyzers and oscilloscopes.

Maintains records of time and materials used in installing and repairing instrumentation and maintains repair history of metering, control and recording equipment.

Requisitions supplies and materials necessary for instrument repair.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools, and materials of the electrical and electronic trades.

Considerable knowledge of special methods, techniques and tools used in the repair, maintenance and installation of water and sewer treatment plant instrumentation.

Considerable knowledge of the mechanical and electrical equipment used in large water and sewer treatment plants and related facilities.

Knowledge of the occupational hazards and safety precautions required when working on controls for high voltage electrical systems and equipment.

Ability to locate and diagnose defective water and sewer plant instrumentation.

Ability to work from diagrams and blueprints and to understand and effectively carry out oral and written instructions.

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### W & S Instrument Technician (005850)

Ability to use precision test equipment to repair, maintain and install water and sewer plant instrumentation.

Skill in the care and use of standard and specialized electrical tools and precision test equipment.

#### **Nature Of Work**

This is skilled journeyman work in the installation, repair and maintenance of water and sewer treatment plant instrumentation.

### W & S Leak Detection Equipment Specialist (005851)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the maintenance, troubleshooting, and repair of electronic equipment is required; or one year of experience in leak detection or locating underground utilities using electronic locating equipment or leak detection equipment, to include maintenance of leak detection equipment, is required.

Must possess a valid driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the maintenance and repair of electronic leak detection equipment and data analysis and interpretation for the Water & Sewer Department.

Employees in this class are responsible for analyzing and interpreting gathered data for potential leaks, troubleshooting and repairing leak detection equipment. The work in this class involves the inspection and diagnosis of different types of technical instruments and equipment. The incumbent uses the GIS program to design graphical information for the pinpoint and deployment crews. The employees in this class exercise considerable independent judgment in analyzing the data for potential leaks, as well as in the repair and maintenance schedules for use of the equipment. Work is subject to general direction and review from a technical supervisor.

##### ILLUSTRATIVE TASKS

Repairs, maintains, services and controls electronic equipment and instruments used in the Support and Water Accountability Section, including Permalog loggers, Z-Corr loggers, Aqualog 80 loggers, BK Precision analog oscilloscopes, Fisher ferro magnetic locators, Akron water flow test kit, Fluid conservation system correlator, and other specialized devices.

Performs annual preventive maintenance and emergency servicing for a variety of specialized instruments and equipment.

Uses special electric and electronic tools and equipment such as voltmeters, ammeters, industrial analyzers and oscilloscopes.

Requests the supplies and materials necessary for instrument and equipment repair.

Maintains log records of time and materials used in repairs and adjustments of equipment and instruments.

Provides training for field technicians on existing and new leak detection and/or survey equipment; Communicates with development companies in reference to new equipment, instruments or software updates needed for installation and/or implementation.

Uses GIS Program to design maps and appropriate distribution of leak survey devices (loggers) for the pinpoint and deployment crews out in the field.

Cleans and charges loggers, downloads recorded data to be analyzed for potential leaks and produces graphs of potential leaks and distributes them to pinpoint crews for final on-site analysis.

Updates atlas pages according to recent information received from field crews via GIS program.

Tracks final analysis for quality control purposes on the Leak and Deployment Response Database and forwards monthly reports to the Data Management Section; Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and theories of electronic equipment as applied to the operation and maintenance of electrical and telemetric devices.

Considerable knowledge of the standard tools, materials, methods, and practices of the electrical trade.

Considerable knowledge of the practices, methods, tools, equipment and materials used in the repair, testing, maintenance, and replacement

## Human Resources Department

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### W & S Leak Detection Equipment Specialist (005851)

of electrical and telemetric receiving and transmitting equipment.

#### **Nature Of Work**

This is skilled technical work in the maintenance and repair of electronic leak detection equipment and data analysis and interpretation for the Water & Sewer Department.

### W & S Treatment Plant Operator 1 (005852)

#### Minimum Qualifications

High school diploma or GED. Must possess a Driver license. Must register for the required coursework to obtain a State of Florida Class "C" Wastewater/Water license and must obtain a State of Florida Class "C" Wastewater/Water license within 30 months of employment. Applicants who can show proof of passing the State of Florida Treatment Plant Operator Class C examination will not be required to take the Miami-Dade County W & S Treatment Plant Operator 1 competitive examination.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in operating a major portion of the water, sewage, lime, generating or pumping equipment on an assigned shift. Work in this class involves shift responsibility for the routine operation of a major section or function of a county plant. Employees exercise some independent judgment in making adjustments to machinery and equipment operated in accordance with established standards. Supervision is received from a superior who has overall responsibility for plant operations, and who indicates the types of adjustments or procedural modifications necessary in achieving a desired plant result.

##### ILLUSTRATIVE TASKS

Inspects area of responsibility to determine that all machinery is operating properly; takes samples of water or sewage at various stages of the treatment process to determine effectiveness of treatment procedures; on the basis of sample result institutes alteration of processes to provide effective treatment.

Inspects and adjusts treatment plant equipment such as pretreatment equipment, oxygenation trains, clarifiers, gravity thickeners, digesters, large pump stations, injection wells, chlorinators, lime slakers, flocculators, sludge collectors, rapid sand filters, chemical feeders, vacuum filters, conveyors systems, screens and related equipment.

Inspects recording charts, meters, and on the Site SCADA system and on the basis of such information adjusts treatment plant procedures in conformance with operating instructions.

Operates mechanical equipment in sludge thickening tanks and feeder box; operates screw conveyor, slurry pumps, carbon dioxide compressors, sludge return pump stations, concentrator piston pumps, sludge transfer pumps, plant discharge pump station systems, injection well systems and other electrical and mechanical equipment.

Measures and adjusts slurry feed; checks water pressure on spray nozzles of a scrubber; assists in the overall maintenance of the plant; transfers sludge from tank to tank throughout a complex digester system; programs automatic samplers.

Inspects, starts, stops and operates pumps and auxiliary equipment; determine operating conditions and needed adjustments for repairs; assists in general repair of pumping equipment; analyzes samples at water softener and boilers and makes necessary adjustments.

Inspects bearings, equipment lubrication; records readings of the various gauges and amperage.

Prepares records of shift operations; may supervise a small group of skilled and unskilled employees.

Responsible for maintaining a clean and safe work environment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating theory and principles of the plant.

Ability to make minor repairs to equipment operated.

Ability to accurately follow routine operating and recording procedures.

Ability to detect faulty operating characteristics in equipment or processes, and to institute remedial action.

Ability to maintain detailed routine operating records.

Ability to work with and supervise subordinate unskilled and semi-skilled personnel.

Ability to understand and follow oral and written instructions.

Skill in making minor repairs and adjustments to pumping equipment and valves.

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### W & S Treatment Plant Operator 1 (005852)

REV-5/2009

#### **Nature Of Work**

This is skilled work in operating a major portion of the water, sewage, line, generating or pumping equipment on an assigned shift. The written examination will evaluate math computation skills, record keeping skills, the ability to follow written instructions, and the ability to read graphs, charts, gauges and meters. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous, full-time service in the County service to a maximum credit of ten years or five points. Applicants requesting Veterans' preference must submit Veterans' preference documents at the time of application. Preference will be given to veterans and spouses of veterans when applicable. Those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility documents must include wartime dates of service and an honorable discharge. In addition to the DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability. All veterans are required to complete a Veteran's Preference Claim Form at the time of application. Apply online at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) from Friday, March 12, 2010 until Friday, March 26, 2010. APPLICANTS MUST ACCESS [WWW.MIAMIDADE.GOV/ERD/TEST](http://WWW.MIAMIDADE.GOV/ERD/TEST) OR CALL (305) 375-0297 (OPTION 2) FOR WRITTEN TEST DATE, TIME, AND LOCATION ON OR AFTER April 14, 2010 AND TEST RESULTS ON OR AFTER May 10, 2010. Doors to the test facility will close promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination.



### W & S Treatment Plant Operator 2 (Water) (005853)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the operation of a water treatment plant are required. Must possess a State of Florida Class B Water license. Must present a Driver license during the interview selection process. Shift work is required.

#### Job Specifications

##### NATURE OF WORK

This is skilled and limited supervisory work having shift responsibility for the operation of a water, sewage or lime facility.

Work in this class involves general operating responsibility during a given shift for one major county plant. Employees in this class frequently operate a plant without benefit of immediate supervision, and are called upon to make technical determinations regarding modification of plant operating procedures pending review at some later time by a technical superior. Incumbents may also direct and assist plant operators and unskilled workers assigned to a given shift. Supervision is exercised over subordinate plant operators and unskilled workers assigned to a given shift. Super-vision is received from a plant supervisor or superintendent who establishes routine operating standards, reviews records of operating results and gives specific instructions regarding new maintenance or operating practices

##### ILLUSTRATIVE TASKS

Controls the operation of a water treatment plant; maintains check on and anticipates demand for water throughout distribution system; regulates flow of water into plant by starting or stopping well pumps; maintains water levels of reservoirs.

Reviews records of operating results prepared by subordinate operator for specific areas of a plant; gives instructions regarding modified operating procedures based on test reports of water quality; maintains desired water pressure in the distribution system insofar as this is possible through operation of a treatment plant.

Conducts routine checks on a large sewage treatment plant; inspects each of various treatment stages; operates sand filters, grit elevators, digester and sludge transfer pumps, and chlorination equipment on a test basis; takes regular readings of sewage flow through plant.

Takes samples of sludge and reclaimed water; adjusts treatment process to achieve desired results; instructs subordinate operators in standard operating procedures; participates in and supervises minor maintenance of equipment and plant.

Operates a rotary lime kiln, including a fuel oil heating and firing system, forced draft and induced draft system, and related equipment; checks instruments on control panel and adjusts firing to maintain proper percentage of oxygen and carbon dioxide in the kiln exhaust gases, proper temperature inside the kiln, and proper feeder building temperature.

Takes samples of the finished lime at regular intervals, and makes visual checks of lime in furnace; keeps records of kiln temperatures, speed and draft; of oil temperatures, pressure, and flow; of percent solids in and quantity of flow of slurry, and similar records.

Supervises and participates in the installation, repair and maintenance of pumps, turbines, auxiliaries, valves, gauges, pipes and fittings; supervises the upkeep and cleaning of buildings.

Makes inspection of plant and equipment to determine operating condition, need for repair parts, stores and plant operation; requisitions new parts and supplies as needed; keeps inventories and prepares time sheets and work reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods of installing and repairing pumps, turbines, gauges of various sorts, pipes and related equipment.

Considerable knowledge of the operating principles and theory of the plant to which assigned.

Knowledge of the established routines and practices for operation of the equipment, and related testing and measuring devices in the plant to which assigned.

Knowledge of the preventive maintenance practices applicable to equipment operated.

Knowledge of desirable records maintenance practices applied to equipment operated.

Knowledge of the safety hazards and relevant precautions of the work.

Ability to supervise the work of subordinate personnel while participating in plant operations.

Ability to maintain plant operations within narrowly established standards.

Ability to recognize and remedy plant malfunctions.

Ability to make minor repairs to electrical and mechanical equipment.

Ability to maintain detailed operating records, and

## Human Resources Department

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### W & S Treatment Plant Operator 2 (Water) (005853)

prepare reports.

Ability to understand, follow and transmit oral and written instructions.

REV 4-73

#### **Nature Of Work**

This is skilled and limited supervisory work having shift responsibility for the operation of a water, sewage or lime facility.

### W & S Sludge Dewatering Operator 1 (005855)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the operation of mechanical equipment is required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the operation of sludge dewatering equipment for the County water and sewer utility.

Employees in this class are responsible for the operation of pumps, centrifuges, feeders and related equipment on an assigned shift.

Responsibilities include monitoring of feed pump rates, adjusting treatment processes, collecting samples of feed sludge, and maintaining records and reports. Some independent judgment is required in making adjustments to treatment equipment and in varying procedures.

Supervision is received from a technical superior who assists with unusual and difficult problems and reviews work for compliance with operational procedures.

##### ILLUSTRATIVE TASKS

Inspects sludge dewatering facility to determine that all machinery is operating properly; uses a moisture balance to run solids tests on feed sludge and cake; adjust treatment process to achieve desired results.

Starts, stops and adjusts pumps, centrifuges, boilers, feeders and related dewatering equipment; mixes polymer and sets polymer feed pump rates; records readings of various gauges, dials and meters.

Collects samples of feed sludge, cake and centrate for laboratory composites; reviews plant and laboratory reports and makes minor adjustments to assure efficient dewatering operations; assists with routine maintenance and repair of sludge dewatering equipment.

Maintains records and prepares reports of shift operations and unusual incidents occurring on assigned shift.

Operates dump trucks to unload sludge cake at drying beds.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operating characteristics and routine maintenance requirements of sludge dewatering pumps, centrifuges, feeders and related equipment.

Knowledge of established rules and regulations governing sludge dewatering operations.

Knowledge of the chemical and physical processes and analyses of sludge dewatering operations.

Knowledge of the materials and tools used in the operation and maintenance of sludge dewatering equipment.

Knowledge of the occupational hazards and safety precautions applicable to sludge dewatering operations.

Knowledge of standard recordkeeping procedures.

Ability to operate sludge dewatering equipment and dump trucks.

Ability to analyze chemical and physical dewatering processes, recognize abnormalities and institute remedial action.

Ability to make minor repairs and perform routine maintenance for sludge dewatering equipment.

Ability to understand and follow oral and written instructions.

Ability to maintain records and prepare routine reports.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### W & S Sludge Dewatering Operator 1 (005855)

NEW 10-87

#### **Nature Of Work**

This is skilled technical work in the operation of sludge dewatering equipment for the County water and sewer utility.

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### W & S Sludge Dewatering Operator 2 (005856)

#### Minimum Qualifications

High school. Two years of experience in the operation of sludge dewatering equipment to include the operation of industrial centrifuges, polymer equipment, and dump trucks are required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is skilled and limited supervisory work in the operation of a sludge dewatering plant for the county water and sewer utility.

An employee in this class is responsible for supervising the work of subordinate skilled and unskilled employees engaged in the operation and maintenance of pumps, centrifuges, feeders, boilers and related equipment. Emphasis of the work is on providing technical guidance, planning work methods and procedures, and participating in plant operations. Responsibilities include monitoring of equipment utilization, treatment processes and shift operations for adherence to established methods and procedures. Supervision is exercised over subordinate employees through assignment and review of work and provision of assistance with difficult or unusual problems. Supervision is received from a technical superior who reviews work for compliance with facility operational procedures.

##### ILLUSTRATIVE TASKS

Supervises and participates in the operation of pumps, centrifuges, boilers, feeders and related dewatering equipment; monitors feed rates for sludge digester, polymer pumps and recirculating pumps; conducts solids tests and provides instructions concerning modified treatment processes.

Supervises and participates in maintenance and repair of valve pits, macerators, weirs, troughs, centrifuges, boilers, pipes and pumps.

Collects samples of feed sludge and cake; operates dump trucks to load and unload sludge cake; prepares operations records and reports; requisitions equipment, materials and supplies.

Conducts inspections of facility and equipment to determine operating condition and repair needs.

Communicates and enforces established safety practices and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employees performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics and maintenance requirements of sludge dewatering pumps, centrifuges, feeders and related equipment.

Considerable knowledge of established rules and regulations governing sludge dewatering operations.

Considerable knowledge of chemical and physical processes and analyses concerning sludge dewatering operations.

Considerable knowledge of the materials and tools used in the operation, maintenance and repair of sludge dewatering equipment.

Considerable knowledge of the occupational hazards and safety precautions applicable to sludge dewatering operations.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to operate sludge dewatering equipment and dump trucks.

Ability to analyze chemical and physical dewatering processes and instruct subordinates concerning the recognition of abnormalities and implementation of remedial actions.

Ability to inspect, maintain and repair sludge dewatering equipment.

Ability to communicate effectively, verbally and in writing.

Ability to prepare operations records and reports.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-87

#### Nature Of Work

This is skilled and limited supervisory work in the operation of a sludge dewatering plant for the county water and sewer utility.

## **Human Resources Department**

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### **W & S Sludge Dewatering Operator 2 (005856)**

### W & S Flow Meter Technician (005858)

#### Minimum Qualifications

Eighth grade. One year of experience performing semi-skilled maintenance or repair tasks on water and/or sewer facilities is required. Must possess a CDL/Class B license. Tanker endorsement preferred.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the installation, maintenance and removal of open and closed-channel flow monitoring equipment.

Employees in this class perform duties in the installation and operation of flow meters used to measure sewage flow through pump stations before and after repairs are conducted to document the impact of corrective actions on system performance. Duties include installing and starting flow meter equipment, ensuring the meters are operating properly, inputting information through the use of a lap top computer, and removing flow meter equipment. Employees may be assisted by a semi-skilled helper in the performance of assigned duties. Supervision is received from a technical supervisor who reviews work for conformance with established policies and procedures.

##### ILLUSTRATIVE TASKS

Installs, maintains and removes open and closed-channel flow monitoring equipment.

Determines the presence of toxic gases in confined spaces using a gas detector; observes established safety practices and procedures; visually checks the amount of sewage flowing into the pump station.

Determines the proper type of flow meter to be installed based upon grease content and access to inlet.

Connects meter to lap top computer; inputs pipe diameter, pipe material, and level of flow and actual velocity using a portable velocity meter; starts meter to verify that readings are accurate.

Disconnects lap top computer from flow meter; secures an anchor to wall in manhole and secures flow meter to anchor.

Maintains flow meters by checking readings at pump stations to verify their accuracy, and returning to manholes to clean meters, as required.

Removes flow meters after use; connects lap top computer to flow meter to generate reports on sewage flow.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of sewer lines, sewer layouts, pump stations and sewage flow characteristics.

Knowledge of the installation, maintenance and removal of open and closed-channel flow monitoring equipment.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Some knowledge of lap top computer operation.

Ability to install, maintain and remove flow meters in accordance with departmental procedures.

Ability to follow verbal and written instructions.

Ability to operate lap top computer equipment used in the installation and removal of flow meters.

Physical strength and agility sufficient to perform assigned duties.

##### MINIMUM QUALIFICATIONS

Graduation from an accredited high school. GED or high school equivalency is acceptable. One year of experience performing water and sewer semi-skilled maintenance or repair tasks is required.

## Human Resources Department

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### W & S Flow Meter Technician (005858)

NEW 10-96

#### **Nature Of Work**

This is technical work in the installation, maintenance and removal of open and closed-channel flow monitoring equipment.



## Human Resources Department

### W & S Senior Meter Technician (005859)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the repair and installation of water meters, AMR/AMI systems and/or water services are required. Must obtain a State of Florida Level 3 Water Distribution System license during the probationary period. Must possess a driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled mechanical and technical work in the installation and maintenance of large diameter water meters and the performance of various field functions related to Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI).

Work involves responsibility for making repairs to, and testing, large diameter water meters including all turbine-type meters and various electromagnetic-type meters used for accurately measuring water consumption. Work requires maintaining proper calibration of all large diameter water meters to prescribed limits of accuracy using both mechanical and computerized methods. This classification is distinguished from subordinate classifications engaged in meter repairs by servicing larger and more complex meters, installing and maintaining AMR technology, and ensuring that standard procedures and instructions are followed in the performance of meter service. Supervision is received from a technical superior who reviews work for conformance with established policies and procedures and satisfactory operation of equipment repaired, installed or maintained.

##### ILLUSTRATIVE TASKS

Maintains proper calibration of all large diameter water meters greater than three inches to include all turbine-type and various electromagnetic-type meters; performs on-site testing of meters using calibrated test meter; adjusts calibration of meters to meet appropriate AWWA standards using both mechanical and computerized methods.

Performs all various field functions related to AMR and AMI; installs, troubleshoots, removes, and replaces radio transmission devices; verifies proper communication between various transmitters installed throughout the service area, and the collection towers.

Installs, replaces, maintains all large diameter water meters greater than three inches; prepares all materials, coordinate and leads job with appropriate staff; performs quality control inspection of all completed work.

Locates water meters, mains and services using electronic line location, metal detection and leak detection equipment.

Inspects water services to ensure departmental standards are followed prior to use by land developers and builders; meets with various contractors and developers, and recommends solutions for non-compliant and/or deficient installations.

Performs other related work.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the practices, methods and materials used in the maintenance, repair and testing of large diameter water meters including turbine-type meters and electromagnetic-type meters.

Knowledge of Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI).

Knowledge of basic plumbing techniques applicable to working on water meter pipes.

Knowledge of the use of the calibrated test meter to test meters.

Knowledge of mechanical and computerized calibration methods used to adjust meters.

Knowledge of established safety practices and procedures applicable to the area of assignment.

Ability to diagnoses problems with meters installations and determines the most cost-effective and efficient means of repair.

Ability to prepare the appropriate materials, coordinate with staff and lead work in the installation and maintenance of large diameter water meters.

Ability to install, troubleshoot and replace AMR devices.

Ability to verify the proper communication between AMR transmitters and the collection towers.

Ability to work from written and oral instructions.

Ability to establish and maintain effective working relationships with subordinates, superiors and various public and private officials.

Ability to make thorough inspections to determine if water services meet departmental standards.

Ability to communicate effectively, both verbally and in writing.

Skill in the use of equipment used in repairing or installing large diameter water meters.

## Human Resources Department

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### W & S Senior Meter Technician (005859)

Skill in the use of equipment used in the installation, troubleshooting and replacement of AMR devices.

Skill in the use of equipment used to verify proper communications between AMR transmitters and collection towers.

NEW 05/17/2013

#### **Nature Of Work**

This is mechanical and technical work in the installation, maintenance and calibration of large diameter water meters and Automated Meter Reading (AMR) devices.

### W & S Lime Production Plant Operator 1 (005860)

#### Minimum Qualifications

Eighth grade. One year of skilled mechanical maintenance experience is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of a major of a recalcination plant on an assigned shift.

Work in this class involves shift responsibility for the routine and emergency operation of a plant feed building. Employees work under conditions of extreme heat. Incumbents exercise some independent judgment in making adjustments and repairs to machinery and equipment in accordance with established standards. Supervision is received from a plant superior who indicates the type of adjustments or procedural modifications to be made in achieving desired plant results.

##### ILLUSTRATIVE TASKS

Inspects assigned areas to determine that all machinery and equipment is operating properly; takes samples of slurry at various stages of process to determine effectiveness of thickening solids; on the basis of sample results institutes alteration of process to provide proper production.

Operates mechanical equipment such as sludge thickening tanks, air compressors, thickening tank, Bird centrifugal filters, scoop feeder, kiln feeder, CO2 compressors, induced draft fan, effluent pumps, centrifuge reject tank, clarifier sludge pumps, and other electrical and mechanical equipment used in a rotary kiln lime plant.

Measures and adjusts slurry feed to maintain high production level of lime; maintains water pressure on scrubber tower and humidifier to control dust.

Inspects, starts, stops and operates pumps and auxiliary emergency equipment; repairs of pumping equipment, emergency generator, kiln tractor, centrifuges, air compressors, and relining of kiln with fire brick; insulates pipes and boiler and completes steam fitting work.

Analyzes samples at water softener and boiler and makes necessary adjustments; inspects kiln bearings, rollers and reduction gears for drive mechanism of rotary kiln.

Keeps record of oil changes and lubrication of all equipment; prepares records of shift operations and may supervise a small group of skilled and unskilled employees.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of operating theories and principles of the plant to which assigned.

Knowledge of preventive maintenance and repair techniques for equipment operated.

Knowledge of procedures and operating standards applicable to the equipment operated.

Knowledge of general operating principles of a wide variety of electrical, mechanical, and welding equipment.

Ability to climb and make repairs on equipment in high areas.

Ability to follow applicable operating and recording procedures.

Ability to detect faulty operating characteristics in equipment or processes and institute remedial action.

Ability to maintain detailed routine operating records.

Ability to respond quickly in emergency situations to prevent warping of rotary kiln.

Ability to work with and supervise subordinate unskilled and skilled personnel.

Ability to understand and follow oral and written instructions.

Ability to make required repairs and adjustments to machinery and equipment.

NEW 10-76

#### Nature Of Work

This is skilled work in the operation of a major of a recalcination plant on an assigned shift.

### W & S Lime Production Plant Operator 2 (005861)

#### Minimum Qualifications

Completion of two years of acceptable on-the-job performance with Miami-Dade County as a Lime Production Plant Operator 1 are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled and shift supervisory work in the operation of a recalcination plant.

Work in this class involves shift supervision and various duties in the operation and maintenance of a lime production plant. Duties include the proper utilization of staff, equipment and burning processes in producing a high quality of oxide at a high production level to meet the needs of water plants. Supervision is exercised over subordinate personnel assigned to plant facilities. Supervision is received from a plant supervisor who exercises general direction and review over work performed.

##### ILLUSTRATIVE TASKS

Maintains and operates lime plant equipment and facilities and performs tests and analysis on lime as required.

Reviews plant and laboratory reports and directs the adjustments of processing methods to improve plant efficiency.

Prepares reports on plant process and production for submission to supervisor; provides technical assistance on matters related to plant operations.

Maintains records of plant operations and makes recommendations concerning alterations and extensions to the plant.

Maintains, repairs and replaces such machinery as lime elevators, discharge conveyors, air compressors, boiler, boiler feed pump, water softener, reduction gears, sludge pumps, slurry pumps, reject pumps, effluent pumps, CO2 compressors, Bird centrifugal filters, scoop feeder, kiln feeder, thickeners, emergency generator, standby kiln tractor, pump tractor, kiln bearings and tires, kiln thermo-couplings, dust collectors, grinders, oil pumps and various types of valves.

Constructs, repairs and maintains replacement refractory lining and related brick work in kiln and ducts, removal and replacement of super-X asbestos insulation in kiln lining.

Welds and assists in the fabrication, repair and maintenance of kiln, fire doors, flu dampers and pipe lines for steam, water, oil and air using both electric and gas techniques; repairs and maintains equipment such as electrically driven fan units and kiln auxiliaries.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the machinery, equipment, materials and operating practices of a lime plant.

Considerable knowledge of the chemical and physical processes involved in the production of lime and the conduct of related chemical and physical analyses.

Knowledge of the practices, methods, materials and tools of the mechanical trades related to the maintenance of a lime plant.

Knowledge of the safety hazards and relevant precautions of the work involved.

Ability to plan and supervise the work of subordinate operators and others in a manner conducive to full performance and high morale.

Ability to keep records and prepare clear and concise reports of plant operations.

Ability to detect in machinery and equipment and to make appropriate adjustments and repairs.

Ability to react quickly in emergency situations to prevent warping of kiln.

Ability to understand, follow and transmit oral and written instructions.

Skill in the use and care of tools, equipment and materials utilized in the operation and maintenance of a lime production plant.

NEW 10-76

#### Nature Of Work

This is skilled and shift supervisory work in the operation of a recalcination plant.

## W & S Evaluation & Review Specialist (005862)

### Minimum Qualifications

High school. Three years of experience in the inspection of water and sewer lines to include the operation of video equipment are required. Must possess a Class B with a tanker endorsement.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work in the review of inspection sewer videos produced by a mobile closed circuit television unit in a Miami-Dade Water & Sewer facility.

Employees in this class review digital videos produced by a team of employees conducting internal inspections of sewer lines. Emphasis of the work is on identifying and evaluating defects which allow water infiltration or exfiltration, determining the most cost effective method of repair required and referring to appropriate personnel for repairs. Supervision is received from a technical superior who sets work priorities and confers on work problems.

#### ILLUSTRATIVE TASKS

Operates television and computer network in reviewing CD or downloaded videos to identify defects in sewer lines; reviews for information concerning sewer conditions including weather at the time of televising, pump station number, manhole numbers, and specific description of the location.

Evaluates each identified defect and determines the method of repair required based on the severity of defect or line segment and economical factors; enter findings into database.

Issues repairs to in-house forces or construction management based on the method of repair required such as pipe replacement, cured in-place liners, fold and form liners, point repairs, robotic point repairs, sectional repairs or grouting; updates database with repair completion dates.

Verifies accuracy and audits sewer system inventory by comparing information received from various methods of inspection such as smoke testing, manhole or TV inspection; atlases and databases.

Performs field surveys noting surface composition such as asphalt, concrete restoration, curb and gutter and driveways; elevation and approximate estimates of water tables; ground composition such as clay or sand; and impediments to construction such as trees, foliage, overhead utilities or structures and noting known crossings of underground facilities and photographing pertinent surface conditions.

Performs related work as necessary.

#### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the types and properties of sewers and construction.

Knowledge of sewer layouts and water flow characteristics.

Knowledge of methods, practices, techniques, materials, tools and equipment employed in detecting and correcting water infiltration into sewer lines.

Knowledge of sewer inspection, maintenance and repair procedures.

Ability to read and interpret maps, blueprints, schematics and plans.

Ability to establish and maintain effective working relationships with employees and supervisors.

## Human Resources Department

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### W & S Evaluation & Review Specialist (005862)

Ability to interpret and input data with minimal supervision.

Ability to communicate effectively, both verbally and in writing.

NEW 3/01/2007

#### **Nature Of Work**

This is advanced technical work in the review of inspection sewer videos produced by a mobile closed circuit television unit in a Miami-Dade Water & Sewer facility.

### W & S Valve Exercise Technician (005866)

#### Minimum Qualifications

High school diploma or GED. One year of experience working with water distribution systems is required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the exercise of valves in the water distribution system to ensure valves are operable.

Employees in this class monitor the proper exercise of valves in the water distribution system. Responsibilities include monitoring and assisting semi-skilled workers in the valve exercise process, reviewing atlas pages, and field verification and measurement of valve coordinates; confirming and entering all data associated with exercising valves and requesting GIS updates; completion of works orders and entering work orders, time booked and vehicle usage into the Enterprise Asset Management Systems (EAMS) on a daily basis; and generating work orders for items needing attention or repair such as missing and buried valve boxes and broken valves. Work is generally performed independently in the field, but receives supervision from a technical superior who evaluates quality of work through observation, and measures quantity of work through review of reports submitted.

##### ILLUSTRATIVE TASKS

Instructs, monitors and assists subordinates in the valve exercising process; ensures daily production quota of valves exercised is met.

Completes works orders, books time, labor and vehicle usage daily into the EAMS using a laptop computer.

Confirms and enters all data associated with exercising valves daily and requests GIS updates.

Reviews atlas pages; performs field verification and measures all coordinates for each valve.

Generates works orders for items that need attention or repair such as missing and buried valves boxes and broken valves.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and practices applicable to the maintenance of a water distribution system.

Knowledge of the methods, practices and techniques used in the exercise of valves.

Knowledge of computers and data management systems used by the department.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to work independently in the field.

Ability to supervise work of a small crew effectively.

Ability to establish and maintain effective working relationships with employees and supervisors.

Ability to keep records and prepare reports on work accomplished.

Ability to read atlas pages.

NEW 2/13/2012

## Human Resources Department

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### W & S Valve Exercise Technician (005866)

#### **Nature Of Work**

This is skilled work in the monitoring and supervision of the valve exercise process for the Water & Sewer Department.



## Human Resources Department

### W & S Sewer Lateral Repairer (005867)

#### Minimum Qualifications

High school. One year of experience in maintenance repair work or assisting in the maintenance and repair of sewer lines is required. Must possess a Commercial Drivers/Class B license with a tanker endorsement.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the inspection, cleaning and repair of laterals in the County sewer system.

Employees in this class are responsible for investigating customer complaints pertaining to the sewer system, sewer backups, and infiltration and leaks through flow meter monitoring, sewer line televising and visual inspection. Duties include grouting and cleaning sewer lines as necessary, conducting smoke bomb tests to detect leaks and illegally connected storm drains, and completing required job orders and reports. Supervision is received from a field supervisor who reviews work occasionally in progress and upon completion for satisfactory inspection, cleaning and repair of laterals.

##### ILLUSTRATIVE TASKS

Locates sewer laterals; inspects sewer laterals and mains using a TV truck; grouts and cleans sewer lines as necessary.

Installs flow meters in manhole inverts and pump stations; monitors flow using remote equipment or by reading flow meter charts.

Visually inspects storm drain catch basins.

Conducts smoke bomb tests to detect leaks and illegally connected storm drains.

Performs manhole investigations to check for infiltration in County sewer lines.

Conducts field investigations of customer complaints concerning the sewer system or sewer backups; notifies property owners when leaks are found in private lines.

Performs dye tests to verify if customer is connected to the County sewer system.

Clears lateral stoppages using snakes with appropriate headers such as root or grease cutters.

Completes job orders, work tickets and unscheduled maintenance reports.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the types and properties of sewer line construction, sewer layouts, gases encountered, and water flow characteristics.

Knowledge of the methods, practices and techniques used in clearing sewer blockages in sewers and laterals.

Knowledge of the methods, practices and techniques used in detecting and correcting water infiltration into sewer lines.

Knowledge of pump station operations.

Knowledge of the performance of various pipe materials under a wide variety of conditions.

Knowledge of the practices, methods and materials used in the maintenance and repair of sewer laterals.

Knowledge of sewer inspection and maintenance practices.

Knowledge of basic plumbing techniques applicable to working on sewers and laterals.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to locate sewer laterals.

Ability to determine the proper chemical mixture and set-up time for grouting operations.

Ability to operate a video camera viewer and audio visual recorder.

Ability to prepare accurate records indicating conditions of sewer lines.

Ability to operate sewer jetters and vactors.

Ability to interpret flow isolation information.

Ability to understand and follow verbal and written instructions.

Ability to read and interpret sketches, blueprints and diagrams.

## Human Resources Department

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### W & S Sewer Lateral Repairer (005867)

#### **Nature Of Work**

This is skilled work in the inspection, cleaning and repair of laterals in the County sewer system.

### W & S Structural Maintenance Worker (005872)

#### Minimum Qualifications

High school diploma or GED. Three years of skilled experience in general building maintenance to include one year of experience in masonry, painting, or carpentry are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the construction, repair, maintenance and industrial painting of water and sewer structures, fixtures and equipment.

Employees in this class are responsible for performing skilled carpentry, industrial painting, masonry tasks and general building maintenance in accordance with standard trade practices. Work involves construction, repair, maintenance and industrial painting to water and sewer plants and related stations, tanks, elevated towers, pumps, motors and related equipment. Supervision is received from a technical or administrative superior who periodically inspects work in progress and reviews completion for satisfactory application of skills and for adherence to job specifications.

##### ILLUSTRATIVE TASKS

Prepares surfaces to be painted using sandblasters, beadblasters, pressure cleaners, steam cleaners, electric and air-powered sanders, grinders and chisels, toxic chemicals and industrial cleaning agents.

Applies paints, stains, varnishes, shellac, lacquer, bituminous, chlorinated rubber, primer, fiberglass, epoxies and other industrial type coatings to buildings, structures and elevated towers above ground, wet and dry wells below ground, and the inside of enclosed tanks, often using scaffolding, extension ladders, hanging basin chairs, extension planks, pikes, ladder jacks, swinging stage and other erection and hanging devices.

Performs carpentry work in the construction, remodeling, alteration and maintenance of water and sewer facilities; installs doors, windows, partitions and drop ceilings; constructs and repairs cabinets, furniture and shelving; builds forms, repairs roofs and floors.

Lays bricks and concrete blocks; applies and trims mortar; constructs and tests forms in preparation for pouring cement; assists in pouring large quantities of concrete for foundations and reinforcements; applies cement grout to patch surfaces; mixes mortar; floats and screeds on poured concrete to secure specified finish; operates vibrators or rotary finishers.

Performs general building maintenance such as replacing light bulbs and performing minor plumbing repairs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the masonry trade including stone work, plastering, cement finishing and tile setting.

Considerable knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Considerable knowledge of the standard practices, methods, tools and materials of the painting trade.

Considerable knowledge of the occupational hazards and safety precautions of the painting, carpentry and masonry trades.

Ability to read and interpret blueprints, sketches and drawings.

Ability to operate a variety of equipment used in the painting, carpentry and masonry trades.

Skill in carpentry.

Skill in the operation of carpentry tools and equipment.

Skill in masonry.

Skill in the manipulation and operation of masonry tools and equipment.

Skill in painting.

NEW 10-88

#### Nature Of Work

This is skilled work at the journeyman level in the construction, repair, maintenance and industrial painting of water and sewer structures, fixtures and equipment.

## **Human Resources Department**

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### **W & S Structural Maintenance Worker (005872)**

### W & S Refrigeration/Air-Conditioning Mechanic (005878)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Journeyman General Mechanical Certificate of Competency or Miami-Dade County Journeyman Certificates of Competency in the Refrigeration and Air-Conditioning mechanical trades. Must possess a Driver license. Must possess a Type II or Universal certificate from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F under section 608 of the 1990 Clean Air Act Amendment.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, maintenance and repair of refrigeration equipment for the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for servicing air conditioning systems and units, cold storage plants, refrigerators, water cooling systems and related equipment utilized in a wide variety of water & sewer facilities and buildings. Employees work independently using handtools, power tools and various precision measuring and testing instruments. Assignments may be in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning equipment. Work is reviewed by a maintenance supervisor who inspects work occasionally in progress and upon completion for compliance with instructions and for satisfactory operation of equipment repaired, installed or maintained.

##### ILLUSTRATIVE TASKS

Overhauls and services refrigeration units by repairing, replacing or adjusting worn or broken parts on condensers, compressors and water and vacuum pumps; tests refrigeration equipment for refrigerant leaks.

Repairs or adjusts valves, piping connections, fittings and couplings by bolting, riveting, welding, soldering and brazing, using hand tools, acetylene torch, prestolite torch and drill press.

Removes motors and pumps, replaces shafts and bearings, repacks and reinstalls; replaces, repairs and recalibrates thermostats and humidistats; adjusts expansion valves; adjusts or changes belts; replaces gaskets, hinges and hardware.

Sets airflow controls to suit occupants by adjusting splitters, dampers, diffusers and fan speeds; removes, cleans and replaces strainers and filters; rebuilds, repairs and paints wood and metal cooling towers and fans; adds appropriate chemicals to water towers to prevent rust and corrosion.

Starts equipment, observes operation and reads gauges and instruments such as volt-ohm meters; determines temperature, velocity and humidity factors using air and water temperature gauges; adjusts mechanisms such as valves, controls and pumps to control level of fluid, pressure and temperature; bleeds contaminants from system and charges with specified amount and type of refrigerant; checks gauges and makes periodic preventive maintenance inspections.

Assists supervisor in planning modifications and new installation projects, preparation of specifications, and in major overhauling and reconditioning jobs utilizing blueprints, engineering specifications and knowledge of refrigerant systems.

Maintains simple job records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the practices, methods, materials, test instruments and tools commonly utilized in the repair and service of various types of refrigeration equipment.

Considerable knowledge of the mechanical operation and repair characteristics of various kinds of refrigeration equipment.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Knowledge of the principles of mechanics.

Ability to detect defects in machinery and to make the necessary repairs or adjustments.

Ability to work from verbal or written instructions, simple diagrams and sketches.

Skill in the care and use of tools and equipment essential for the repair of food, water and air refrigerating equipment.

## Human Resources Department

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### W & S Refrigeration/Air-Conditioning Mechanic (005878)

NEW 10-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, maintenance and repair of refrigeration equipment for the Miami-Dade Water & Sewer Department.

### W & S Electrician (005880)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician and a CDL/Class B. Must possess own tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures at the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for performing skilled electrical tasks in accordance with standard electrical trade practices. Duties include working independently with considerable latitude in determining methods of work, and using specialized tools and testing instruments of the electrical trade. Assignments may be verbal or consist of sketches, blueprints and electrical diagrams. Employees are frequently assisted by various skilled and unskilled trades helpers who assist in various phases of electrical work. Supervision is received from a technical or administrative superior who inspects work upon completion for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Maintains and repairs sterilizers, heaters, fans, floor scrubbers, circulating pumps, electric pumps and other pumps used in water treatment plants; installs, repairs and maintains motors, generators, switch gears, motor controls and other electrical equipment used in sewer treatment plants.

Installs, repairs and replaces electrical conduit, electrical wire, transformers, switches, electrical panels, fixtures and other electrical equipment for buildings, security and area lighting.

Repairs motors, flasher units, time clocks, relays, switches, control boxes and fuse boxes.

Locates and corrects power failures and motor trouble on electrically operated machinery, apparatus and systems.

Occasionally performs electrical work on refrigeration equipment; repairs, reconditions, modifies, replaces and installs equipment to refrigerate air and water.

Performs electrical work on moveable bridges such as repairing electrical motors and controllers, installing traffic warning and gate lights, installing and repairing switch panels, lights and electrical circuits, and replacing worn-out conduit and wire.

Reads and interprets sketches, blueprints and electrical diagrams.

Observes established safety practices and procedures applicable to the electrical trade.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the electrical trade.

Considerable knowledge of the principles and theory of electricity.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work on high voltage electrical systems and equipment.

Knowledge of blueprints and electrical diagrams.

Knowledge of local electrical codes effective in the County.

Ability to install, repair, maintain and alter a variety of electrical equipment and systems.

Ability to follow verbal and written instructions.

Ability to read and interpret blueprints, sketches and electrical diagrams.

Skill in the care and use of standard tools, equipment and testing instruments of the electrical trade.

Skill in the diagnosis of electrical malfunctions.

Skill in the electrical trade.

NEW 10-94

#### Nature Of Work

## Human Resources Department

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### **W & S Electrician (005880)**

This is skilled work at the journeyman level in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures at the Miami-Dade Water & Sewer Department.



### W & S Plumber (005882)

#### Minimum Qualifications

Eighth grade. Must possess a current valid Miami-Dade County Certificate of Competency as a Journeyman Plumber. Must possess a Driver license and own hand tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, maintenance and repair of plumbing systems, fixtures and accessories.

Employees in this class are responsible for performing skilled plumbing tasks in accordance with standard trade practices. Duties include determining work methods and required materials, cutting and installing pipes, performing a variety of plumbing repair and maintenance tasks, and utilizing specialized tools and testing instruments of the plumbing trade. Assignments may be verbal or consist of blueprints, sketches or diagrams. Employees are frequently assisted by various skilled and unskilled trades helpers who assist in various phases of plumbing work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory performance of equipment, compliance with job specifications and adherence to applicable codes and regulations.

##### ILLUSTRATIVE TASKS

Cuts openings in walls for pipes; bends pipes to needed contours; cuts, reams and threads pipe; cuts and installs pvc pipe and polyethylene tubing to specifications.

Installs, maintains and repairs valves, faucets, bathtubs, sinks, lavatories, sewers, vents, drinking fountains, water heaters and other fixtures.

Installs irrigation systems including pumps, pressure tanks, sprinklers, sprinkler controls and connectors.

Pours molten solder over joints and spreads and tapers solder.

Maintains piping systems by opening clogged drains with plungers or other devices; snakes-out pipes and fixtures; replaces washers on leaky faucets; tests for leaks by filling pipe with water under pressure and checking fall pressure with gauges.

Installs pipe and hoses on fire trucks, spray trucks and other specialized equipment and apparatus.

Repairs, replaces and checks high and low pressure steam boilers; blows down and flushes boilers; checks, repairs and replaces safety devices and controls as necessary; flushes and cleans boilers, storage and return tanks, hot water heaters and similar equipment.

Reads and interprets blueprints, sketches and diagrams.

Prepares estimates of time and materials required for plumbing assignments.

Observes established safety practices and procedures.

Operates and uses specialized plumbing tools and equipment such as ratchet cutters, reamers, electric and gasoline powered sewer snakes, pipe wrenches, chain wrenches and pipe vices.

Assigns tasks to various skilled and unskilled helpers assisting in various phases of plumbing work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the plumbing trade.

Considerable knowledge of the flows, pressures and capacities of water tanks and lines.

Considerable knowledge of applicable local plumbing codes effective in the county.

Considerable knowledge of the occupational hazards and safety precautions of the plumbing trade.

Knowledge of blueprints and plumbing diagrams.

Ability to install, repair and maintain plumbing systems, fixtures and accessories.

Ability to locate defects in plumbing fixtures, systems and equipment.

Ability to follow verbal and written instructions.

Ability to read and interpret blueprints, sketches and diagrams.

Ability to prepare time and material estimates for plumbing assignments.

Skill in the care and use of standard tools, equipment and testing devices of the plumbing trade.

Skill in the diagnosis of plumbing malfunctions.

Skill in the plumbing trade.

### W & S Plumber (005882)

REV 11-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, maintenance and repair of plumbing systems, fixtures and accessories.

### W & S Engineering Survey Technician 1 (005888)

#### Minimum Qualifications

High school diploma or GED. One year of land surveying field experience is required. Must possess a valid State of Florida Driver's License.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled technical work assisting on surveying and engineering field projects.

Employees in this class are responsible for utilizing simple engineering and surveying practices in the performance of sub-professional work on engineering field projects. While little independent judgment or action is required, employees are assigned progressively more difficult tasks as experience is gained. Assignments are generally accompanied by specific instructions until routines are thoroughly mastered. Supervision is received from a technical superior who reviews work for compliance with instructions and established procedures.

##### ILLUSTRATIVE TASKS

Serves as a rod-person on a topographic survey crew; operates measuring tapes, chains, rules and rods; sets up range rods, stackers, tripods, targets and prisms; sets up traffic cones and barricades as directed.

Cuts brush and clears line with machetes, axes, chain saws and brush cutters.

Sets nails, spikes, stakes, pipes and sign posts with hammers, mauls, sledge hammers and drivers.

Digs holes with shovels, picks and digging bars.

Opens manholes and measures pipe sizes and inverts.

Operates various leveling rods.

Serves as rod-person and general aide in hydrographic surveys; obtains soundings from small boats.

Works inside ditches and trenches measuring pipes and fittings.

Maintains hand tools and surveying equipment; keeps work trucks stocked and clean.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of simple surveying and engineering instruments, equipment and practices.

Ability to understand and follow verbal and written instructions.

Ability to obtain a State of Florida Driver's License.

Physical strength and agility sufficient to perform assigned duties.

#### Nature Of Work

This is semi-skilled technical work assisting on surveying and engineering field projects.

### W & S Engineering Survey Technician 2 (005889)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in survey work to include one year of experience as rod person or instrument person are required. Must possess Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work assisting on surveying and engineering field projects.

Employees in this class are responsible for performing the duties of an instrument person using surveying instruments in topographic or hydrographic field surveys. Work assignments are received accompanied by detailed written or verbal instructions. Incumbents have more responsibility for work methods and greater opportunity to use independent judgment than in the next lower class. Work may include directing Engineering Surveying Technician 1 in the performance of their duties. Supervision is received from a technical superior who reviews work for satisfactory application of surveying skills and compliance with instructions and procedures.

##### ILLUSTRATIVE TASKS

Sets up, adjusts and operates a transit/theodolite and electronic measuring device to locate and establish lines, points and angles, and establish the correlation of surface features with each other by angles, elevations and distances.

Sets up, adjusts and operates a level and electronic device to obtain or establish elevations of surface features and waterways.

Directs Engineering Surveying Tech 1's in the performance of surveying duties, as required.

Prepares drawings from field notes, reduces field notes, and makes simple computations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the techniques and practices of field surveying.

Knowledge of the use of modern surveying instruments.

Knowledge of mathematics through trigonometry.

Some knowledge of general construction principles and practices.

Ability to understand and follow verbal and written instructions.

Ability to make simple surveying computations quickly and accurately.

Ability to read and interpret specifications, maps and technical drawings.

Ability to obtain a State of Florida Driver's License.

Ability to prepare drawings from field work neatly and accurately.

Skill in the use of surveying instruments.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

### W & S Engineering Survey Technician 2 (005889)

REV 08-02

#### **Nature Of Work**

This is skilled technical work assisting on surveying and engineering field projects.

The written examination will evaluate techniques and practices of field surveying, use of modern surveying instruments, mathematics through geometry, general construction principles and practices, simple surveying computations, and the ability to follow written instructions.

Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 point per year of continuous, full-time service in the County service to a maximum credit of ten years of service or five points. Applicants requesting Veterans' preference must submit Veterans' preference documents at the time of application. Preference will be given to veterans and spouses of veterans when applicable. Those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility documents must include wartime dates of service and an honorable discharge. In addition to the DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability. All veterans are required to complete a Veteran's Preference Claim Form at the time of application. Photo identification is required at the time of application. Applicants must apply in person. Employment applications accepted at the Employment Customer Service Center, 140 West Flagler Street, Suite 105, Miami, Florida from Monday, March 26, 2007 through Monday, April 9, 2007, 8:30 a.m. to 4:00 p.m., Monday through Friday. Location of examination: Stephen P. Clark Center, 111 NW 1st Street, 18th Floor, Room 18-3, Miami, Florida, 33128-1996. Date of examination: Tuesday, May 1, 2007. Registration time: 8:30 a.m. until 8:45 a.m. Doors to the test facility will be closed promptly at 8:45 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination.

## Human Resources Department

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### W & S Projects Inspector 1 (005895)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the inspection of water and sewer utilities projects or related public works structures OR five years of experience in the installation and repair of water and sewer utilities are required. Completion of coursework in Civil Engineering, Architectural Engineering, Engineering Technology, Construction Management or related field may substitute for the required experience on a month-for-month basis to a maximum of one year. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is technical work monitoring the work of contractors engaged in construction projects for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for inspecting a variety of water and sewer construction projects. Responsibilities include reviewing projects for compliance with approved plans and specifications; troubleshooting for any design conflicts and informing the appropriate personnel; coordinating with state and local municipal agencies to ensure compliance with local and state standards; investigating and responding to complaints from the general public; preparing daily reports of the progress of multiple projects; issuing citations to contractors for non-compliance and assisting department locators with any conflicts with contractors regarding the Sunshine State regulations. Other responsibilities include verification of materials and permits; relaying field changes to supervisors and creating thorough punch lists of items; interpreting plans and reviewing post construction documents and as-built drawings for accuracy and participating in pre-construction and performance meetings. Supervision is received from a technical superior who reviews work for effective inspections of water and sewer construction projects through all phases of the construction process.

##### ILLUSTRATIVE TASKS

Inspects all phases of the construction of water and sewer facilities, lift stations, pipelines, and sewer collection systems for new constructions and rehabilitations to include site work, concrete, masonry, metals, thermals and moisture protection, doors and windows, finishes, mechanical and electrical equipment for compliance with the South Florida Building Code, Dade County Public Works Department Standards and Department of Transportation Standards.

Reviews and ensures compliance with approved plans and specifications; troubleshoots for any design conflicts that may arise during construction and notifies appropriate personnel; coordinates with state and local municipal agencies to ensure compliance with local and state standards.

Investigates and responds to complaints from the general public; provides information on county policies and objectives.

Monitors the progress of multiple on-going jobs and prepares daily reports which can be used to defend the county from potential disputes.

Issues citations to contractors in non-compliance with county regulations and procedures; assists departmental locators with any conflicts with contractors regarding the Sunshine State regulations.

Verifies all materials such as pipes, prefabricated structures, electrical cabinets for compliance with approved shop drawings; checks for appropriate permits for such things as dewatering, excavation, electrical, and maintenance of traffic prior to the start of the project; relays field changes and unforeseen field conditions to supervisors; creates a thorough punch list of items that must be addressed before project completion.

Interprets plans to ensure proper elevation, stationing and maintains redline drawings during the course of the project; reviews post construction documents and as-built drawings for accuracy and conformity to departmental standards and specifications.

Participates in pre-construction and performance meetings; communicates with other departmental sections such as sewage collection, water distribution and lift station personnel to coordinate the shut down of existing facilities for interconnection to newly complete work and for

### W & S Projects Inspector 1 (005895)

final acceptance of the project; monitors lime rock road densities or any other tests specified as needed.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles, practices, methods, and materials of engineering construction work.

Knowledge of the content and meaning of construction plans and specifications.

Knowledge of the principles, practices, and methods of paving and drainage construction.

Knowledge of the design characteristics of a variety of water and sewer utility structures and related facilities.

Knowledge of the records, reports, and forms required in utility construction projects.

Knowledge of the techniques and practices of field surveying.

Knowledge of building codes and regulations pertaining to construction of water and sewer facilities.

Ability to perform detailed technical inspections of water and sewer construction projects.

Ability to read and interpret construction plans, blueprints, and specifications.

Ability to operate basic surveying instruments.

Ability to determine if construction projects are in compliance with construction plans and specifications, and local building codes and regulations.

Ability to review and prepare forms and reports, and maintain records related to water and sewer construction projects.

Skill in the use of basic surveying instruments.

NEW/3/01/2007

#### **Nature Of Work**

This is technical work monitoring the work of contractors engaged in construction projects for the Miami-Dade Water and Sewer Department.

## W & S Projects Inspector 2 (005897)

### Minimum Qualifications

High school diploma or GED. Three years of experience in the inspection of water and sewer utilities projects or related public works structures are required. Must possess a Florida Driver license. Completion of coursework in Engineering, Engineering Technology, Construction Management or related field may substitute for required experience on a month-for-month basis to a maximum of one year.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work with supervisory responsibility in engineering construction inspection for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for assisting and supervising subordinate construction inspectors in the inspection of a variety of water and sewer construction projects. Responsibilities include providing advanced technical assistance to construction inspectors, reviewing payment estimates, reviewing reports prepared by construction inspectors, confirming layouts and grades of structures, investigating complaints and requests, and ensuring compliance of contractors with contract plans and specifications. Incumbents exercise independent judgment in the application of construction inspection methods and techniques to the inspection of large and complex water and sewer construction projects. Supervision is exercised over a staff of construction inspectors engaged in monitoring construction activities for compliance with plans and specifications. Supervision is received from a technical superior who reviews work for effective inspections of water and sewer construction projects through all phases of the construction process.

#### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate construction inspectors engaged in monitoring contractors engaged in construction of pipelines, buildings, and related water and sewer facilities.

Provides advanced technical assistance in the construction inspection process and in coordination of various structural projects; attends pre-construction meetings.

Reviews payment estimates submitted for payment by construction inspectors.

Ensures compliance of contractors with plans and specifications for a variety of large and complex water and sewer construction projects.

Inspects construction projects and reviews preparation of list of deficiencies, inspection reports, field book entries, and mileage and vehicle reports.

Reviews interpretations of County plans and specifications by subordinate construction inspectors; confirms layouts and grades of structures.

Investigates complaints and requests concerning construction projects or construction inspections.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles, practices, methods, and materials of engineering construction work.

Knowledge of the content and meaning of construction plans and specifications.

Knowledge of the principles, practices, and methods of paving and drainage construction.

Knowledge of the design characteristics of a variety of water and sewer utility structures and related facilities.

Knowledge of supervisory principles and practices.

Knowledge of the records, reports, and forms required in utility construction projects.

Knowledge of the techniques and practices of field surveying.

Knowledge of building codes and regulations pertaining to construction of water and sewer facilities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to direct and perform detailed technical inspections of water and sewer construction projects.

Ability to read and interpret construction plans, blueprints, and specifications.

Ability to operate basic surveying instruments.

Ability to determine if construction projects are in compliance with construction plans and specifications, and local building codes and



### W & S Projects Inspector 2 (005897)

regulations.

Ability to review and prepare forms and reports, and maintain records related to water and sewer construction projects.

Skill in the use of basic surveying instruments.

NEW 10-93

#### **Nature Of Work**

This is advanced technical work with supervisory responsibility in engineering construction inspection for the Miami-Dade Water and Sewer Department.

### Utility Inventory Specialist (005901)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in diversified buying activities or inventory control and data processing are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the classification of stock, computerized entry of stock information and conduct of physical inventories for a water and sewer utility.

An employee in this class is responsible for planning, coordinating and implementing methods and procedures for the control of stock classification and conduct of physical inventories in a geographically dispersed departmental warehousing operation with numerous locations. Duties include the coordination of stock classifications with federal stock numbers, development and implementation of a computerized inventory control system, and supervision of departmentwide physical inventories. Supervision may be exercised over a staff of specialized and clerical employees through assignment and review of work and provision of assistance with difficult or unusual problems. Supervision is received from an administrative superior who reviews work for achievement of desired results and compliance with established standards.

##### ILLUSTRATIVE TASKS

Develops and implements a computerized inventory control system for a large variety of chemicals, parts, materials, tools, supplies and equipment.

Develops, implements and evaluates methods and procedures for classification, input and inventory of an extensive inventory of utility supply items.

Coordinates the assignment of new stock codes with a central data processing operation in order to produce catalogs and labels for distribution.

Contacts vendors in order to correct item descriptions and assign proper federal stock identification numbers.

Coordinates related stock and codes through a computerized inventory control system.

Confers with maintenance and operations supervisors concerning necessary equipment and supplies.

Coordinates and supervises departmentwide physical inventories; recommends the number of employees required to complete pre-inventory, inventory and post-inventory; monitors the stock levels of supply facilities.

Plans, assigns and reveiws the work of specialized and clerical employees engaged in the classification of stock, computerized entry of stock information and conduct of physical inventories.

Trains employees in stock classification, computerized entry and inventory procedures.

Advise supervisors and technical employees of problems in classifying and in computer entry of stock.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of computerized purchasing and inventory control systems.

Considerable knowledge of federal stock numbering and of the federal stock classification system.

Considerable knowledge of warehousing operations, and policies and procedures of a public water and sewer utility.

Considerable knowledge of inventory control and records keeping procedures.

Knowledge of supervisory principles and practices.

Knowledge of simple data processing and transmission principles utilized in computerized information systems.

Knowledge of a wide variety of specialized commodity groupings such as chemicals, mechanical parts, heavy machines, electrical components and automotive parts.

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to develop and implement a computerized inventory control system for a large variety of utility supply items.

Ability to develop, implement and evaluate methods and procedures for classification, input and inventory of utility supply items.

Ability to operate a computer terminal with moderate speed and a high degree of accuracy.

## Human Resources Department

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### Utility Inventory Specialist (005901)

Ability to establish and maintain effective working relationships with vendors, subordinates, superiors and data processing officials.  
Ability to communicate clearly and concisely, verbally and in writing.  
Skill in the operation of a computer terminal.

NEW 1-86

#### **Nature Of Work**

This is specialized work in the classification of stock, computerized entry of stock information and conduct of physical inventories for a water and sewer utility.

## Human Resources Department

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### W & S Employee Safety & Development Instructor (005902)

#### Minimum Qualifications

Bachelor's degree in Adult Education, Education, Human Resources, Instructional Design, or related field. One year of professional experience in developing and facilitating training programs to include safety training is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work with some administrative responsibility in the development, administration and evaluation of diversified in-service training programs for the Miami-Dade Water & Sewer Department

Employees in this class are responsible for planning, implementing, supervising and evaluating varied training programs for the Water & Sewer Department. Responsibilities include consulting with supervisors to determine their training needs and priorities, evaluating on-going programs, recommending additional training activities to supervisors and management, planning development of new or revision of existing programs, and maintaining contact with various community educational resources and programs, as well as centralized county training activities. Emphasis of the work is on administering training in a variety of technical and theoretical fields related to the work of the department. Supervision is received from an administrative or professional superior who reviews program activities for timely progress and quality of results in meeting management goals and objectives for training.

##### ILLUSTRATIVE TASKS

Consults with management and supervisors to determine current training needs and relative priorities; specifies additional training needs observed in contacts within the department; advises on methods and programs to meet new training objectives.

Plans new training courses or revisions in existing courses within the department; supervises the compilation of materials including course outlines, lesson plans, and training aids; researches, edits and develops training materials for use in specific programs.

Participates in selected in-service training by conducting formal sessions or seminars; assists the supervisory staff in training methods and techniques in the conduct of sessions; advises supervisors in the systematic planning and conduct of on-the-job training.

Promotes specialized training courses related to hazardous materials and conditions; consults with the department's Safety Officer to ensure training provided complies with any applicable OSHA and departmental policies, regulations and procedures.

Evaluates training programs in progress or upon completion to determine effectiveness of training efforts in relation to departmental needs; discusses evaluation findings with management and confers on the best approach to improvements in training where needed.

Maintains resource library materials, training aids and equipment; orders training materials; supervises the scheduling of departmental personnel in training programs and the maintenance of related records; maintains a database of training activity and produces reports for management.

Keeps informed on current bibliographic and other published information in various training fields.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of general adult educational theories and principles.

Considerable knowledge of local educational resources and sources of available information useful in planning of departmental training programs.

Considerable knowledge of departmental organization and operations in relation to requirements for effective training.

Considerable knowledge of the planning and conduct of training programs in diversified fields.

## Human Resources Department

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### W & S Employee Safety & Development Instructor (005902)

Knowledge of content and scheduling of centralized training programs.

Knowledge of county personnel rules, regulations and procedures.

Ability to plan and implement various departmental training programs.

Ability to exercise good judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs.

Ability to present classroom instruction and conduct seminars and discussion sessions effectively so as to achieve training objectives.

Ability to keep informed on local education resources, available published training information and local college curricula.

Ability to evaluate training accomplished and recommend alternative approaches to achieve training objectives.

Ability to maintain effective relationships with management, supervisors, employees and various officials outside the department.

Ability to prepare complete and comprehensive narrative and statistical training reports.

Ability to communicate clearly, concisely and persuasively both orally and in writing.

NEW 3/01/2007

#### **Nature Of Work**

This is advanced professional work with some administrative responsibility in the development, administration and evaluation of diversified in-service training programs for the Miami-Dade Water & Sewer Department

## Human Resources Department

### W & S Mail Center Supervisor (005903)

#### Minimum Qualifications

High school diploma or GED. Two years of supervisory experience in the processing of United States mail, mail center operations or the equivalent are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the coordination of mail center activities for the Miami-Dade Water & Sewer Dept.

An employee in this class is responsible for supervising mail center, Mail courier services and supply distribution functions for the Miami-Dade Water & Sewer Dept. Responsibilities include supervising clerical subordinates engaged in the collection and distribution of inter-office and U.S. Mail, coordinating the collection and distribution in a centralized county mailroom operations, scheduling work of subordinates, and establishing and revising procedures for mail center functions. Supervision is exercised over a staff of clerical subordinates with assigned duties in the collection and distribution of U.S. Mail, inter-office mail, and departmental supplies. Supervision is received from an administrative superior who reviews work for accuracy, timeliness, and effectiveness of mail center activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of clerical subordinates engaged in the collection and distribution of interoffice and U.S. Postal Service Mail

Supervises the collection and delivery of U.S. Mail and inter-office mail to County departments and agencies; develops employee work schedules to ensure delivery schedules are met and that outgoing U.S. Mail is processed in a timely manner; monitors daily work flow and adjusts schedules to avoid delays.

Provides critical messenger and mail courier services to the various branches of the Water & Sewer department and other departments and agencies.

Purchases meter postage from the U.S. Postal Service and maintains required usage records; obtains payment checks for the U.S. Postal Service.

Establishes techniques and procedures for the proper loading, unloading and dispatching of departmental supplies and materials.

Establishes and revises mail center procedures to resolve problems and enhance operational efficiency.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental requirements for the collection and distribution U.S. postal and interoffice mail.

Considerable knowledge of U.S. Postal Service postal regulations and requirements.

Considerable knowledge of the contents and use of U.S. Postal Service manuals.

Knowledge of the geographical locations of offices of the Miami Dade Water & Sewer Offices, County departments and agencies.

Knowledge of the geographical locations of count and U.S. Postal Service Facilities.

Knowledge of supervisory principles and practices.

Ability to supervise and coordinate a variety of mail center operations for the Miami-Dade Water & Sewer dept.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop, implement and revise clerical procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other County departments and agencies.

Ability to operate modern postal machines and equipment.

Ability to schedule employees to meet established requirements for collection and distribution of U.S. Mail, inter-office mail.

## Human Resources Department

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### W & S Mail Center Supervisor (005903)

NEW 03/00

#### **Nature Of Work**

This is supervisory work in the coordination of mail center activities for the Miami-Dade Water & Sewer Department.

## Human Resources Department

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### Customer Service Supervisor 1 (005904)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in a water and sewer, natural gas, telephone, cellular, electric, geothermal or other utility customer service or new business functions to include two years as a Customer Service Representative 2 or one year as a New Business Representative with the Miami-Dade Water and Sewer Department is required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work involving considerable customer contact for the county water and sewer utility.

Employees in this class perform first-line supervisory duties overseeing the work of subordinate specialized, technical and clerical employees engaged in the activities of a Customer Service, Customer Relations, Collections, or a Field District unit. Responsibilities include investigating and resolving more complex customer complaints, organizing and maintaining accurate records including productivity reports and personnel summaries, preparing correspondence and preparing employee performance evaluations. Incumbents exercise some independent judgment in the interpretation and application of departmental rules, regulations and procedures. Supervision is exercised over a staff of employees through the monitoring and evaluation of performance, providing constructive feedback and progressive discipline and assisting with difficult problems. Supervision is received from an administrative superior who reviews work for attainment of desired objectives through conferences, observations and written reports.

##### ILLUSTRATIVE TASKS

Performs first line supervisory duties overseeing the work of subordinate specialized, technical and clerical employees engaged in handling requests for service connection, disconnection, or transfer, including sub-meters; billing inquiries and complaints; specialized collections related work and direct supervision of Tampering or Routing Units.

Investigates and resolves complex or difficult customer issues related to requests for water service and billing inquiries in accordance with established policies and procedures; interacts with customers by phone or face to face to facilitate resolution of customer complaints and inquiries; prepares cases for tampering prosecution; supervises routing of new customer accounts for reading and billing purposes.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave requests and overtime; maintains personnel summaries, and prepares performance evaluations; reviews and oversees the training of new employees and determines remedial training as necessary; investigates employee accidents and injuries, and prepares and submits reports.

Prepares and evaluates work standards to ascertain efficiency levels and compliance with priority schedules; recommends changes in procedures, staffing and management systems; prepares work schedules, training materials, productivity reports and procedure manuals.

Prepares and evaluates work standards to ascertain efficiency levels and compliance with priority schedules; recommends changes in procedures, staffing and management systems; prepares work schedules, training materials, productivity reports and procedure manuals.

Organizes and maintains accurate records including productivity reports and prepares correspondence including inter-office memoranda and letters to customers.

Performs other related work.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of utility department rates, credit procedures and billing practices.

Considerable knowledge of departmental rules, regulations and policies related to customer service activities.

Considerable knowledge of factors involved in providing new or modified water service to prospective residential and commercial



## Human Resources Department

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### Customer Service Supervisor 1 (005904)

customers.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to make necessary investigations and handle complaints.

Ability to analyze customer service problems and recommend acceptable solutions.

Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures.

Ability to deal with customers tactfully, firmly and impartially.

Ability to establish and maintain effective working relationships with subordinates, superiors, other departmental employees, developers, customers and the public.

Ability to communicate effectively, verbally and in writing.

NEW/03/07

#### **Nature Of Work**

This is supervisory work involving considerable customer contact for the county water and sewer utility.

## Human Resources Department

### Customer Service Supervisor 2 (005905)

#### Minimum Qualifications

Six years of experience with the Miami-Dade Water and Sewer Department to include five years of experience as a Customer Service Representative 2, three years of experience as a New Business Representative, two years of experience as a Customer Service Supervisor 1 or New Business Supervisor 1, or any equivalent combination OR six years of customer service experience with a large utility or related operation, to include two years of supervisory experience with a large utility are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in customer service and public contact for the county water and sewer utility.

Employees in this class plan, assign and supervise the work of subordinate specialized, technical and clerical employees engaged in the activities of either a district office, customer relations, customer service, new business, meter reading, collection, distribution or field unit. Responsibilities include handling the more complex customer complaints, conducting field investigations, determining special service requirements, coordinating assigned functions with other customer service units, preparing and evaluating work standards and supervising the maintenance of computerized customer service records. Incumbents exercise some independent judgment in the interpretation and application of departmental policies, rules, regulations and procedures. Supervision is exercised over a staff of employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from an administrative superior who reviews work for attainment of desired objectives through conferences, observations and written reports.

##### ILLUSTRATIVE TASKS

Supervises and participates in the activities of either a district office, customer relations, customer service, new business, meter reading, collection, distribution or field unit.

Conducts field investigations to resolve difficult or unusual customer complaints and service problems; assists in the investigation of commercial and industrial customers to determine special service requirements; prepares correspondence and reports of investigative findings and results.

Prepares and evaluates work standards to ascertain efficiency levels and compliance with priority schedules; recommends changes in procedures, staffing and management systems; prepares work schedules, training materials and procedural manuals.

Reviews records and reports prepared by subordinates for accuracy and completeness; supervises the maintenance of a computerized customer service records control system; confers with supervisory and technical employees concerning data processing problems.

Assists customers who have not received satisfaction from subordinates; interprets and explains departmental rules and regulations for customers; determines if water service being provided coincides with established policies and procedures.

Coordinates assigned functions such as the installation of new service, collection of service fees, handling of customer complaints, reading of meters, preparation and issuance of work orders, or connect and disconnect of service with other customer service units.

Prepares plans for new meter reading routes in connection with the extension of water service to new areas, or the addition of a significant number of meters within established residential areas.

Supervises the processing of applications for new water service; obtains necessary preliminary information; requests site plans and subdivision layouts from customers.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of utility department rates, credit procedures and billing practices.

Considerable knowledge of departmental rules, regulations and policies related to customer service activities.

Considerable knowledge of factors involved in providing new or modified water service to prospective residential and commercial customers.

Knowledge of existing distribution facilities of the department.

Knowledge of supervisory principles and practices.

## Human Resources Department

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### Customer Service Supervisor 2 (005905)

Knowledge of residential and commercial pipe systems, plumbing fixtures and the operating principles of water meters.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to make necessary investigations and handle complaints.

Ability to analyze customer service problems and recommend acceptable solutions.

Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures.

Ability to deal with customers tactfully, firmly and impartially.

Ability to establish and maintain effective working relationships with subordinates, superiors, other departmental employees, developers, customers and the public.

Ability to communicate effectively, verbally and in writing.

NEW 1-85

### **Nature Of Work**

This is supervisory work in customer service and public contact for the county water and sewer utility.

## Human Resources Department

### Customer Service Manager (005906)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or a related field. A minimum of three to six years of experience in customer service to include two years in a supervisory capacity is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory work in customer service and public contact for the county water and sewer utility.

Employees in this class perform advanced supervisory and administrative duties involving the management of field activities and maintenance of customer records. Responsibilities include supervising the reading of meters, monitoring collection activities, reporting and investigating irregularities, connecting and disconnecting service, and analyzing administrative problems. Incumbents exercise some independent judgment in the interpretation, application and enforcement of departmental policies, rules, regulations and ordinances. Supervision is exercised directly and through subordinate supervisors engaged in various phases of work. Supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors the combined activities of either meter reading, district offices, distribution and field units, or new business, customer relations, customer service and collection units.

Supervises and participates in the conduct of special investigations; investigates commercial and industrial customers to determine special service requirements; negotiates new service with developers and property owners.

Coordinates water distribution system extensions and modifications with other county departments and interested citizens; investigates and obtains easements for extensions; negotiates settlements for service encroachments.

Reviews and maintains quality control of all service locations and customer records; supervises the preparation of written reports, training materials, procedural manuals and work schedules; monitors customer service activities to determine compliance with established departmental rules and regulations.

Evaluates work programs within assigned area of responsibility to ascertain efficiency levels, compliance with priority schedule and accomplishment of work programs; recommends changes in procedures, staffing and management systems; implements approved changes.

Assists in the design of forms and form letters; reviews and signs requisitions for small purchases.

Meets with the public to explain various projects and work programs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of utility department rates, credit procedures and billing practices.

Considerable knowledge of departmental rules, regulations and policies related to customer service activities.

Considerable knowledge of factors involved in providing new or modified water service to prospective residential and commercial customers.

Considerable knowledge of existing distribution facilities of the department.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of residential and commercial pipe systems, plumbing fixtures and the operating principles of water meters.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures.

Ability to make necessary investigations and handle complaints.

Ability to advise customers on various requirements for meeting adequate water needs.

Ability to establish and maintain effective working relationships with subordinates, superiors, other departmental employees, developers, customers and the public.

Ability to carry out complex verbal and written instructions.

## Human Resources Department

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### Customer Service Manager (005906)

Ability to deal with customers tactfully, firmly and impartially.  
Ability to communicate effectively, verbally and in writing.

NEW 1-86

#### **Nature Of Work**

This is advanced supervisory work in customer service and public contact for the county water and sewer utility.

## Human Resources Department

### W & S Construction Contracts Specialist (005908)

#### Minimum Qualifications

Bachelor's degree. Two years experience in contract compliance to include one year of technical writing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative work in the management of construction contracts for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for preparing authorizations to make payments under contingency allowance accounts and preparing construction contract change orders which can exceed one million dollars. Responsibilities include significant interaction with departmental management to expedite contractor payments; preparing documents for submission to the Board of County Commissioners (BCC); ensuring compliance with state and county laws and ordinances, and contractor's contractual agreements; and assisting in the development and implementation of the Proliance database used to track the processing of pay estimates. Employees exercise some independent judgment in preparing documents to meet the department's objectives and protect the best interests of the department and the County. Supervision is exercised over subordinate staff through assignment and review of work. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Prepares authorizations to make payments under Contingency Allowance Accounts and Blanket Contract Change orders used to pay contractors additional money or extend the duration of a contract; works with departmental management staff to expedite the approval process in order to make timely payments to contractors.

Prepares Change Order Documents for submission to the BCC to include writing technical narratives that will meet the department's objectives and protect the best interests of the department and the County.

Prepares Authorizations to Make Payment under Contingency Allowance Accounts and Blanket Contract Change Orders in accordance with established guidelines; prepares cover memoranda recommending approval routed from the Department Director to the Mayor.

Ensures compliance with state and county laws and ordinances, and contractual agreements received from contractors such as the county's Community Small Business Enterprise (CSBE) Monthly Utilization Reports, certified payroll, and releases throughout the course of the contract; oversees the payment process to ensure that contractors are paid within the mandated 14-day period prescribed by the CSBE Ordinance and the "Florida Prompt Payment Act"; conducts meetings with contractors to instruct them on the administrative aspects of their contract and the payment process; receives compliance document from contractors required in the event of litigation, and financial and/or criminal audits.

Assists in the development and implementation of the Proliance database used to track the processing of pay estimates and draft

Authorizations to Make Payment Under Contingency Allowance Account to include the testing and upgrading of software.

Supervises subordinate employees charged with auditing compliance documents received from contractors.

Assists the supervisor of the Contracts Administration Section in writing memoranda, interpreting county and departmental policies and the daily operations of the section.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs other related work.

##### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of construction principles and the preparation of construction contract documents.

Thorough knowledge of water and wastewater operations.

Thorough knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Knowledge of policies and procedures pertaining to the preparation of agenda items for the Board of County Commissioners.

Knowledge of required formats for agenda items.

Knowledge of supervisory principles and practices.

Knowledge of various databases used by the department and the county relating to construction contracts.

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures.

## Human Resources Department

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### W & S Construction Contracts Specialist (005908)

Ability to prepare and review legal documents relating to the department's business.

Ability to develop technical information in a clear and concise manner to achieve intended contract results and protect the best interests of the department and county.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 9/10/2013

#### **Nature Of Work**

This is professional administrative work managing construction contracts for the Water & Sewer Department.

## Human Resources Department

### W & S Business Process Supervisor (005909)

#### Minimum Qualifications

Bachelor's degree. Three years of experience in customer information, accounting, finance and/or billing operations, to include one year of supervisory experience, within a utility environment to include project management and/or implementation experience with customer information or accounting related software applications are required.

Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional work supervising support staff involved in requirement gathering for the Miami-Dade Water & Sewer Department Customer Information System (CIS).

Employees in this class supervise the development and review of materials and documentation used to train end users in the new functionality of the CIS. Responsibilities include supervising the maintenance of rules and rate tables critical to the ongoing operation of the CIS system; supervising the development and deployment of basic queries that enhance daily CIS operations; supervising the review of functional specifications and designing, creating and coordinating testing plans to ensure effective product integration and best practices application. Supervision is exercised over support staff serving as front-line contacts to departmental and outside agency users. General direction is received from an administrative superior who holds the incumbent responsible for the effective supervision of maintenance, enhancements and upgrades to the CIS.

##### ILLUSTRATIVE TASKS

Supervises functional support staff involved in requirement gathering for CIS maintenance, enhancements and upgrades and who serve as the front-line contacts to departmental and outside agency users.

Supervises the development and review of materials and documentation used to train end-users in the CIS.

Supervises the development and maintenance of rules and rate tables.

Supervises the development, review and deployment of basic queries that enhance the daily CIS processes.

Performs and supervises the review of functional specifications as well as designing, creating, and coordinating test-plans to ensure effective product integration and best practices application.

Provides assistance to the MIS technical support and developmental staff.

Performs related work as required.

##### KNOWLEDGES, SKILLS & ABILITIES

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the implementation of People Soft Customer Information System (PS-CIS).

Knowledge of PS-CIS rules and rate tables.

Knowledge of PS-CIS basic queries.

Knowledge of functional specifications and test plans.

Ability to provide leadership to functional leads as well as support staff.



## Human Resources Department

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### W & S Business Process Supervisor (005909)

Ability to supervise the development and review of materials used to train end users.

Ability to supervise the development and maintenance of PS-CIS rules and rates tables.

Ability to supervise the development, review and deployment of basic queries in PS-CIS.

Ability to perform and supervise the review of functional specifications.

Ability to design, create and coordinate test plans.

Ability to work in a high stress environment.

Ability to evaluate user requirements and needs.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW/03/02/2007

### **Nature Of Work**

This is professional work supervising support staff involved in requirement gathering for the Miami-Dade Water & Sewer Department Customer Information System (CIS).

## Human Resources Department

### W & S Communications Center Supervisor (005911)

#### Minimum Qualifications

High school diploma or GED. Five years experience in radio communications and/or customer service to include one year of supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work in the management of the Miami-Dade Water & Sewer Department's 24 hour Emergency Communication Center.

An employee in this class is responsible for supervising, planning, assigning and reviewing the daily work of subordinate specialized and clerical employees engaged in SCADA monitoring, dispatch and support services, through subordinate supervisors. Responsibilities include facilitating and coordinating customer service activities to include coordinating field investigations, evaluating work standards and supervising the maintenance of computerized department service records; investigating and resolving more difficult customer complaints and service problems to include determining special dispute requirements; reviewing the adequacy of staffing levels and overseeing the training of subordinates in specialized communication procedures and protocols; and interpreting operating data and instituting modifications in operational procedures to assure continuous and efficient operations. Employees exercise some independent judgment in interpreting operating data and instituting modifications in operational procedures to assure continuous and efficient operations. Supervision is exercised over a staff of employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities and who holds the incumbent responsible for the effective supervision of the Emergency Communication Center.

##### ILLUSTRATIVE TASKS

Supervises, plans, assigns and reviews the work of a staff of supervisory, specialized and clerical employees engaged in SCADA monitoring, dispatch and support service activities.

Assists internal and external customers and the general public regarding emergency and non-emergency inquiries to the Miami-Dade Water & Sewer Department; provides customers with billing system and computerized enterprise service records information after hours; processes water reconnection credits after hours for delinquent and new service customers and forwards customer billing complaints to the Customer Service Division for further processing.

Reviews the adequacy of staffing levels; develops and monitors training of subordinates in specialized communication procedures and protocols applicable to the area of assignment; ensures the compliance of departmental rules and regulations applicable to a 24 hour call center.

Prepares a variety of correspondence in response to inquiries or complaints from customers, other governmental agencies, municipalities and organizations; presides over administrative hearings regarding customer service.

Receives and resolves the more difficult customer complaints/calls; interprets and explains departmental rules and regulations to customers; determines if the service provided by subordinates is in accordance with Communication Center's policies and procedures.

Investigates employee accidents involving County vehicles and other employee accidents and injuries; prepares and submits required reports and necessary follow-up; investigates billing disputes and provides pertinent information to the Damage and Liability Investigation Unit.

Operates and maintains the 800 MHz radio console for dispatching of complaints, relaying technical data and coordinating radio traffic; transmits group pages using Pagenet to essential departmental personnel to disseminate priority messages.

Documents and monitors SCADA for pump station and plant alarms; operation of pumps, valves and resetting controls as required by field supervisor on duty or after hours on-call staff.

Reports hazards and other emergency matters reported by field staff to police and fire agencies; reports hydrants being repaired, flushed or

### **W & S Communications Center Supervisor (005911)**

out of service to the fire departments; contacts underground utilities for emergency clearances before repair work in the field begins; obtains emergency locations from electric, gas, cable and other utilities when emergency excavations are required; reports areas out of water due to repairs to regulatory agencies and departmental staff; and provides meter personnel with meter locations, meter numbers and set dates from Customer Information System.

Maintains, supports and ensures the functionality of the department's Emergency Backup Communications Center.

Reviews, authorizes payment, and reconciles invoices and statements from county vendors under the Towing and Tire Service Contracts.

Ensures the proper maintenance of computerized enterprise service records, the completion of telephone, radio, and work order logs and phone and complaint statistical reports; completes the Domestic Wastewater Report for sewage overflow notification to regulatory agencies and departmental staff.

Attends management meetings to consult and offer recommendations for policy and procedural changes.

Acts as the department's back-up liaison to the EOC during county-wide emergency activation; collects, reviews, and reports on damage assessment data provided by WASD divisions and sections after natural disasters for FEMA reimbursement.

Maintains Emergency Communication Center Mirra Recording Symposium and ERP Procurement System; updates the 311 web application.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### **KNOWLEDGES, SKILLS AND ABILITIES**

Considerable knowledge of departmental rules, regulations and procedures utilized in the automated radio dispatching of emergency water & sewer personnel.

Considerable knowledge of the operating characteristics of computerized dispatch systems.

Considerable knowledge of dispatch techniques and procedures used in computerized dispatch systems.

Considerable knowledge of the department's Customer Care & Billing - Mobile workforce Management System (CCB/MWM), Supervisory Control and Data Acquisition system (SCADA) and the DOFIN systems.

Knowledge of supervisory principles and practices.

Knowledge of the principles of management, public and business administration and their application to water and sewer communications center operations.

Knowledge of public relations principles.

Ability to supervise a staff of supervisory employees in a manner conducive to full performance and high morale.

Ability to implement administrative programs and procedures and to evaluate their effectiveness.

Ability to establish and maintain effective working relationships with supervisors, subordinates, departmental officials and the public.

Ability to express ideas clearly and concisely, verbally and in writing, to groups and individuals.

## Human Resources Department

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### W & S Communications Center Supervisor (005911)

Ability to analyze a variety of administrative problems and make sound recommendations for their solution.

Ability to work in a high stress environment

Ability to react promptly and correctly in emergency situations.

Ability to train subordinates in dispatch techniques and in new and revised operational procedures.

Ability to adjust dispatch assignments in response to a variety of changing circumstances.

NEW 7/8/2013

#### **Nature Of Work**

This is administrative and supervisory work in the management of the Miami-Dade Water & Sewer Department's 24 hour Emergency Communication Center.

## Human Resources Department

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### W & S Communications Center Shift Supervisor (005912)

#### Minimum Qualifications

High school diploma or GED. Five years of radio communications and/or customer service experience are required.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work assisting in the management of the Miami-Dade Water & Sewer Department's 24 hour Emergency Call Center.

An employee in this class is responsible for directing and overseeing an assigned shift of employees engaged in answering emergency and non-emergency calls from customers, departmental personnel, the general public and other agencies. Duties include handling the more difficult or complex calls; handling administrative tasks required by the department or various regulatory agencies and interpreting and explaining departmental policies, procedures and service charges. Employees exercise independent judgment in resolving customer complaints by making adjustments to customer's accounts, providing and extending service and assisting in the efficient and effective management of the center. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities and who holds the incumbent responsible for the effective supervision of their respective shift.

##### ILLUSTRATIVE TASKS

Monitors and supervises the operation of subordinates on an assigned shift through assignment and review of their work; resolves operational problems and assists in the efficient and effective management of the communications center.

Provides substitute emergency and non-emergency dispatching support to field crew personnel; assures public notification of hazardous conditions by posting and submitting supplemental Domestic Waste Water reports to regulatory agencies.

Provides direction and information to departmental customers; establishes water service after-hours; assists in settling customer disputes for sewer call-out services; handles complaints concerning hazardous conditions that may be the responsibility of other departments and/or municipalities; conducts investigations and coordinates assigned functions for field units.

Trains dispatchers in basic and advanced dispatch techniques used to dispatch emergency and non-emergency personnel, revised operational procedures, standardized departmental rules, and regulatory agency notification; develops and recommends teaching aids and materials for on site instruction of employees.

Assists in maintaining contact with upper management, investigative units and the Office of Emergency Management during an emergency activation.

Compiles information for reports concerning the results of inspections and submits findings to supervisors and other departmental personnel.

Maintains logs and updates on-call list for various divisions and sections for the department and other agencies.

Enforces departmental rules, regulations, procedures and agreements with respect to spill notification, on-call repair crews, towing and other repair services.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Organizes and adjusts various dispatch assignments to incorporate special equipment; analyzes and recommends improvements in dispatch procedures and processes, assignments, and radio and data terminal usage.

Assists in retrieving audio data from voice recording system in response to requests for information and to support training and quality control programs.

### W & S Communications Center Shift Supervisor (005912)

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of departmental rules, regulations and procedures utilized in the automated radio dispatching of emergency water & sewer personnel.

Considerable knowledge of the operating characteristics of computerized dispatch systems.

Considerable knowledge of dispatch techniques and procedures used in computerized dispatch systems.

Considerable knowledge of the department's Customer Information System (PS-CIS), Supervisory Control and Data Acquisition system (SCADA) and the DOFIN systems.

Knowledge of supervisory principles and practices.

Knowledge of the principles of management, public and business administration and their application to water and sewer communications center operations.

Knowledge of public relations principles.

Ability to supervise a staff of supervisory employees in a manner conducive to full performance and high morale.

Ability to implement administrative programs and procedures and to evaluate their effectiveness.

Ability to establish and maintain effective working relationships with supervisors, subordinates, departmental officials and the public.

Ability to express ideas clearly and concisely, verbally and in writing, to groups and individuals.

Ability to analyze a variety of administrative problems and make sound recommendations for their solution.

Ability to work in a high stress environment

Ability to react promptly and correctly in emergency situations.

Ability to train subordinates in dispatch techniques and in new and revised operational procedures.

Ability to adjust dispatch assignments in response to a variety of changing circumstances.

NEW/3/16/2007

#### **Nature Of Work**

This is administrative and supervisory work assisting in the management of the Miami-Dade Water & Sewer Department's 24 hour Emergency Call Center.

### W & S Safety Supervisor (005913)

#### Minimum Qualifications

Bachelor's degree. Two years of professional experience in industrial safety, quality assurance, facility safety inspections or investigating accidents are required. Additional experience in industrial safety, quality assurance, facility safety inspections or investigating accidents may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and technical work in industrial utility and related workplace safety for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for performing complex safety management and administration duties in the development of loss prevention programs. Responsibilities include developing and administering accident prevention programs; managing, and implementing a Water and Sewer safety manual; supervising and participating in the production of specifications for new safety equipment; applying computer programs to industrial safety functions; and analyzing safety-related aspects of plans, designs, and utility operations. The incumbent exercises considerable independent judgment and technical expertise in the application of industrial safety techniques to water and sewer system safety programs and operations. Supervision is received from a professional superior who reviews work for achievement of desired objectives.

##### ILLUSTRATIVE TASKS

Develops and administers an accident prevention program based on the analysis of accident investigations indicating causes of the most frequent accidents; develops recommendations for training curricula design.

Manages and implements the administration of a Water and Sewer safety manual.

Supervises and participates in the production of specifications for modifications and new utility safety equipment and operations.

Participates in the preparation and utilization of computer programs and their application to industrial engineering and water and sewer safety functions.

Supervises and participates in the implementation of data collection and complex analysis of industrial safety related aspects of plans, designs, methods, and rules of operation which impact life-endangering systems.

Conducts specialized surveys and studies, and prepares recommendations; consults with public officials and industrial representatives concerning the elimination of safety hazards; develops proposals for corrective measures and performs follow-up investigations.

Supervises the implementation of Water and Sewer safety projects, programs, and modifications to existing systems which investigations and audits have shown to be unsafe or not in compliance with federal, state and local regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, theories and practices of industrial safety.

Thorough knowledge of federal, state and local laws and regulations pertaining to the safety of utility system operations.

Considerable knowledge of Occupational Safety and Health Administration (OSHA) guidelines.

## Human Resources Department

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### W & S Safety Supervisor (005913)

Considerable knowledge of the application of data processing techniques to analysis of safety problems and practices.

Ability to develop and administer effective industrial accident prevention programs.

Ability to apply the principles of industrial safety to the modification of utility equipment, components, and facilities.

Ability to evaluate recommendations of industrial safety consultants concerning safety-related aspects of plans, designs, and operations.

Ability to apply data processing techniques to industrial safety system functions.

Ability to supervise the implementation of a variety of Water and Sewer system safety projects.

NEW 6-02

#### **Nature Of Work**

This is advanced professional and technical work in industrial utility and related workplace safety for the Miami-Dade Water and Sewer Department.



## Human Resources Department

### W & S Contracts Compliance Specialist (005914)

#### Minimum Qualifications

Bachelors degree in Public Administration, Business Administration or related field. One year of experience in contracts compliance, monitoring or auditing is required. Additional experience in contract compliance, monitoring or auditing may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional responsible work reviewing and monitoring new business contracts for the Miami-Dade Water and Sewer Department.

Employees in this class review and monitor new business contracts for compliance with the department's rules and regulations and all applicable local, state and federal laws. Duties include ensuring that water and sewer connection charges are properly assessed; performing field audits for compliance with contract terms and conditions; reviewing legal documents that convey ownership of water and sewer facilities to the department; reviewing invoices and subsequent payments and making recommendations for process improvements. Employees may also monitor construction contracts for compliance with plans and specifications and issue notices of compliance. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Reviews and monitors new business and construction contracts for compliance with the department's rules and regulations; ensures that content and format follow established guidelines; ensures compliance with all applicable local, state and federal mandates and laws.

Ensures water and sewer connection charges are properly assessed.

Performs field audits for compliance with contract terms and conditions; performs field audits for compliance with contract plans and specifications; issues notices of compliance.

Reviews legal documents that convey ownership of water and sewer facilities to the department.

Reviews invoices and subsequent payments.

Makes recommendations for process improvements; attends meetings.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of techniques in monitoring new business and construction contracts for compliance.

Considerable knowledge of applicable federal, state, and county laws relating to departmental operations.

Considerable knowledge of departmental legal, administrative and procedural regulations.

Knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Knowledge of legal documents used to convey ownership of water and sewer facilities.

Ability to correctly assess water and sewer connection charges.

Ability to conduct field audits for compliance with contract terms, conditions, plans and specifications.

## Human Resources Department

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### **W & S Contracts Compliance Specialist (005914)**

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to evaluate processes in relation to established goals and objectives and recommend courses of action.

NEW/3/05/2007

#### **Nature Of Work**

This is professional responsible work reviewing and monitoring new business contracts for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### W&S Communications Center Manager (005915)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or a related field. A minimum of two to four years experience in radio communications and/or customer service experience, to include supervisory experience, are required. Additional experience may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is managerial work in radio communications, customer service, and public contact for the Water and Sewer Department.

Employees in this class plan, assign and supervise the work of subordinate specialized and clerical employees engaged in public contact and radio communications activities of a centralized communications center, through subordinate supervisors. Responsibilities include ensuring ongoing receipt and delivery of information to internal and external customers, facilitating and assisting in the coordination of departmental emergency response, handling the more complex customer complaints, conducting records investigations, determining special service requirements, coordinating assigned functions with the various field and operations units, preparing and evaluating work standards and supervising the maintenance of computerized customer service and communications records. Incumbents exercise considerable independent judgment in the interpretation and application of departmental policies, rules, regulations and procedures. Supervision is exercised over a staff of employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from an administrative superior who reviews work for attainment of desired objectives through conferences, observations and written reports.

##### ILLUSTRATIVE TASKS

Supervises and participates in the activities of a centralized communications center.

Plans and directs the work of employees engaged in the receipt and dispatch of emergency and non-emergency service calls and other communication; ensures support services comply with departmental, County, and regulatory policies and procedures; interprets and explains departmental rules and regulations for customers; investigates and resolves more difficult or unusual customer complaints and service problems.

Supervises the issuance of work orders and monitors for completion; facilitates and coordinates customer service activities or connect and disconnect of service with customer service and field units.

Reviews records and reports prepared by subordinates for accuracy and completeness; prepares a variety of correspondence in response to internal and external inquiries; supervises the maintenance of an automated records system; confers with supervisory and technical employees concerning data management needs and problems.

Supervises and facilitates emergency management functions for the department and in conjunction with other County departments and regulatory agencies.

Prepares and evaluates work standards to ascertain efficiency levels and compliance with priority schedules; recommends changes in procedures, staffing and management systems; purchases supplies and equipment; prepares work schedules, training materials and procedural manuals; prepares and administers the communications center's budget.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of radio transmitting communications techniques and procedures applicable to the dispatch of water and sewer mobile units.

## Human Resources Department

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### W&S Communications Center Manager (005915)

Considerable knowledge of utility department field operations and maintenance practices.

Considerable knowledge of the records, forms, logs and reports applicable to centralized communications center operations and activities.

Considerable knowledge of applicable laws, regulations, and procedures pertaining to emergency management response, planning, and activities.

Considerable knowledge of departmental rules, regulations and policies related to customer service activities.

Considerable knowledge of maps, atlases, and automated geographic information systems used to identify water and sewer facilities and infrastructure locations.

Knowledge of existing distribution facilities of the department.

Knowledge of supervisory principles and practices.

Knowledge of residential and commercial pipe systems, plumbing fixtures and the operating principles of water meters.

Ability to exercise judgment and discretion in discussing water and sewer complaints and interpreting and explaining departmental procedures with internal and external customers.

Ability to analyze communications and customer service problems and recommend acceptable solutions.

Ability to communicate effectively, verbally and in writing, with field units, other agencies, and the public.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to make necessary investigations and handle complaints.

Ability to establish and maintain effective working relationships with subordinates, superiors, other departmental employees, developers, customers and the public.

#### **Nature Of Work**

This is managerial work in radio communications, customer service, and public contact for the Water and Sewer Department.

## Human Resources Department

### W & S Utilities Collections Manager (005917)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Accounting, Finance or related field. A minimum of two to three years of progressively responsible accounting experience including accounts receivable, billing and collections to include one year at the supervisory level are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative and supervisory work in the billing and collection of delinquent retail accounts for the county water and sewer utility.

An employee in this class is responsible for supervising the work of subordinates engaged in the billing, reconciliation and maintenance of specialized accounts for volume water and sewer charges, damages committed by contractors, construction projects completed for other entities and septic tank dumping charges. Emphasis of the work is on providing guidance and administrative direction for specialized billing and collection activities. Responsibilities include developing and implementing credit and collection policies and procedures, analysis of accounts to determine acceptable payments, compilation of accounting data, and coordination of activities with other departmental operations. The incumbent exercises considerable independent judgment and professional knowledge of accounting and collection principles and practices. Supervision is exercised over professional and clerical personnel through review of records and reports for adherence to established principles, practices and procedures. General supervision is received from an administrative superior who reviews work for attainment of desired results, operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate professional and clerical employees engaged in specialized billing and collection activities; assists with difficult or unusual problems; provides continuous training in work methods and procedures and in the application of local, state and Federal rules, regulations and laws.

Supervises and participates in the development and installation of new and revised accounting systems; develops and implements billing and collection policies and procedures; recommends changes in existing departmental rules, regulations and policies.

Supervises the determination of account collectibility; determines the percentage and amount for acceptable payments; approves payment schedules and financial arrangements; recommends the disposition of accounts.

Assists internal auditors and outside auditors in the examination of departmental accounting for specialized billing activities; initiates corrective action as a result of audit findings to improve financial operations, statements and controls.

Reviews collection schedules and prepares financial and statistical reports; compiles accounting and financial data for presentation as an expert witness.

Attends various meetings to coordinate special billing and collection activities with other departmental operations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of professional accounting principles and practices, office management, and the development, installation and maintenance of utility billing and collection systems.

Thorough knowledge of departmental rules, regulations and policies related to special billing and collection systems.

Thorough knowledge of the sources of information, accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex billing and collection documents.

Thorough knowledge of Federal, state and local laws, rules and regulations relating to financial records of the department.

Thorough knowledge of the legal provisions and proceedings which govern the collection of delinquent accounts.

Considerable knowledge of supervisory principles and practices.

Ability to supervise a large staff of professional, administrative and clerical employees in a manner conducive to full performance and high

## Human Resources Department

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### W & S Utilities Collections Manager (005917)

morale.

- Ability to supervise the preparation of complete and accurate billing and collection documents of considerable complexity.
- Ability to design, develop and supervise the implementation of billing and collection procedures, techniques and systems.
- Ability to understand and interpret complex procedures and regulations related to the collection of delinquent accounts.
- Ability analyze detailed billing and collection data effectively and arrive at equitable solutions in handling difficult accounts.
- Ability to participate effectively in the formulation of departmental policies and procedures.
- Ability to communicate effectively and persuasively, verbally in writing.

NEW 10-87

#### **Nature Of Work**

This is advanced and responsible administrative and supervisory work in the billing and collection of delinquent retail accounts for the county water and sewer utility.

## Human Resources Department

### Utilities Supply Supervisor 1 (005918)

#### Minimum Qualifications

High school diploma or GED. Two years of warehousing operations experience to include the purchasing or large-scale inventory control of a variety of commodities for a large industrial, commercial, or similar-type of organization are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the purchase, receipt, storage and issuance of commodities for a water and sewer utility warehouse. Employees in this class are responsible for supervision of a warehouse facility stocking plumbing, electrical, carpentry, refrigeration and related building maintenance supplies. Emphasis of the work is on planning, coordinating and implementing procedures for the requisitioning, receiving, storing, issuing and the recording of a large variety of commodities. Duties include coordinating requisitioning activities with central purchasing, maintenance of a computerized inventory control system and monitoring stock levels of the assigned supply facility. Supervision is exercised over a group of specialized and clerical employees through assignment and review of work and provision of assistance with difficult problems. Supervision is received from an administrative superior who reviews work for conformity with departmental policies and procedures and for efficient operation of the warehouse facility.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate specialized and clerical employees engaged in the purchase, receipt, storage and issuance of a large variety of parts, materials, tools, supplies and equipment.

Develops, implements and evaluates methods and procedures for requisitioning, receiving, storing, issuing and the recording of utility supply items; confers with maintenance and operations supervisors concerning necessary equipment and supplies; coordinates requisitioning activities with central purchasing operation.

Supervises and participates in the maintenance of a computerized inventory control and records keeping system; monitors stock levels of assigned supply facility; plans and implements storage and precautionary methods to protect stock from loss, damage or deterioration.

Initiates purchase requests; contacts vendors for competitive bid quotations; determines best method of purchase and lowest bidders and advises supervisor of problems in requisitioning and obtaining goods.

Confers with central purchasing employees, department officials and vendors concerning purchase requests, delivery schedules, damaged goods, incorrect deliveries and billing.

Consults with manufacturer's representatives concerning stock planning, equipment modifications, parts interchangeability and requisitioning procedures; coordinates activities with vendors and suppliers to assure optimum service and delivery.

Verifies receipt and issuance of supplies; approves invoices for payments; prepares routine and special reports concerning distribution activities and related matters.

Trains subordinates in purchasing, distribution and inventory procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental policies and procedures concerning the purchase, receipt, storage and issuance of various commodities including parts, materials, tools and equipment.

Considerable knowledge of computerized purchasing and inventory control systems.

Considerable knowledge of inventory control and records keeping procedures.

Knowledge of supervisory principles and practices.

Knowledge of simple data processing and transmission principles utilized in computerized information systems.

Knowledge of centralized purchasing methods and procedures.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories in area of assignment.

### Utilities Supply Supervisor 1 (005918)

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to develop and implement warehousing and purchasing operational policies and procedures.

Ability to maintain accurate procurement and inventory records.

Ability to analyze and review a large volume of procurement requests on a timely basis.

Ability to manage a utility warehouse operation in an efficient and effective manner.

Ability to determine the types, sizes, grades and quantities of a variety of utility equipment and goods.

Ability to establish and maintain effective working relationships with vendors, manufacturers, subordinates, superiors and purchasing officials.

Ability to communicate clearly and concisely, verbally and in writing.

REV 7-86

#### **Nature Of Work**

This is supervisory work in the purchase, receipt, storage and issuance of commodities for a water and sewer utility warehouse.



## Human Resources Department

### W & S Paving Cost Estimator (005920)

#### Minimum Qualifications

Bachelor's degree. One year of professional experience in the preparation of construction cost estimates is required.

#### Job Specifications

##### NATURE OF WORK

This is field and administrative work in the preparation of paving costs estimates and coordination of field inspections for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for preparing paving cost estimates for proposed capital and other projects; coordinating field inspections to compile information about specific field requirements in order to estimate the scope of work and cost; management and coordination of field inspections to include evaluation of inspection results and advise on best options for paving layouts; and reviewing all monthly invoices for paving activities for multiple restoration orders from the Public Works and Waste Management Department. Employee exercises some independent judgment in keeping the division within paving budget allocations. Supervision is exercised over subordinate staff through assignment and review of work. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Analyzes, calculates, monitors and reviews paving cost estimates using the Public Works & Waste Management Department Street Paving Rehabilitation contracts; uses field information, photos, sketches, construction standards and requirements in the preparation of comprehensive paving cost analysis.

Monitors Paving Request process; issues daily work for field inspections, monitors schedules, reviews and discusses inspection results, advises on the course of action in paving layouts and other field conflicts; supervises the inspection of all aerial pipe crossings during normal operations and after major events such as hurricanes; supervises the field inspections for the Quality Control program for in-house paving restorations.

Reviews and processes Public Works & Waste Management Department paving invoice payments to include verifying the scope of work, account status and approvals from the originators of the restoration orders; verifies field information and sketches, generates field investigations and rejects or approves the paving charges.

Supervises subordinate clerical and field employees engaged in various phases of the section's operations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Assists divisions in paving budgeting and release of capital funds; reviews Street Paving Rehabilitation contracts to include special provisions and prices; makes recommendations to upper management; updates field inspection paving information, cost estimates, paving budget considerations and field related decisions; assists with the research and submittal of records for the Safety Office for construction related claims.

Handles complaints received from municipalities or other agencies to include assigning an investigation or requesting action from other divisions or departments; assists with the implementation and improvement of the Enterprise Asset Management System (EAMS) for the division; assists with personnel training and data management; supervises the section's reporting process; coordinates field investigations requested by the Public Works & Waste Management Department.

Performs other related work.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of paving and road construction requirements.

Considerable knowledge of construction practices used to evaluate field information.

Considerable knowledge of construction standards, plans, permit requirements, codes and regulations, area conditions, and current contract prices and provisions.

Knowledge of supervisory principles and practices.

Knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to estimate scopes of work and calculate costs to assist management in project planning and billing.

Ability to evaluate inspection results and advise on best option for paving layouts.

Ability to analyze paving operations performed and invoiced annually to project future paving expenditures.

NEW 9/10/2013

#### Nature Of Work

## Human Resources Department

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### **W & S Paving Cost Estimator (005920)**

This is advanced professional supervisory work in the preparation and monitoring of paving cost estimates and the coordination and management of field inspection activities.

### W & S Senior Microbiologist (005923)

#### Minimum Qualifications

Bachelor's degree in Microbiology, Biology, Chemistry or related field. One year professional experience in environmental microbiology to include laboratory experience in water/wastewater, food, or beverage microbiological monitoring is required.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory microbiological work organizing, directing and coordinating the analysis of water samples for microbial contamination at Miami-Dade County Water Treatment Plants.

Employees in this class are responsible for supervising and participating in the conduct of qualitative and quantitative analysis of water samples from various sources using approved analytical methods. Responsibilities include developing and ensuring compliance with all requirements mandated by the National Environmental Laboratory Accreditation Program (NELAP) standards; directing investigations to resolve customer complaints; organizing and supervising the collection of samples for regulatory compliance, treatment process troubleshooting and investigative projects; reviewing and validating quality control and analytical data generated by subordinates; and ensuring compliance with regulatory policies and procedures for maintaining inventory records for laboratory chemicals, supplies and instrument service and repair. Supervision is exercised over subordinate laboratory employees through assignment of work, control of field and laboratory procedures, and responsibility for reporting field and laboratory findings. Supervision is received from a professional superior who reviews field and laboratory data and assists with difficult problems.

##### ILLUSTRATIVE TASKS

Supervises and participates in the conduct of qualitative and quantitative analysis using approved analytical methodologies on samples from treatment plant source water, Aquifer Storage and Recovery Systems (ASR), alternative water supply systems, monitoring wells, plant influent, plant effluent, plant process stream, treatment chemicals, treated drinking water, collection system, customer complaints, distribution system and special studies in accordance with NELAP standards and federal, state, local rules, regulations, permits and consent orders.

Develops and ensures compliance with all "Quality System" requirements mandated by NELAP standards to include calibrating various scientific instruments to ensure verification of performance and adherence to control limits, maintaining quality control records; running positive and negative controls, required spikes, duplicates and continuous calibration; establishing quality of standards and reagents, data reduction; documenting corrective measures and instrument maintenance; writing Standard Operating Procedures (SOPs) and participating in internal and external audits.

Performs or supervises the performance of investigations to resolve customer complaints, distribution system water quality anomalies, treatment plant modification and process disturbances; evaluates investigation results and makes recommendations regarding resolution; prepares draft of formal responses to requests for information regarding water quality and other inquiries related to departmental operations and objectives.

Organizes and supervises the collection of samples for regulatory compliance, treatment process troubleshooting and investigative projects to include the preparation of sample bottles, labels, and chain-of-custody documentation, preparation and calibration of field testing equipment, preparation of reagents for operational testing, and collection of water samples from various sources.

Complies with all professional qualifications and training requirements mandated by NELAP standard to include annual recurrent data integrity and ethics training, measurement uncertainty training and demonstration of capabilities for all analytical tests performed.

Utilizes a Laboratory Information Management System (LIMS) for sample labeling, sample log in, process scheduling, sample batching, entry of analytical and quality control data, instrument maintenance information and generation of various reports and data summaries for regulatory submittal; reviews and validates quality control and analytical data generated by subordinates.

Ensures compliance with regulatory policies and procedures for maintaining inventory records for laboratory chemicals, supplies and instrument service and repair; evaluates new instrumentation and technologies and makes recommendations to management; prepares specifications for supplies and services, procures and receives supplies; participates in peer review of emerging methods, process technologies and instrumentation.

Trains and supervises laboratory technicians in analytical procedures, methodologies, quality control requirements, use of the LIMS and data reporting in accordance with NELAP and regulatory agency protocols and standards.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the sciences of microbiology and water chemistry including the basic principles and techniques of investigation

### W & S Senior Microbiologist (005923)

and analysis.

Considerable knowledge of the methods, techniques and equipment used in the collection, sampling and analysis of microbiological data in accordance with sample collection and field testing protocols and Standard Operating Procedures (SOPs) mandated by NELAP, federal and state agencies.

Considerable knowledge of NELAP standards; federal, state, and local rules and regulations; and permits and consent orders for the qualitative and quantitative analysis of water samples.

Considerable knowledge of maintaining quality control records in accordance with laboratory certification.

Considerable knowledge of the Laboratory Information Management Systems (LIMS).

Considerable knowledge of the regulatory policies and procedures for maintaining inventory records for laboratory chemicals, supplies and instrument service and repair.

Considerable knowledge of the basic scientific principles and practices of physics, biology, mathematics and physical sciences.

Considerable knowledge of laboratory controls and sampling theory used in microbiological experimentation, analysis and synthesis.

Considerable knowledge of conditions which constitute current or potential hazards affecting distribution wells and treatment plants.

Knowledge of supervisory principles and practices.

Ability to apply scientific and technical knowledge with accuracy and professional judgment in sampling, analysis and reporting of microbiological data.

Ability to supervise and conduct investigations, experiments and analyses for identification of microbial colonies.

Ability to isolate and identify colonies using specialized tests such as enterotube, oxiferm, motility, oxidase, indol, catalase, coagulase and gram stain.

Ability to identify and analyze conditions which constitute current or potential hazards affecting distribution wells and treatment plants.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to interpret and explain the results of water quality investigations to customers.

Ability to prepare and submit accurate and complete reports of investigations and laboratory findings.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

### **Nature Of Work**

This is advanced professional microbiological work with supervisory responsibility in the collection, preparation and analysis of water samples for microbial contamination.

## Human Resources Department

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### W & S Hazardous Waste Specialist (005924)

#### Minimum Qualifications

High school diploma or GED. Two years of investigative experience in the transportation and handling of hazardous materials or waste are required.

#### Job Specifications

##### NATURE OF WORK

This is field enforcement work of regulatory ordinances pertaining to the storage, collection and disposal of hazardous and other regulated waste for the Miami-Dade Water & Sewer Department.

Employees in this class are responsible for performing a variety of complex tasks related to compliance with regulatory agencies in the areas of accumulation, transportation and disposal of hazardous and other regulated waste. Duties include performing field inspections, interpreting technical legal provisions and administrative directives pertaining to hazardous and other regulated waste enforcement. Incumbents exercise some independent judgment in the application and enforcement of regulations. Supervision is received from a superior who reviews work through personal conferences and written reports, and assists with difficult or unusual cases.

##### ILLUSTRATIVE TASKS

Inspects storage tanks, monitoring wells, piping, containment areas and vapor recovery systems to ensure equipment is in proper working condition and in compliance with the Department of Environmental Management (DERM), Florida Department of Environmental Protection (FDEP) and the Environmental Protection Agency (EPA) regulations.

Works with DERM's Quality Air Control section in the application of vapor recovery system permits for fueling stations; coordinates the testing of vapor recovery systems including stage one transfers (fuel transfer from a truck to tank) involving either a coaxial or two point system or stage two transfers (fuel transfer from tank to a vehicle).

Maintains a database to track expired permits and prepare documentation for permit renewals; prepares requisitions for selected vendors to perform vapor recovery system testing; maintains vapor recovery permit files and storage tank registration files as required by regulatory agencies.

Accompanies DERM inspectors on inspections of pump stations; takes corrective action if any violations are found and informs DERM of action taken; inspects waste accumulation sites to ensure department's compliance with RCRA; maintains a database of weekly hazardous waste inspection logs; inspects construction sites to verify that the tank installation work is performed properly; utilizes various tools and safety equipment in the process of inspecting.

Provides field training to supervisors and leadworkers to ensure compliance monitoring of above and underground tanks, monitoring wells, containment areas, piping, fuel reading, continuous automatic leak detection systems and vapor recovery systems; provides instruction on verifying the accuracy of a hazardous or non-hazardous waste manifest for compliance with the Department of Transportation (DOT) regulations; provides training on hazardous materials placards, labels, NFPA signs and the use of the material safety data sheet.

Manages and controls hazardous and other regulated waste disposal operations in the field; verifies and approves waste profiles; inspects haulers' vehicles to assure DOT compliance; assures contractors' compliance with hazardous waste disposal requirements; verifies and approves cargo manifest and documentation; arranges for proper testing and analysis of suspicious materials; assists supervisor in selecting the most appropriate disposal methods; prepares reports and correspondence; verifies the accuracy of vendors' invoices with the actual field activities.

Develops, implements and manages a central hazardous waste accumulation point at each of the water and wastewater plants.

Supervises asbestos work performed by abatement contractors to assure regulatory and safety compliance; prepares project and completion reports.

## Human Resources Department

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### W & S Hazardous Waste Specialist (005924)

Coordinates asbestos pipe disposal activities, provides direction on proper wrapping, labeling, transporting, disposal, documenting and payments.

Assists in the interpretation and enforcement of various federal, state and local laws and regulations.

Maintains an emergency response of readiness at all times.

Performs related work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of hazardous and other regulated waste regulations, and administrative practices relating to enforcement actions.

Considerable knowledge of the geography of Miami-Dade County including major road network and municipal boundaries.

Knowledge of legal procedures related to the enforcement of hazardous and other regulated waste ordinances and regulations.

Knowledge of modern office equipment, practices and procedures.

Knowledge of public relations principles and techniques.

Ability to explain and enforce regulations with firmness, tact and impartiality.

Ability to make inspections and determine facts through investigations.

Ability to explain enforcement processes clearly and concisely, verbally and in writing, to groups and individuals.

Ability to maintain records and prepare reports.

NEW/3/06/2007

#### Nature Of Work

This is field enforcement work of regulatory ordinances pertaining to the storage, collection and disposal of hazardous and other regulated waste for the Miami-Dade Water & Sewer Department.

### W & S Microbiologist (005925)

#### Minimum Qualifications

Bachelor's degree in Microbiology, Biology, Chemistry or related field.

#### Job Specifications

##### NATURE OF WORK

This is professional microbiological work in the collection, preparation and analysis of water samples for microbial contamination. Employees in this class are responsible for performing qualitative and quantitative analyses of water samples obtained from distribution wells, treatment plants and related facilities. Responsibilities include identification of microbial colonies, determination of growth promotion qualities of media, preparation of media and plates for analyses, coordination of microbiologic investigations and preparation of comprehensive reports of results and findings. Supervision may be exercised over subordinate laboratory employees through assignment of work, control of field and laboratory procedures, and responsibility for reporting field and laboratory findings. Supervision is received from a professional superior who reviews field and laboratory data and assists with difficult problems.

##### ILLUSTRATIVE TASKS

Performs professional duties in the collection and preparation of microbiological samples for qualitative and quantitative analyses; determines investigations necessary for locating microbial contamination sources based upon routine, special and quality control tests; prepares comprehensive reports of results and findings.

Conducts field and laboratory analyses of water samples for identification of microbial colonies and determination of growth promotion qualities of media; prepares media and plates for tests and analyses; isolates and identifies colonies using specialized tests such as enterotube, oxiferm, motility, oxidase, indol, catalase, coagulase and gram stain.

Performs and analyzes various microbiological tests including most probable number, quality control, autoclave, turbidity and pH for routine bacteria collected from distribution wells and treatment plants.

Analyzes total, standard and extended coliform plates; verifies and confirms positive coliform; prepares, analyzes and records the number and type of colonies on routine total and standard coliform plates.

Coordinates and schedules investigations of contaminated sources and determines corrective actions for elimination of microbial contamination.

Maintains a stock of bacteria cultures to be used as standards for specificity and sensitivity of media; performs biological quality control on laboratory grade water; handles harmful bacteria and contaminate bacteriological samples.

Performs statistical analyses and tabulations of microbiological data; maintains bacteriological, quality control and inventory records; orders supplies and equipment; assists in the maintenance of laboratory equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the sciences of microbiology and water chemistry including the basic principles and techniques of investigation and analysis.

Knowledge of the methods, techniques and equipment used in the collection, sampling and analysis of microbiological data.

Knowledge of the basic scientific principles and practices of physics, biology, mathematics and physical sciences.

Knowledge of laboratory controls and sampling theory used in microbiological experimentation, analysis and synthesis.

Knowledge of conditions which constitute current or potential hazards affecting distribution wells and treatment plants.

Some knowledge of supervisory principles and practices.

Ability to apply scientific and technical knowledge with accuracy and professional judgment in sampling, analysis and reporting of microbiological data.

Ability to conduct investigations, experiments and analyses for identification of microbial colonies.

Ability to isolate and identify colonies using specialized tests such as enterotube, oxiferm, motility, oxidase, indol, catalase, coagulase and gram stain.

Ability to identify and analyze conditions which constitute current or potential hazards affecting distribution wells and treatment plants.

Ability to prepare and submit accurate and complete reports of investigations and laboratory findings.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

### W & S Microbiologist (005925)

NEW 1-86

#### **Nature Of Work**

This is professional microbiological work in the collection, preparation and analysis of water samples for microbial contamination.



## W & S Environmental Chemist 1 (005926)

### Minimum Qualifications

Bachelor's degree in Chemistry, Biology or a related field. Must present a Driver license during the interview selection process.

### Job Specifications

#### NATURE OF WORK

This is professional scientific work in an environmental laboratory for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for conducting qualitative and quantitative analyses of water and wastewater treatment plant influent, process stream, treatment chemicals, production and monitoring wells, treated drinking water, and treated effluent. Technical responsibilities include calibrating instruments required for laboratory tests and operational functions, analyzing daily required samples, maintaining quality control records, analyzing customer complaint samples and determining necessary corrective actions. Incumbents apply advanced knowledge of chemistry in the performance of a variety of laboratory chemical analyses to assure compliance with local, state and federal requirements. Supervision may be exercised over subordinate laboratory personnel. Supervision is received from a professional superior who reviews the results of qualitative and quantitative analyses for conformance with; departmental policies, procedures and regulations, The National Environmental Laboratory Accreditation Conference Institute (TNI), and federal, state, local rules, regulations, permits and consent orders.

#### ILLUSTRATIVE TASKS

Performs qualitative and quantitative analysis using approved analytical methodologies on samples from treatment plant source water, Aquifer Storage and Recovery Systems (ASR), alternative water supply systems, monitoring wells, plant influent, plant effluent, plant process stream, treatment chemicals, treated wastewater, treated drinking water, collection system, customer complaints, distribution system, and special studies in accordance with TNI standards and federal, state, local rules, regulations, permits, and consent orders.

Complies with all quality system requirements mandated by TNI standards to include, but not limited to calibrating various scientific instruments to ensure verification of performance and adherence to control limits as specified by certification criteria; maintains quality control records associated with the certification of the laboratory including logging samples, recording all standardizations, calibration and analytical results from tests performed; establishes limits of detection, limits of quantitation, running positive and negative controls, required spikes, duplicates and continuous calibration verification; establishes quality of standards and reagents, data reduction; documents corrective measures and instrument maintenance; assists in the writing of Standard Operating Procedures (SOPs) pertaining to assigned area and training new employees in conformance with TNI standards; participates in internal and external audits.

Utilizes a Laboratory Information Management System (LIMS) for sample labeling, sample log in, process scheduling, sample batching, entry of analytical and quality control data, instrument maintenance information and generation of various reports and data summaries.

Adheres to all sample collection and field testing protocols and SOPs in accordance with TNI standards, federal and state agencies to include, but not limited to the preparation of sample bottles, labels and chain-of-custody documentation; preparation and calibration of field testing equipment; preparation of reagents for operational testing; collection of samples from treatment plant source water, ASR systems, alternative water supply systems, monitoring wells, plant influent, plant effluent, plant process stream, treatment chemicals, treated wastewater, treated drinking water, collection system, customer complaints, distribution system and special studies.

Complies with all professional qualifications and training requirements mandated by TNI standards to include, but not limited to annual recurrent data integrity and ethics training, measurement uncertainty training and demonstration of capabilities for all analytical tests performed.

Maintains inventory records for laboratory chemicals, supplies and instruments; maintains detailed records for maintenance of laboratory instrument and contacts manufacturer for preventative maintenance and service as needed; procures and receives supplies in accordance with established policies and procedures.

Responds to requests for information from internal and external customers, customer inquiries regarding water quality and assists in responding to water quality complaints and other inquiries related to departmental operations and objectives; assists operational personnel in troubleshooting treatment process anomalies.

### W & S Environmental Chemist 1 (005926)

Complies with all county, departmental and TNI policies and procedures regarding employee safety and laboratory safety.

Assists in training staff as directed by the laboratory supervisor.

Performs other related duties as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of water and wastewater treatment processes and the water distribution system.

Knowledge of the science of chemistry including methods, principles and procedures of laboratory chemical analysis.

Knowledge of approved analytical methodologies used to perform qualitative and quantitative analysis of treatment plant water and other related samples.

Knowledge of local, state and federal laws and regulations pertaining to drinking water and wastewater.

Knowledge of The National Environmental Laboratory Accreditation Conference Institute (TNI) standards.

Knowledge of all sample collection and field testing protocols and SOPS in accordance with TNI, federal and state agencies.

Knowledge of all quality system and proficiency testing requirements mandated by TNI standards.

Knowledge of the Laboratory Information Management System (LIMS)

Knowledge of the equipment and scientific instruments used in determining drinking water and wastewater quality.

Knowledge of the organization and operation of a large and complex environmental laboratory.

Ability to professionally apply scientific and technical knowledge in the conduct of laboratory analyses of drinking water, wastewater, and other samples.

Ability to analyze and interpret the results of complex experiments and make effective recommendations to correct abnormal water and wastewater quality conditions.

Ability to prepare and submit accurate and complete reports of laboratory tests and examinations.

Ability to calibrate and troubleshoot various scientific instruments used to perform tests of a variety of samples.

Ability to handle customer complaints tactfully, and to establish and maintain effective working relationships with the public.

Ability to establish and maintain effective working relationships with co-workers, supervisors, outside utilities staff, and the general public.

Skill in laboratory manipulative techniques.

NEW 1/13/2012

#### **Nature Of Work**

This is professional scientific work in an environmental laboratory for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### W & S Environmental Chemist 2 (005927)

#### Minimum Qualifications

Bachelor's degree in Chemistry, Biology or a related field. One year of experience in laboratory wet analysis, water/wastewater, or food and beverage analysis is required. Must present a Driver license during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is professional scientific work with supervisory responsibility in an environmental laboratory for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for supervising and participating in the qualitative and quantitative analyses of water and wastewater treatment plant influent, process stream, treatment chemicals, production and monitoring wells, treated drinking water, and treated effluent. Responsibilities include supervising the conduct of chemical tests and analyses, training subordinates in analytical procedures and methodologies, reviewing and participating in chemical, physical and biological studies, preparing detailed reports of laboratory activities, conducting independent research experiments and evaluation studies, developing new and improved laboratory procedures and investigating the causes of quality control variations within the laboratory. Incumbents exercise considerable independent judgment and technical scientific expertise in supervising and participating in laboratory chemical analyses to assure compliance with departmental policies, procedures and regulations; The National Environmental Laboratory Accreditation Conference Institute (TNI) standards, and federal, state, local rules, regulations, permits and consent orders. Supervision is exercised over professional and technical subordinates engaged in various aspects of laboratory operations. General supervision is received from a professional superior who reviews work through personal conferences and written reports, quality of results and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises and participates in the conduct of qualitative and quantitative analysis using approved analytical methodologies on samples from treatment plant source water, Aquifer Storage and Recovery Systems (ASR), alternative water supply systems, monitoring wells, plant influent, plant effluent, plant process stream, treatment chemicals, treated wastewater, treated drinking water, collection system, customer complaints, distribution system, and special studies in accordance with TNI standards and federal, state, local rules, regulations, permits and consent orders.

Develops and ensures compliance with all "Quality System" requirements mandated by TNI standards to include, but not limited to calibrating various scientific instruments to ensure verification of performance and adherence to control limits as specified by certification criteria; maintains quality control records associated with the certification of the laboratory including logging samples, recording all standardizations, calibration and analytical results from tests performed; establishes limits of detection, limits of quantitation verification, running positive and negative controls, required spikes, duplicates and continuous calibration; establishes quality of standards and reagents, data reduction; documents corrective measures and instrument maintenance; writes Standard Operating Procedures (SOPs) and participates in internal and external audits; may serve as the designated Laboratory QA Officer in accordance with TNI guidelines in exercising these tasks.

Utilizes a Laboratory Information Management System (LIMS) for sample labeling, sample log in, process scheduling, sample batching, entry of analytical and quality control data, instrument maintenance information and generation of various reports and data summaries for regulatory approval; reviews and validates quality control and analytical data generated by subordinates.

Organizes and supervises the collection of samples for regulatory compliance, treatment process troubleshooting and investigative projects in accordance with sample collection and field testing protocols and SOPs mandated by TNI, federal and state agencies to include, but not limited to the preparation of sample bottles, labels and chain-of-custody documentation; preparation and calibration of field testing equipment; preparation of reagents for operational testing; collection of samples from treatment plant source water, ASR systems, alternative water supply systems, monitoring wells, plant influent, plant effluent, plant process stream, treatment chemicals, treated wastewater, treated drinking water, collection system, customer complaints, distribution system and special studies.

Complies with all professional qualifications and training requirements mandated by TNI standards to include, but not limited to annual

### W & S Environmental Chemist 2 (005927)

recurrent data integrity and ethics training, measurement uncertainty training and demonstration of capabilities for all analytical tests performed.

Performs or supervises the performance of investigations to resolve customer complaints, distribution system water quality anomalies and treatment plant process modifications and anomalies; evaluates investigation results and makes recommendations regarding resolution; prepares formal responses to requests for information from internal and external customers including customer inquiries regarding water quality and other inquiries related to departmental operations and objectives.

Trains and supervises professional chemists and laboratory technicians in analytical procedures, methodologies, quality control requirements, use of the Laboratory Information Management System (LIMS) and data reporting in accordance with TNI and regulatory agency protocols and standards; assists in the training of Plant Operations personnel in analytical procedures and methodologies relating to process control.

Ensures compliance with regulatory policies and procedures for maintaining inventory records for laboratory chemicals, supplies and instrument service and repair; evaluates new instrumentation and technologies which may improve laboratory efficiency and makes recommendations to management; prepares specifications for supplies and services, procures and receives supplies in accordance with established policies and procedures.

Participates in the recruitment process and makes recommendations regarding discipline of subordinates; authorizes leave and reviews time reporting records and evaluates overtime usage; evaluates and rates employee performance.

Complies with all county, departmental and TNI policies and procedures regarding employee safety and laboratory safety.

Performs other related duties as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of water and wastewater treatment processes and the water distribution system.

Considerable knowledge of the science of chemistry including methods, principles and procedures of laboratory chemical analysis.

Considerable knowledge of approved analytical methodologies used to perform qualitative and quantitative analysis of treatment plant water and other related samples.

Considerable knowledge of local, state and federal laws and regulations pertaining to drinking water and wastewater.

Considerable knowledge of The National Environmental Laboratory Accreditation Conference Institute (TNI) standards.

Considerable knowledge of all sample collection and field testing protocols and SOPS in accordance with TNI, federal and state agencies.

Considerable knowledge of all quality system and proficiency testing requirements mandated by TNI standards.

Considerable knowledge of the Laboratory Information Management System (LIMS)

Considerable knowledge of the equipment and scientific instruments used in determining drinking water and wastewater quality.

Considerable knowledge of the organization and operation of a large and complex environmental laboratory.

Knowledge of supervisory principles and practices.

Ability to professionally apply scientific and technical knowledge in the conduct of laboratory analyses of drinking water, wastewater, and other samples.

## Human Resources Department

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### W & S Environmental Chemist 2 (005927)

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze and interpret the results of complex experiments and make effective recommendations to correct abnormal water and wastewater quality conditions.

Ability to prepare and submit accurate and complete reports of laboratory tests and examinations.

Ability to conduct independent research experiments and evaluation studies.

Ability to establish and maintain effective working relationships with subordinates, superiors, in-house customers, outside utilities staff and the general public.

NEW 3/14/12

### **Nature Of Work**

### W & S Environmental Chemist 3 (005930)

#### Minimum Qualifications

Bachelor's degree in Chemistry, Biology or a related field. A minimum of two to three years of experience in laboratory wet analysis, water/wastewater or food and beverage analysis is required. Must present a valid Driver license during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is supervisory scientific work with administrative responsibility directing a water quality laboratory for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for planning, assigning, and reviewing the work of subordinate employees engaged in the qualitative and quantitative analysis of water treatment plant source water, treatment chemicals, and treated drinking water. Responsibilities include assuring adherence to laboratory quality control procedures, assuring compliance with requirements of various regulatory agencies, developing new analytical procedures and methodologies, preparing technical specifications for laboratory equipment, supplies, materials and other needs, directing complex experiments and studies, and reviewing and interpreting analytical data generated on a daily basis. The incumbent exercises considerable independent judgment and technical expertise in assuring the drinking water produced by the utility meets all local, state, and federal requirements. Supervision is exercised over a staff of professional and technical employees with assigned responsibilities in various phases of laboratory operations. General direction is received from an administrative superior who reviews work through observations, reports and personal conferences, and holds the incumbent responsible for the professional management of laboratory activities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of professional and technical employees engaged in the qualitative and quantitative analysis of water treatment plant source water, treatment chemicals, and treated drinking water in order to assure compliance with federal, state, and local drinking water rules, laws, and regulations.

Ensures adherence with required laboratory quality control protocol and procedures as defined by state laboratory certification criteria to maintain laboratory state certification status and licenses.

Prepares, organizes and submits reports to federal, state, and local regulatory agencies to establish compliance with drinking water rules and regulations.

Develops and implements new analytical procedures and methodologies, standard operational procedures, preventive maintenance schedules, and quality control procedures based on current regulatory policies and procedures and anticipated regulatory changes.

Prepares technical specifications for the purchase of specialized laboratory equipment, obtain services of commercial contract laboratories, establish preventive maintenance or service contracts, and establish purchase orders for the purchasing of expendable laboratory equipment and supplies; reviews final bid award recommendations.

Directs and conducts complex chemical, physical and microbiological experiments, investigations, studies and research to determine the presence of contaminants in the source and treated water, and to evaluate new treatment process techniques.

Reviews and interprets all analytical data generated daily for the purpose of maintaining quality control of the in-plant treatment processes and quality control of water in the distribution system; reports anomalies and makes recommendations for corrective action.

Prepares budget estimates and documents; authorizes requisitions for materials.

Keeps informed on current developments in the fields of analytical and environmental chemistry, technical management, computer science, and drinking water and environmental protection legislation.

Develops short and long-range laboratory objectives; evaluates work methods, policies and procedures.

Responds to telephone calls and complaints from the public concerning the water utility; explains utility operations and activities; conducts plant tours.

Maintains working relationships with officials of local, state and federal agencies involved in environmental protection.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### W & S Environmental Chemist 3 (005930)

Thorough knowledge of the science of Chemistry including methods, principles and procedures of laboratory chemical analysis.  
Thorough knowledge of scientific principles and theories of physics, biology, mathematics, and related physical sciences.  
Thorough knowledge of local, state, and federal laws and regulations pertaining to drinking water.  
Considerable knowledge of the principles of management as applied to the management of a large and complex water quality laboratory.  
Considerable knowledge of quality control procedures, sampling and statistical techniques used in determining drinking water quality.  
Considerable knowledge of current developments in analytical and environmental chemistry and in related fields.

Ability to apply advanced professional knowledge of chemistry and related fields to assure departmental compliance with laws and regulations concerning drinking water quality.

Ability to manage a water quality laboratory to assure compliance with state certification criteria, licensure requirements and other local, state, and federal regulations.

Ability to supervise professional and technical subordinates in a manner conducive to full performance and high morale.

Ability to analyze and interpret the results of complex experiments and research and make effective recommendations to correct abnormal water quality conditions.

Ability to design and implement new laboratory analytical procedures and methodologies.

Ability to develop short and long-range water quality laboratory goals and objectives.

Ability to establish and maintain effective working relationships with subordinates, superiors, members of the public, and officials of various public regulatory agencies.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-93

#### **Nature Of Work**

This is supervisory scientific work with administrative responsibility directing a water quality laboratory for the Miami-Dade Water & Sewer Department.

## Human Resources Department

### W & S Rate Analyst (005932)

#### Minimum Qualifications

Bachelor's degree in Finance, Business Administration, Public Administration, Accounting, Economics or a related field. Two years of professional experience in utility accounting, finance or administration are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in the analysis of water and sewer rates for the Miami-Dade Water and Sewer Authority Department. An employee in this class is responsible for analyzing and preparing water and sewer rates, consumption projections and various reports to provide accurate information to structure rates which are fair for the public and financially sound for the utility. Responsibilities include analyzing water consumption, billing information and other factors, compiling data from other utilities, estimating revenues, and responding to auditor and customer concerns regarding rates and charges. The incumbent exercises considerable independent judgment in the application of specialized knowledge of utility rate analysis to the determination of water and sewer rates. Supervision is received from a professional superior who reviews work through personal conferences and written reports for thorough, accurate, and complete water and sewer rate and charges development.

##### ILLUSTRATIVE TASKS

Compiles and analyzes monthly data on number of customers billed, water consumption, monthly average usage by revenue codes, rainfall, unbilled volume, water production, unaccounted for water and detailed billing information for wholesale customers.

Compiles and analyzes monthly data on the number of customers billed, sewage treated, monthly average treated by revenue codes, rainfall, unbilled flow, unexplained flow and detailed billing information for wholesale customers.

Obtains data from Broward utilities and the City of North Miami Beach, which bill some of the sewer customers for the Department according to agreements.

Prepares water and sewer revenue projections for annual budget; obtains current population projections by census sub-tract; correlates data received with current extensions of the water and sewer systems and projects retail customer growth and increased consumption by wholesale customers.

Estimates revenues based on customer projections and existing rates and recommends new rates where changes are appropriate.

Performs miscellaneous analyses and studies relating to water and sewer rates and revenues, including calculation of septage disposal charges, user charge studies, conservation rate studies, and calculation of unit production costs.

Compiles data and prepares projections related to treated volumes, billed volumes, customers, and population for special reports, loan applications, bond sales, and other purposes.

Conducts surveys of other utilities to develop information concerning policies, rates, charges, and utility management.

Responds to questions and challenges from auditors and representatives of customers regarding rates and charges; testifies at rate hearings.

Prepares written and oral reports; composes correspondence and other documents.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theory, methods, practices, and procedures of water and sewer utility rate calculations.

Thorough knowledge of utility accounting, the principles of finance, and principles of business and public administration.

Considerable knowledge of agreements and contracts between WASAD and other government agencies pertaining to water and sewer charges.

Considerable knowledge of the departmental organization and operation of the Miami-Dade Water and Sewer Authority-Department.

Knowledge of computer spreadsheet programs.

Ability to analyze accounting processes and other detailed information and calculate fair and equitable water and sewer rates and charges.

Ability to assist in the formulation of departmental policies and procedures.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to testify at water and sewer rate hearings.

Ability to deal tactfully, persuasively, and diplomatically with members of the public.



## Human Resources Department

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### W & S Rate Analyst (005932)

NEW 6-91

#### **Nature Of Work**

This is advanced administrative work in the analysis of water and sewer rates for the Miami-Dade Water and Sewer Authority Department.

## Human Resources Department

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### W & S Real Estate Manager (005933)

#### Minimum Qualifications

Bachelor's degree in Real Estate, Business Administration, Public Administration, or a related field. Must possess a State of Florida Real Estate Salesperson license or State of Florida Real Estate Broker's license. Four years of experience in the sale, acquisition, or appraisal of real estate are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work with administrative responsibility in the acquisition of property and rights-of-way for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for conducting negotiations for the acquisition of real property and rights-of-way. Emphasis of the work is on coordinating the acquisition of a variety of parcels of real property required for departmental projects, coordinating activities with various local and state organizations, and assuring compliance with local, state and Federal laws and regulations. Supervision is received from an administrative and technical superior who provides engineering data upon which acquisition activities are predicated and who holds the incumbent responsible for the attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Provides assistance to departmental staff in interpreting and applying local, state or federal rules, regulations and laws in connection with real estate acquisition, disposition and use of properties.

Conducts studies and prepares reports related to the acquisition, disposition and use of real estate properties; prepares parcel files, researches and verifies ownership of real property and inspects property to be acquired.

Reviews appraisal reports, maps, surveys and construction plans; prepares sales contracts, legal documents, easements, deeds and related documentation related to acquisition activities; conducts tax searches and requests checks necessary for disbursement at closing, eminent domain proceedings or to pay for services.

Advises and recommends changes in a project to achieve more economical acquisitions or avoid eminent domain; assists the County Attorney's Office (CAO) in the filing of eminent domain; makes recommendations about surplus property and coordinates the sale of properties with GSA; serves as the liaison between GSA and the department for acquiring surplus property from other county departments.

Contacts and meets with property owners, surveyors, appraisers, engineers and attorneys; handles complex negotiations for the acquisition of real property involving large parcels and large monetary values; supervises the preparation of parties of interest information for use in eminent domain proceedings; attends settlement conferences in eminent domain suits.

Prepares periodic project progress reports for the department director's office and other upper management; supports the Wholesale Billing Unit with the collection of rent, the Accounts Payable unit with the payment of rent and the Property Accounting unit with delinquent taxes and ownership research.

Acts as project manager for the acquisition of land for capital projects; coordinates and oversees projects contracted to GSA and assists them with difficult or unusual problems.

Serves as a liaison between the department, other county departments, state or municipal agencies, title companies and the private section; enforces operating policies and procedures to comply with county, state and federal funding guidelines.

Performs other related duties as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

## Human Resources Department

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### W & S Real Estate Manager (005933)

- Thorough knowledge of departmental goals and objectives related to the acquisition of real property and rights-of-way.
- Thorough knowledge of the legal instruments and documents used to convey property ownership.
- Thorough knowledge of the legal procedures required to convey property ownership.
- Thorough knowledge of Federal, state and local laws effecting the conveyance of property ownership.
- Thorough knowledge of departmental policies and administrative procedures governing the preparation of legal instruments.
- Thorough knowledge of the methods and techniques of conducting real estate negotiations.
- Considerable knowledge of public records relating to real estate transactions.
- Considerable knowledge of relocation assistance program plans.
- Considerable knowledge of lease agreements and eminent domain proceedings.
- Considerable knowledge of standard methods of real estate appraisal.
- Ability to establish and maintain effective working relationships with subordinates, superiors and various public and private officials.
- Ability to read and interpret engineering construction plans.
- Ability to review appraisals for pertinent information to aid in real estate negotiations.
- Ability to express ideas clearly and concisely, verbally and in writing.
- Ability to assure adherence to a variety of local, state and Federal requirements in real estate acquisition and relocation assistance activities.

NEW 03/13/2007

#### **Nature Of Work**

This is advanced technical work with administrative responsibility in the acquisition of property and rights-of-way for the Miami-Dade Water & Sewer Department.

## Human Resources Department

### W&S Liability Claims Administrator (005934)

#### Minimum Qualifications

Bachelor's degree in Safety Engineering or related field. Two years of professional experience developing and implementing industrial and vehicular safety programs are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### Nature of Work

This is highly responsible administrative work investigating vehicular crashes and other property damage claims.

An employee in this class is responsible for the investigation of cases involving claims for alleged damages arising from the operation or use of County property. Duties require the application of specialized insurance knowledge to determine liability. Supervision is received from an administrative superior who assigns cases for investigation and reviews work for the attainment of factual information upon which settlement is made, or where higher level disposition and legal action may be required.

##### Illustrative Tasks

Administers the Miami-Dade Water & Sewer Department (MD-WASD) Liability Claims Investigation and Report Program as the initiation of the overall Miami-Dade County Claims adjustment process; conducts field investigations and gathers information regarding vehicular crashes involving department vehicles with privately owned vehicles and/or fixed objects; receives notice of and processes bodily injury or property damage claims filed against MD-WASD; provides 24/7 emergency response to accidents; conducts field investigations of activities arising out of MD-WASD operational or maintenance activities; provides initial field response to sewer backup claims to minimize potential public health exposure to raw sewage; coordinates remedial cleanup activity after sewer backup exposures; prepares initial and investigative reports of claims to be used by MDC GSA Risk Management Division for their claims investigation activity; photographs accident scenes; researches records and forwards results, initial and investigative reports to MDC GSA Risk Management Division; determines preventability and makes ruling on automobile crashes; maintains MD-WASD liability claims database.

Administers the department's Fire Prevention and Response Program; develops and implements fire evacuation plans and drills; coordinates activities with the fire department; coordinates the fire equipment inspection program; develops and implements equipment maintenance and certification program; investigates contract availability; conducts and supervises scheduled facility inspections; coordinates and conducts fire evacuation and fire warden training; develops and maintains a database of all activities; responds to fire emergencies.

Coordinates tort litigation defense of MD-WASD with County Attorney's Office; involved with discovery process by preparation of Answers to Interrogatories, Requests for Production, attending depositions and acting as the MD-WASD Records Custodian or Person with the Most Knowledge; attends trials as witnesses and assists County Attorney's Office with additional investigations as needed.

Administers MD-WASD Property Insurance Program; coordinates and conducts field inspections of plants and equipment with insurance carrier representatives and/or MDC GSA Risk Management Division Office of Safety to assure compliance with property insurance requirements and to address compliance with recommendations for improvement.

Administers MD-WASD Safe Driver Award Program; provides quarterly review of enrollment and eligibility for non-monetary and monetary awards with the MDC GSA Office of Safety.

Analyzes and reviews quarterly automobile and liability claims invoices submitted by MDC GSA Division and approves for payment by MD-WASD Controller Division, Accounts Payable Unit.

Performs other related duties.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of investigative techniques and practices used in the negotiation and adjustment of civil liability claims.

## Human Resources Department

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### W&S Liability Claims Administrator (005934)

Considerable knowledge of the general theory and content of negligence and public liability laws.

Considerable knowledge of litigation preparation as related to evidence, admissible statements and medical testimony.

Knowledge of departmental practices and procedures as related to claims investigation and settlement.

Knowledge of local government organization, functions and safety provisions.

Ability to analyze facts and exercise sound judgment in arriving at conclusions.

Ability to obtain complete information through interview and observation methods.

Ability to make immediate decisions on claim adjustment matters.

Ability to deal tactfully and courteously with claimants, attorneys, physicians and the general public.

Ability to maintain complete records and to prepare and submit accurate reports.

Ability to analyze accidents from written reports and location investigations.

Ability to perform unsupervised field work.

Ability to conduct investigations and to ascertain concealed information.

October 2, 2006

#### **Nature Of Work**

This is highly responsible administrative work investigating vehicular crashes and other property damage claims.

### Utilities Damages Investigator (005936)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the investigation and assessment of property damages and/or in the inspection of water and sewer facilities are required. Must possess a Driver license .

#### Job Specifications

##### NATURE OF WORK

This is specialized office and field work in the investigation and assessment of damages to facilities owned and operated by the county water and sewer utility.

An employee in this class is responsible for inspecting, documenting and determining liability for damages to water and sewer property. Responsibilities include conducting investigations of construction and work sites, gathering information from witnesses and potentially liable suspects, determining the validity of evidential information, and making recommendations concerning the liability of various parties. The incumbent exercises independent judgment in the application of departmental policies and determination of liability for property damage. Supervision is received from an administrative superior who reviews work for attainment of desired objectives.

##### ILLUSTRATIVE TASKS

Conducts inspections of construction and work sites to identify damage to water and sewer properties; determines causes of property damage; makes recommendations concerning liability of parties such as developers, contractors and property owners.

Conducts field investigations and gathers information from witnesses and potentially liable parties; takes signed and sworn statements; takes photographs and measurements at sites where property damage has occurred.

Determines validity of information gathered from witnesses, developers, contractors, businesses and property owners; makes recommendations concerning discrepancies and peculiarities.

Attends administrative hearings for parties who deny liability for property damage; prepares court documents, attends court proceedings and testifies as an expert witness.

Prepares reports and correspondence of investigative findings and results.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of practices and techniques used in the investigation and documentation of property damages.

Considerable knowledge of the rules of evidence as they relate to the preparation of court cases.

Considerable knowledge of departmental rules, regulations and policies related to the investigation and assessment of property damages.

Knowledge of the geography of water and sewer utility facilities.

Knowledge of public relations principles and practices.

Knowledge of general office practices and procedures.

Ability to inspect property damage sites and gather evidential information.

Ability to obtain information through interview and investigative methods.

Ability to analyze information and make recommendations concerning liability for property damage.

Ability to explain departmental rules, regulations and policies to contractors, developers and property owners in a courteous and tactful manner.

Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures.

Ability to communicate effectively, verbally and in writing.

NEW 10-87

#### Nature Of Work

This is specialized office and field work in the investigation and assessment of damages to facilities owned and operated by the county water and sewer utility.

## **Human Resources Department**

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### **Utilities Damages Investigator (005936)**

## Human Resources Department

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### New Business Contracting Officer (005937)

#### Minimum Qualifications

Bachelor's degree. Two years experience in contract management is required.

#### Job Specifications

##### NATURE OF WORK

This is professional administrative work in New Business operations for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for preparing contractual agreements with developers for the construction and installation of water and sewer facilities. Responsibilities include preparing contractual agreements, addendums to and assignments of such agreements, unities of title and covenants running with the land, releases and other legal instruments related to the provision of water and sewer services. Additional responsibilities may include the drafting of interdepartmental agreements and other governmental entities and the review of service area releases and expansions. Supervision may be exercised over subordinate clerical and professional employees. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Drafts service agreements, related legal contract documents and technical specifications in collaboration with the County Attorney's Office (CAO), to enforce Miami-Dade County's Rules and Regulations for water and sewer services.

Prepares agreements with municipalities regarding the acceptance and release of water and sewer service areas.

Reviews and analyzes complex scopes of work to determine the type of contract instrument required and the language needed to assure the integrity of the County's water and sewer systems.

Determines construction connection charges amounts and service connection charges.

Coordinates work with other County departments and departmental work units including Plans Review, Customer Service, Inspections, Water Distribution and Data Processing; conducts preliminary discussions with departmental officials and customers to evaluate and recommend an adequate approach to service agreement contracts.

Assists in the negotiation of complex agreements and/or associate legal instruments to obtain certain adjustments or refinements related to agreement terms and conditions and construction connection cost receivables and deliverables; provides advice and responds to claims from property owners, developers, architects, attorneys, engineers and consultants.

Trains subordinate technical and clerical employees on service agreements and associate document requirements; reviews established connection service accounts and water allocation procedures linked to agreements and associated documents.

Conducts research to establish the cost of service facilities and accuracy of service agreements data using PCTS/Proliance application project management software, ERP/Oracle Financial application, CITIX/GIS software access application, CIS/PeopleSoft software application, DSI/Developer System Infobase software application, and IS2/Invoice System 2 software application.

Prepares verbal and written reports on service agreements activities, identifies problem areas, determines trends and recommends solutions; develops and updates ASE Performance Measures for the New Business Unit scorecard using ASE/Active Strategy software system application; integrates Engineering Division business plan and updates business scorecard in ASE.

Researches best practices on service agreement operations in local governments and municipalities; recommends service agreement documents and operations improvements.

Provides information related to ASE and the County Business Plan.

Performs related work as required.



## Human Resources Department

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### New Business Contracting Officer (005937)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of legal documents used to convey ownership of water and sewer facilities.

Thorough knowledge of water and sewer department rates, credit procedures, billing practices and charges for service.

Considerable knowledge departmental policies and procedures pertaining New Business operations and activities.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to analyze complex scopes of work to determine the required contract instrument.

Ability to correctly assess water and sewer connection charges.

Ability to negotiate complex agreements and associated legal instruments.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW11/15/2012

#### **Nature Of Work**

This is professional administrative work drafting service agreements for water and sewer services.

## Human Resources Department

### New Business Analyst (005938)

#### Minimum Qualifications

Bachelor's degree. One year of professional administrative experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in the coordination and management of donation projects for the New Customer Division of the Miami-Dade County Water and Sewer Department.

An employee in this class is responsible for acting as a liaison between the Water and Sewer Department, other Miami-Dade County departments, municipalities, attorneys, developers and the general public in order to complete donation projects that may have a large impact on the department. Responsibilities include assisting in the interpretation and application of rules and regulations pertaining to water and sewer system extensions; management of project scheduling and tracking; management and maintenance of New Customer Division fees and charges and assisting the Division Chief in the day to day duties of donation projects oversight. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Acts as a liaison between the Miami-Dade Water and Sewer Department (WASD), other county departments, municipalities, attorneys, developers and the general public in order to complete donation projects that may have a large impact on the department to include assisting in an in-depth review and analysis of the impact on services for both water and sewer.

Assists in the interpretation and application of rules and regulations pertaining to water and sewer system extensions to include consulting with the County Attorney's Office (CAO) to ensure compliance with water and sewer service agreements.

Manages project scheduling and tracking of all work that comes to the New Customer Division; tracks all development projects to ensure that mandatory deadlines are met.

Manages and maintains New Customer Division fees and charges; performs comprehensive analysis of costs to the department versus fees charged for services to the public in order to determine the implementation and maintenance of fee schedules; calculates new rates, proposes changes in rate structure and implements new fees.

Assists the division chief, where applicable, in the day to day duties of donation projects oversight.

Formulates, develops, implements and monitors programs, procedures and operation initiatives to include formulating departmental policies and procedures; establishes organizational goals and performance measures used in Active Strategy Enterprise (ASE).

Reports to and updates senior management regarding projects of public interest such as schools, hospitals and government projects.

Identifies and implements opportunities for improvement in the processes for project reviews, approvals and acceptance.

Prepares public outreach materials and information dealing with new customers including fees and processes to include brochures and public meeting handouts; organizes public meetings.

Coordinates the implementation of resolutions and ordinances approved by the Board of County Commissioners (BCC), which affect WASD developer projects; determines if a specific WASD ordinance must be written and what other legal and operational changes are necessary to incorporate the BCC ordinances.

Reviews past and proposed water and sewer usage per location in order to determine potential impact and service fees; reviews pump station capacity and water and sewer main extension projects; determines oversizing credits.

Makes on-site field assessments and investigations of proposed developments to determine the feasibility and availability of water and sewer services for projects; reviews existing and proposed infrastructure to determine the feasibility of proposed developments tying into the WASD system as per department rules and regulations.

Facilitates meetings to discuss interagency coordination when reviewing development projects and the application of impact fees; maintains records of agreements and resolutions for projects and assures follow-up by the appropriate WASD section.

Obtains legal opinions on matters pertaining to development projects and requirements as set forth by the department's rules and regulation; seeks clarification on rendered legal opinions; reviews legal documents created as a result of negotiations; prepares demand letters regarding disputes and/or claims.

Interacts with development industry professionals to include land use attorneys, professional engineers, architects, general and specialty contractors and real estate agents to resolve problems.

Performs research of county, state and national codes and standards to prepare analysis for project specific problems and documents solutions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the rules and regulations pertaining to water and sewer service agreements.

## Human Resources Department

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### New Business Analyst (005938)

Considerable knowledge of the department's Project Control Tracking System (PCTS).  
Considerable knowledge of the department's fee rate structure.  
Considerable knowledge of the department's policies and procedures used in the review and analysis of donation projects.  
Considerable knowledge of the principles of general management, public and business administration and their application to governmental administration.  
Considerable knowledge of research techniques and the sources and availability of current information applicable to documenting solutions to project specific problems.  
Considerable knowledge of applicable federal, state, and county laws relating to donation projects.  
Considerable knowledge of departmental legal, administrative and procedural regulations.  
Considerable knowledge of the principles and practices of modern office administration.  
Ability to analyze the impact on services for water and sewer donation projects and make sound recommendations.  
Ability to interpret and apply the rules and regulations pertaining to water and sewer system extensions.  
Ability to manage project scheduling and tracking.  
Ability to analyze costs to the department for donation projects and compare to fees charged the public for services in order to calculate new rates, propose changes in rate structure and implement new fees.  
Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.  
Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.  
Ability to express ideas clearly and concisely, both verbally and in writing.  
Ability to evaluate operating programs in relation to established goals and objectives and recommend courses of action.  
Ability to prepare a variety of required reports, letters and public outreach materials accurately and completely and on a timely basis.

NEW 10/4/2013

### Nature Of Work

This is advanced administrative work in the coordination and management of donation projects for the Water & Sewer Department.

### W & S New Business Representative (005940)

#### Minimum Qualifications

High school diploma or GED. Currently employed with permanent status as a Customer Service Representative 2 with Miami-Dade County or three years of customer service experience are required.

#### Job Specifications

##### NATURE OF WORK

This is public contact work involving the initiation of new water service for business and residential customers.

Work in this class involves responsibility for the intake and evaluation of applications and the determination of proper water service to new customers. Public relations constitutes a major part of this position. Although work is performed in accordance with established policies, an employee in this position functions largely independently in both field work and office operations. General supervision is received from a Customer Service Supervisor who establishes areas of responsibilities and checks results obtained through personal consultation and a periodic review of work and reports.

##### ILLUSTRATIVE TASKS

Receives applications for new water service from perspective customers and answers questions concerning the initiation of new water service.

Contacts developers of subdivisions and other contractor personnel concerning permits required for water service installation.

Evaluates requests for service for availability, location, size and type.

Analyzes and verifies information received from customers by using plat books, atlas, blueprints, maps, engineers' drawings, etc.

Maintains a cross referenced file system of all new business contracts.

Determines size of service lines, number of meters, submeters, and firelines needed for service area; who bears the cost of water mains extension; what fees and deposits are required for water service and availability of water source.

Receives deposits or fees from customers, issues receipts and logs journal.

Requests Bill of Sales, Release of Liens, Water Main Warranties, and final approvals from field inspectors when water mains are installed by private contractors.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of utility department rates, credit procedures, billing practices and charges for services.

Thorough knowledge of plat books, atlas, and service area covered by the authority.

Thorough knowledge of the content and meaning of items on standard operating forms.

Thorough knowledge of departmental rules, regulations and policies.

Knowledge of techniques and requirements of utility service planning.

Knowledge of utility supply mains, meters, submeters and firelines required for service areas.

Knowledge of principles and practices of effective public relations.

Knowledge of principles and methods of records maintenance.

Ability to discuss service requests with customers, answer questions and explain departmental rules, regulations and policies.

Ability to establish and effective working relationships with the public.

Ability to keep records and prepare reports.

Ability to coordinate work effectively with other divisions.

## Human Resources Department

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### W & S New Business Representative (005940)

NEW 10-75

#### **Nature Of Work**

This is public contact work involving the initiation of new water service for business and residential customers.

## Human Resources Department

### New Business Supervisor 1 (005941)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in a water and sewer utility customer service or new business functions to include two years as a Customer Service Representative 2 or one year as a New Business Representative with the Miami-Dade Water and Sewer Department are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and administrative work in New Business operations for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for supervising and coordinating New Business activities in establishing and activating utility services for new customers. Responsibilities include planning cost control programs, supervising data control activities, developing procedures related to auditability and control of fiscal matters, establishing procedures, administering an annual budget, and preparing various program reports. The incumbent exercises some independent judgment in installing new procedures and in interpreting and applying departmental policies and regulations. Supervision is exercised over subordinate technical and clerical employees engaged in various New Business activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technical and clerical employees engaged in establishing accounts to activate service, collecting various fees and deposits, processing work orders, providing information to customers, conducting specialized investigations, and performing other related duties in New Business operations.

Plans and coordinates cost accounting programs providing data concerning equipment purchases, distribution and supply.

Reviews, analyzes and administers the New Business budget, and exercises responsibility for monitoring and maintaining expenditures within budgetary allocations.

Develops and implements new procedures related to the auditability and control of fiscal matters; recommends and establishes new procedures for New Business operations.

Prepares verbal and written reports of New Business activities; identifies problems areas, determines trends, and recommends solutions.

Establishes contacts and coordinates work with other departmental work units including cashing, customer service, inspections, plans review, water distribution, and data processing.

Maintains working relationships with other County departments and with property owners, developers, architects, attorneys, engineers and consultants.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of water and sewer department rates, credit procedures, billing practices and charges for service.

Considerable knowledge departmental policies and procedures pertaining New Business operations and activities.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of supervisory principles and practices.

Knowledge of the principles of management and business administration.

Knowledge of the principles of accounting.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to devise and install new procedures for New Business operations and activities.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to administer an annual budget in accordance with budget allocations.

## Human Resources Department

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### New Business Supervisor 1 (005941)

NEW 10-95

#### **Nature Of Work**

This is supervisory and administrative work in New Business operations for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### New Business Supervisor 2 (005942)

#### Minimum Qualifications

High school diploma or GED. Six years of experience in a water and sewer utility customer service or new business functions are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and administrative work in New Business operations for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for supervising and coordinating New Business activities in establishing and activating utility services for new customers. Responsibilities include planning cost control programs, supervising data control activities, developing procedures related to auditability and control of fiscal matters, establishing procedures, administering an annual budget, and preparing various program reports. The incumbent exercises some independent judgment in installing new procedures and in interpreting and applying departmental policies and regulations. Supervision is exercised over subordinate technical and clerical employees engaged in various New Business activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technical and clerical employees engaged in establishing accounts to activate service, collecting various fees and deposits, processing work orders, providing information to customers, conducting specialized investigations, and performing other related duties in New Business operations.

Plans and coordinates cost accounting programs providing data concerning equipment purchases, distribution and supply.

Reviews, analyzes and administers the New Business budget, and exercises responsibility for monitoring and maintaining expenditures within budgetary allocations.

Develops and implements new procedures related to the auditability and control of fiscal matters; recommends and establishes new procedures for New Business operations.

Prepares verbal and written reports of New Business activities; identifies problems areas, determines trends, and recommends solutions.

Establishes contacts and coordinates work with other departmental work units including cashiering, customer service, inspections, plans review, water distribution, and data processing.

Maintains working relationships with other County departments and with property owners, developers, architects, attorneys, engineers and consultants.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of water and sewer department rates, credit procedures, billing practices and charges for service.

Considerable knowledge departmental policies and procedures pertaining New Business operations and activities.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of supervisory principles and practices.

Knowledge of the principles of management and business administration.

Knowledge of the principles of accounting.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to devise and install new procedures for New Business operations and activities.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to administer an annual budget in accordance with budget allocations.



## Human Resources Department

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### New Business Supervisor 2 (005942)

#### **Nature Of Work**

This is supervisory and administrative work in New Business operations for the Miami-Dade Water and Sewer Department.

## Human Resources Department

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### New Business Processor (005943)

#### Minimum Qualifications

One year of experience as a Miami-Dade County Customer Service Representative 1; or high school diploma or GED, and two years of experience performing customer service functions are required.

#### Job Specifications

##### NATURE OF WORK

This is complex public contact work in handling internal and external customer complaints and inquiries by walk-in, telephone and e-mail.

Work in this class involves responsibility for creating all new retail, residential and commercial accounts for customers of the Miami-Dade Water and Sewer Department (WASD); scheduling and re-scheduling meter requests; coordinating with field supervisors and customers to expedite special requests and adding service and deposit fees to customer accounts. Additional responsibilities include creating and processing invoices for New Business, Plans Review and Inspection Units and providing support to the Plans Review and Inspection Units through the operation of various computer systems; verifying validated invoice against customer information system for accuracy and completeness; assisting supervisors with quality assurance by running New Business Unit queries and reports; digitizing New Business Unit's completed verification forms, ordinance letters and invoices; and modifying service point types to the existing retail accounts impacting our billing system. Although work is performed in accordance with established policies, it is not supervised in detail and a considerable amount of independent judgment is frequently involved. General supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Creates new accounts for residential and commercial domestic services; firelines; pump stations; compound meters; sewer only accounts, floating meters and construction meter accounts.

Schedules and reschedules meter installations.

Receives inquiries from developers and residential customers regarding meter installations and sets, new accounts status and other concerns; follows up with the meter shop regarding problems related to newly created accounts or issues involving field rejections; assists in providing coverage to the front reception area that provides information to and assists in resolving customer issues.

Collects up-front fees for verification form and ordinance letter requests; collects fees and creates invoices for connection charges, ordinance fees, as-builts, water and sewer mains, transmission capacity forms, fire lines, facility service and easement letters.

Updates existing customer account records with changes to gallons per day ratings and premise types, as well as performing abolishments when changing accounts from water only to water and sewer.

Digitizes forms in GIS system.

Applies deposits and adjustments to customer accounts and charges customers for new meter installations.

Assigns projects to New Business Representatives from various building department processes such as concurrent plans processing and paper plans tracking; removes holds from such systems,

Assists customers in filling out drop-off applications; answers customer questions concerning fees and processing time frames.

Retains records and information of previous accounts created; maintains records and prepares reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the requirements for WASD's approval to pre-qualify customer's intake drop-off's, to include other County Departments.

## Human Resources Department

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### New Business Processor (005943)

Knowledge of utility department rates, credit procedures and billing practices.

Knowledge of utility department rules, regulations and policies.

Knowledge of residential and commercial pipe systems, plumbing fixtures, and the operating principles of water meters.

Knowledge of personal computer applications.

Knowledge of local building department process systems.

Ability to apply general departmental rules and procedures to specific customer problems regarding billing or service.

Ability to handle customer complaints tactfully, and to establish and maintain effective working relationships with the public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to keep records and prepare a variety of reports.

NEW 12/10/2010

#### **Nature Of Work**

This is difficult public contact work in receiving, investigating and adjusting complaints of customers of a county water and sewer utility.

## Human Resources Department

### New Business Manager (005944)

#### Minimum Qualifications

Bachelor's Degree. A minimum of three to six years of experience in administering and negotiating contracts and legal documents is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory work in New Business operations for the County water and sewer utility.

An employee in this class is responsible for management and coordination of office functions for Utility Development Contracts and New Business. Emphasis of the work is on supervising New Business Office functions to establish and activate water service, preparing utilities contracts for developers, and executing extension agreements and requirements for new commercial, residential and industrial developments. Duties include billing impact fees and service charges for new service, determining water and sewer availability, and negotiating with developers, owners and attorneys of developers. The incumbent exercises some independent judgement in interpretation and application of departmental policies, procedures and regulations. Supervision is received from a professional superior who reviews work for efficiency and effectiveness of New Business of Utility Development Contract functions.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of employees in the New Business Office engaged in establishing accounts to activate service, collect deposits, process work orders for meters to be set, locating water main area and sewer, researching charges according to color coded atlas, informing customers of water main availability, and researching impact fees and billings.

Prepares service agreements; reviews projects with engineering staff to determine point of connection, location and size of mains; calculates developer's cost, capacities and payment schedule.

Negotiates and executes water and sewer extension agreements and requirement for new commercial, residential and industrial developments; meets with consultants, developers and attorneys; field checks projects; sends written notices to developers that fail to meet criteria, reviews responses and consults with Assistant County Attorney's, as required; grants extensions or executes releases or addendums to agreements.

Makes recommendations regarding hiring, discipline and promotion of subordinate; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Utility Development Contracts and New Business operations at a water and sewer utility.

Considerable knowledge of departmental policies, procedures, regulations and legal requirements pertaining to Utility Development Contracts.

Considerable knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Knowledge of research techniques and sources of information.

Ability to negotiate and execute complex service agreements and extension agreements with developers and attorney's.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce departmental regulations firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with subordinates, superiors and representatives of developers.

NEW 10-89

#### Nature Of Work

This is advanced supervisory work in customer service and public contact for the county water and sewer utility.

## Human Resources Department

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**New Business Manager (005944)**

### W & S Meter Repair Supervisor (005945)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the installation, repair, and maintenance of a wide variety of water meters are required. Must obtain certification in "Backflow Prevention Device Testers" from the Florida Center for Training, Research, and Education for Environmental Occupations (TREEO), or comparable certification within the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the installation, repair, and maintenance of water distribution lines and services.

Work in this class involves responsibility for supervising a group of skilled and semi-skilled workers engaged in the installation, repair, location, testing and maintenance of water distribution lines and services, valves, fire hydrants, connections and disconnections of service lines, water meters and boxes, backflow preventers and testing of large (turbine) meters. Assignments are usually received from a technical superior in the form of general oral instructions, or designs and specifications for new installations. Difficult maintenance or construction assignments are subject to frequent inspection while work is in process, but employee is allowed considerable latitude in carrying out normal work assignments.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of skilled and semi-skilled employees engaged in the installation, repair, location, testing and maintenance of water distribution lines and services, valves, fire hydrants, connections and disconnections of service lines, water meters and boxes, backflow preventers, and testing of large (turbine) meters.

Receives and reviews periodic production reports of various water meter repairs, backflow preventer testers, location and design, and develops solutions to improve efficiency and effectiveness of various meter operations and maintenance.

Assists in technical investigations related to the Department and preparation of plans, as built and specifications of new construction work in the Department distribution system; serves as technical matter expert for the Department on matters concerning metering equipment, cross connection control devices, valves, etc.; meets with the WASD Engineering Division, other County Departments, other public utility companies, state and local officials and contractors.

Meets with representatives from water meter, backflow preventer, meter box and cover manufacturers to assure compliance with Miami-Dade County standards; represents Miami-Dade Water and Sewer Department at the American Water Works Association Standards Committee and the American Backflow Preventers National Association.

Makes requests for equipment supplies and materials necessary for completion of work projects; examines blue prints and estimates cost of materials and labor necessary to complete work.

Communicates and enforces established safety measures and regulations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Works with customers and the Customer Service and New Business Divisions to troubleshoot and solve high bills and other water distribution problems.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of methods, practices, techniques, materials and tools used in the installation and repair of water distribution lines

## Human Resources Department

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### W & S Meter Repair Supervisor (005945)

and services, valves, fire hydrants, water meter and boxes, backflow preventers and turbine meters.

Considerable knowledge of hazards to workers and the public involved in servicing a water distribution system, and of necessary precautionary measures.

Considerable knowledge of the qualities of various equipment, supplies and materials used in the repair of water distribution lines.

Knowledge of the practice of backflow prevention.

Ability to plan and direct the work of Water Meter Repairers and other skilled and semi-skilled workers in a manner conducive to full performance and high morale.

Ability to read and interpret blueprints and other system designs, and to prepare rough sketches of work to be done.

Ability to estimate labor, equipment and materials required for repair or installation work.

Ability to keep time, work and accident records, and to prepare reports.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to communicate clearly and concisely, both orally and in writing.

Skill in the use of tools, and in the application of techniques of the trade.

NEW 8/31/2006

#### **Nature Of Work**

This is skilled supervisory work in the installation, repair, and maintenance of water distribution lines and services.

### Chief, W & S Meter Operations and Maintenance (005946)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of progressively responsible experience in meter operations or mechanical operations are required. Additional experience may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible supervisory and technical work planning and directing activities of the Miami-Dade Water & Sewer Department Meter Division.

An employee in this class is responsible for directing and supervising large-scale activities in maintaining, installing and repairing water meters throughout the departmental service area. Responsibilities include reviewing and approving the purchase of equipment and materials, preparing and administering divisional budgets, maintaining large inventories of water meters, developing and installing division policies and procedures, and coordinating work with other divisions of the department. The incumbent exercises considerable independent judgment and technical expertise in assuring that water meters throughout the service area are properly maintained, installed and repaired. Supervision is exercised over subordinate supervisory, technical, semi-skilled and clerical employees engaged in various phases of water meter installation and repair activities or serving in support capacities. General direction is received from an executive who holds the incumbent responsible for effective management of assigned responsibilities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs, supervises and coordinates the work of supervisors and employees engaged in the shop repair of water meters used throughout the departmental service area.

Supervises and directs the work of supervisors and field units engaged in the installation and servicing of water meters throughout the service area; supervises the installation of new piping onto existing water mains.

Directs the elimination of all cross connections, and the installation, testing and maintaining of back flow prevention assemblies.

Designs, develops and installs new policies and procedures governing divisional operations; implements solutions to problems to improve efficiency and effectiveness of water meter installation, repair and maintenance activities.

Provides assistance to other local, state, national and international agencies involved in water meter installations.

Prepares reports concerning water meter production and cost effectiveness measures of water meter repairs.

Reviews and administers annual divisional budget and maintains expenses within budgetary allocations.

Coordinates work with representatives of other operating divisions to resolve problems and plan for future growth and operating requirements.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the operating characteristics and maintenance requirements of water meters, water distribution systems and back flow prevention assemblies.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the equipment and supplies required for water meter repair installation, maintenance and repair activities.

Thorough knowledge of the geographical layout of the Miami-Dade Water & Sewer Department water and sewer system.

Considerable knowledge of costs, time and materials required to complete water meter installations, maintenance and repairs.

Considerable knowledge of budget preparation and administration.

Ability to coordinate employees, equipment, materials and supplies in the large-scale maintenance, repair and installation of water meters.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to plan and direct water meter repair, maintenance and installation activities to meet departmental operating requirements.

Ability to read and interpret engineering drawings, blueprints and diagrams.

Ability to prepare and administer annual operating budgets.



## Human Resources Department

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### **Chief, W & S Meter Operations and Maintenance (005946)**

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other County departments and agencies.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-95

#### **Nature Of Work**

This is highly responsible supervisory and technical work planning and directing activities of the Miami-Dade Water & Sewer Department Meter Division.

## Human Resources Department

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### Manager, Water & Sewer Design Section (005948)

#### Minimum Qualifications

Bachelor's degree in Engineering. A minimum of four to eight years of experience in the management and development of complex engineering/architectural design projects is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work in the management of engineering design projects for the Miami-Dade Water & Sewer Department (WASD).

An employee in this class is responsible for directing and supervising the day to day operations of the WASD Engineering Design Section to insure the proper coordination, technical reviews, timely performance, and the control of quality and cost of departmental engineering design projects. Responsibilities include overseeing the process of engineering design to include technical analysis, site information evaluations, equipment selections, development of plans and technical specifications, and acquisition of permits; reviewing the quality of construction plans and coordinating the departments engineering functions related to treatment plants, well fields, sludge lagoons and major pump stations. The incumbent exercises considerable independent judgment managing priority design projects and in providing conceptual design for long/short term treatment system development. Supervision is exercised over a staff of professional engineers engaged in engineering design in architectural/civil structure, mechanical, electrical, instrumentation/control disciplines as well as project estimation/budgeting, design scheduling and permitting. General direction is received from an administrative superior who reviews work through personal conference and reports for satisfactory attainment of goals and objectives

##### ILLUSTRATIVE TASKS

Supervises, assigns and reviews the work of the WASD Engineering Design Section.

Establishes, implements and directs priorities and policies for the Engineering Design Section; assists staff in the management and coordination of workloads and assists with any problems; holds regular staff meetings, briefs supervisor on section progress and meets with senior staff as necessary.

Coordinates project design and construction activities; reviews project scope and preliminary designs; oversees design review and finalizations; establishes design priorities and schedules and oversees priority project engineering reports, evaluations and design activities.

Oversees consultant contractual/evaluation process and technical review submittals; completes special technical assignments as directed by senior management.

Inspects sites for construction, preliminary design and information gathering/verification; assists Operations and Maintenance staff to meet departmental functions

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the theories, principles and practices of engineering design.

Extensive knowledge of the interrelationships between different engineering specialties.

Extensive knowledge of design and project management in the field of water and wastewater engineering to include experience in drawing details and technical specifications.

## Human Resources Department

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### Manager, Water & Sewer Design Section (005948)

Extensive knowledge of local, state and federal regulations pertaining to the operation of water and wastewater treatment plants.

Thorough knowledge of the planning, prioritizing and organizing large and complex engineering projects.

Considerable knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate the design of complex water and wastewater engineering projects.

Ability to understand complex engineering concepts and ensure the sound design of water and wastewater engineering projects.

Ability to understand complex engineering drawings, specifications and documents and make changes, additions and corrections.

Ability to negotiate service agreements, service orders and change orders.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and public and private agencies.

NEW/11/20/2006

#### **Nature Of Work**

This is advanced professional and administrative work in the management of engineering design projects for the Miami-Dade Water & Sewer Department (WASD).

## Human Resources Department

### Special Assistant Legislative & Municipal Affairs (005951)

#### Minimum Qualifications

Bachelor degree in Public Administration, Business Administration or related field. A minimum of three to six years of progressively responsible administrative/legislative experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative work in supervising, planning, organizing and implementing a variety of governmental activities for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for coordinating and disseminating information related to complex national water and sewer operations to be utilized in making policy decisions for the department. Responsibilities include serving as a liaison between the department, the Office of the County Manager (OCM), the Board of County Commissioners (BCC), the state of Florida and the federal government; participating in the formation of departmental policies and procedures and strategic planning for the improvement and expansion of departmental operations; reviewing all departmental submissions to the BCC and representing the department at commission meetings at the discretion of the department director. Other responsibilities include reviewing and monitoring legislative actions at the state and federal level as they pertain to water and sewer interests and assisting in the preparation of legislative amendments and drafts proposing legislation for submittal to local, state and federal lawmakers. The incumbent exercises independent judgment and extensive knowledge of all aspects of the department's operations in making sound judgments to protect the interests of the department. Supervision is exercised over a staff of professional subordinates with assigned responsibilities in various governmental areas. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of departmental governmental affairs, promotions and the achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Serves as a liaison between the department, OCM, BCC, the state of Florida and the federal government; coordinates issues affecting the department.

Coordinates/reviews the department's federal and state authorization and appropriation requests and legislative amendments; advocates the merits of awarding federal and state resources for departmental capital projects.

Directs, plans, and coordinates departmental agenda item submissions to the BCC and commission committees; reviews contracts, agreements, leases and permits to ensure they are in the best interest of the county, conform with pertinent policies and objectives, and meet legal and administrative requirements.

Reviews BCC agenda for items that may impact the department and reviews with departmental staff; coordinates revisions as required; monitors federal legislation.

Develops the department's legislative goals and objectives; coordinates work with state agencies, legislative committees and legislators to obtain additional funding for the department.

Represents the department at meetings with other water and sewer utilities, water and sewer associations, water management districts, state and federal officials and local/national trade, civic and business groups.

Reviews and recommends for approval or disapproval department procurement matters requiring approval by the BCC such as change orders, confirmation purchases, emergency purchases, bid awards, bid waivers and sole source purchases; represents the department before the Internal Management and Fiscal Responsibility Committee.

Reviews incoming correspondence to the department director and assigns responsibility for developing responses; reviews completed correspondence for conformity with departmental requirements.

Evaluates departmental policies and operations in relation to established goals and objectives and recommends a course of action.

## Human Resources Department

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### Special Assistant Legislative & Municipal Affairs (005951)

Manages all ongoing administrative functions of the office; prepares budget; monitors budget forecasts and expenditures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES SKILLS AND ABILITIES

Thorough knowledge of public relations principles and techniques, executive protocol, and proper order of etiquette in dealing with appointed and elected public officials.

Thorough knowledge of agenda items which are submitted to the Board of County Commissioners and Commission committees.

Thorough knowledge of departmental procurement policies, procedures and regulations pertaining to procurement matters which require Board of County Commissioner approval.

Considerable knowledge of local, state and national water and sewer policy issues.

Considerable knowledge of the organization and operations of the Miami-Dade Water & Sewer Department.

Considerable knowledge of departmental goals and objectives.

Knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

Ability to keep informed on current developments in the water & sewer utility industry and on legislative issues pertaining to departmental operations.

Ability to review agenda item submissions for sufficiency.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to represent the department at a variety of conferences, meetings, and gatherings.

NEW/03/12/2007

#### **Nature Of Work**

This is advanced and responsible administrative work in supervising, planning, organizing and implementing a variety of governmental activities for the Miami-Dade Water & Sewer Department.

## Human Resources Department

### W & S Capital Projects Coordinator (005952)

#### Minimum Qualifications

Bachelor's degree in Engineering, Architecture, Finance, Economics, or related field. A minimum of three to six years of progressively responsible experience in managing capital improvement planning programs, engineering projects, or capital program management is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible technical and supervisory work in capital project planning and coordination for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for supervising and participating in capital planning programs and coordinating capital planning activities with a variety of other planning organizations. Responsibilities include preparation and monitoring of the multi-year capital plan for department, coordinating planning aspects of the water and wastewater system with County planning officials, coordinating water planning issues with state and regional organizations, preparation and monitoring of the water conservation management plan, and development and implementation of comprehensive water audit processes as part of the water conservation strategy of the department. The incumbent exercises considerable independent judgment and technical expertise in implementing and managing planning processes to comply with regulatory requirements, reduce water losses, and protect local water resources. Supervision is exercised over professional, technical and clerical employees engaged in assisting with various phases of the work. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of capital planning programs and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

- Supervises preparation and monitoring of the departmental Multi-Year Capital Improvements Plan.

- Supervises preparation of monthly drawdown schedules for all restricted funds including revenues from bonds, connection fees, special taxing districts, and the State of Florida revolving loan fund.

- Coordinates planning aspect of proposed bond issues to ensure availability of funds for short-term and long-range capital requirements including implementation of the water and wastewater master plans and compliance with settlement agreements and consent decrees.

- Coordinates revisions to the Water and Sewer Element and the Capital Improvements Element of the Comprehensive Development Master Plan of Dade County with County planning officials; supervises preparation and compilation of departmental data for submittals, modifications and updates.

- Coordinates the preparation of the water and sewer element in the Evaluation and Appraisal Report of the Comprehensive Development Master Plan.

- Coordinates water supply and conservation issues with the South Florida Water Management District and County planning officials, and planning issues related to water supply and water facilities with engineering consultants.

- Supervises preparation of Water Facilities Master Plan, preparation and update of computer model used to calculate water demand projections, and development of graphic charts for water demand projections, treatment plant capacity and wellfield capacity.

- Coordinates and supervises preparation of the Water Conservation Management Plan; coordinates implementation of water conservation strategies; supervises comprehensive water audit processes to produce the quarterly Unaccounted-for-Water Report.

- Supervises preparation of information for presentation at Site Review Committee hearings concerning water treatment plant expansions.

- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Thorough knowledge of the principles, practices and methods of modern urban planning related to the development of water and sewer facilities.

- Thorough knowledge of the Multi-Year Capital Plan of the Miami-Dade Water and Sewer Department.

- Thorough knowledge of the Water and Sewer Element and Capital Improvements Element of the Dade County Comprehensive Development Master Plan.

## Human Resources Department

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### W & S Capital Projects Coordinator (005952)

Considerable knowledge of the provisions of settlement agreements and consent decrees impacting departmental operations.

Considerable knowledge of other local and regional organizations involved in comprehensive capital planning activities.

Knowledge of supervisory principles and practices.

Ability to supervise and participate in the preparation and monitoring of a multi-year capital improvements plan applicable to a large and complex water and sewer utility system.

Ability to coordinate water and sewer capital planning activities with a variety of local and regional governmental planning organizations.

Ability to coordinate capital planning activities to ensure compliance with settlement agreements, consent decrees, and other capital improvement requirements.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, and other local and regional officials involved in comprehensive planning activities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10-96

#### **Nature Of Work**

This is advanced responsible technical and supervisory work in capital project planning and coordination for the Miami-Dade Water and Sewer Department.

## Human Resources Department

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### W & S Assistant Controller (005953)

#### Minimum Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field. A minimum of four to seven years of progressively responsible experience in governmental or public accounting to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory work assisting in planning and directing activities of the Controller Division of the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for managing and supervising staff functions including accounts payable, payroll accounting, bank reconciliation and fixed assets accounting. Responsibilities include participating in account and administrative activities of the division, assuring compliance with various regulations and procedures, compiling financial and statistical information for various reports, assisting departmental officials in resolving problems and coordinating external audit and management consulting services. The incumbent exercises considerable independent judgment and technical expertise in assisting in the achievement of division goals and in the enhancement of internal controls. Supervision is exercised through subordinate supervisors over professional, paraprofessional and clerical employees engaged in various accounting functions. General direction is received from the Controller who holds the incumbent responsible for effective assistance in supervising and administering division activities and achieving division goals and objectives.

##### ILLUSTRATIVE TASKS

Coordinates the production of the monthly financial statements and reviews for accuracy and compliance with the Governmental Accounting Standards Board (GASB) and other standards; reviews and presents monthly analysis of actual operating expenses; reviews and analyzes various accounts.

Plans, directs and reviews the work of subordinates engaged in the General Ledger, Fixed Assets, Business Processes, Matching and Accounts Payable units; reviews activities of the General Ledger, Fixed Assets, Matching and Accounts Payable units to ensure they are following Generally Accepted Accounting Principles (GAAP), accounting and report pronouncements of the GASB and the Financial Accounting Standards Board (FASB), utility reporting guidelines, established Miami-Dade County Administrative orders, policies and procedures, as well as, established departmental policies and procedures.

Reviews General Ledger and Fixed Assets Ledger for proper account balances and analyzes variances to minimize or eliminate errors; coordinates accounting activities and compiles ad hoc financial and statistical reports for the Office of Strategic Business Management (OSBM), Miami-Dade County Finance Department, the department director and other upper management.

Develops and implements administrative procedures and internal controls relating to disbursements; analyzes and implements alternative disbursement methods to insure efficiency and timing of department disbursements; analyzes, evaluates and implements procedures to strengthen internal controls related to the General Accounting, Fixed Assets, Matching and Accounts Payable units of the department; reviews and updates the accounting procedures manual for the section.

Coordinates and manages all activities of the department related to the annual audit; provides information to the internal and external auditors during audits and review of the department's accounting records; initiates corrective action as a result of audit findings to improve operations, statements and controls.

Manages, coordinates and reviews the information flows into the automated financial accounting system's various modules and interface programs; manages and approves the opening of new accounts on the system; reviews authorizations allowing employees access to the accounting system to enter or change information; provides for sound system security and internal controls.

Compiles disbursement statistical analysis for a variety of requests such as Board of County Commissioners (BCC), OSMB, Office of Inspector General (OIG), governmental officials, vendors and the news media.



## Human Resources Department

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### W & S Assistant Controller (005953)

Monitors BCC agendas for resolutions, ordinances and agenda items authorizing disbursements.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles of accounting, business and public administration.

Thorough knowledge of financial internal control systems and their application to the development and installation of complex accounting systems.

Thorough knowledge of the financial operations of the Controller Division of the Miami-Dade Water & Sewer Department.

Thorough knowledge of local, state and federal regulations and procedures pertaining to varied financial activities of the Controller Division.

Thorough knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate varied financial activities of the Controller Division of the Miami-Dade Water & Sewer Department.

Ability to manage financial activities to ensure that funds are properly collected, accounted for and expended in accordance with legal restricted.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze complex financial and administrative problems and make effective recommendations for improvements in efficiency.

Ability to ensure the timely and correct reporting of financial information to internal and external users.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 03/13/2007

#### **Nature Of Work**

This is highly responsible professional and supervisory work assisting in planning and directing activities of the W & S Controller Division.

## Human Resources Department

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### Chief, W & S Budget Management (005957)

#### Minimum Qualifications

Bachelors degree. A minimum of three to six years of experience in budgeting, purchasing, contract development, administration, and/or revenue and cost forecasting to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional and supervisory work in the management of financial resources for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for directing, administering and coordinating the activities of the Budget Management Section to include the Operating Budget, Capital Budget and Rates Units. Responsibilities include developing, coordinating, preparing, presenting and monitoring the department's annual operating budget, the revenue-funded capital budget, the water and wastewater retail and wholesale rates and rate structure and the department's five-year financial projection. The incumbent exercises a considerable degree of independent judgment and initiative in the management of the section. Supervision is exercised over a staff of professional, technical and clerical subordinates engaged in various phases of the section's operations. General direction is received from an administrative superior who holds the incumbent responsible for the efficient execution of financial planning and forecasting and the efficient planning and monitoring of capital expenditures.

##### ILLUSTRATIVE TASKS

Supervises the development, preparation and monitoring of the department's annual operating budget and the revenue funded capital budget for presentation to the Board of County Commissioners (BCC); ensures that the operating and capital budgets are prepared in accordance with the National Association of Regulatory Utility Commissioners (NARUC) guidelines and county standards; confers with supervisors to ensure that all items are properly budgeted; provides guidance in the preparation of the operating budget.

Projects revenues generated from impact fees, fire hydrant fees, connection fees, and contributions and develops the revenue funded capital budget.

Acts as the departmental liaison to the Office of Strategic Budget Management (OSBM) and other external agencies relating to the department's annual operating budget and other budget issues, documents, reports and special requests.

Supervises the preparation of numerous budget books published for the department's budget hearings with OSBM, BCC, community council meetings, financial advisors, consulting engineers and others.

Supervises the development and preparation of the department's proposed water and wastewater retail and wholesale rates and rate structure for presentation to the BCC; ensures the rates and rate structure are prepared in accordance to NARUC guidelines and conforms to county standards; confers with upper management to ensure rates are equitably allocated between retail and wholesale customers.

Supervises the development and preparation of the department's five-year financial projection; develops alternative scenarios to evaluate the department's financial standing and related rate impact; provides historical actual and budgetary information utilized by financial advisors and bond rating agencies evaluating the department's credit worthiness to refund existing bonds, issue new bonds and swap options.

Supervises the preparation and presentation of a variety of analytical and financial reports for the monitoring of revenue, operating expenses and revenue funded capital project expenditures throughout the fiscal year; confers with management to determine cause for actual to budget variances; issues timely financial statement variance reports utilized by management in the attainment of departmental financial goals and objectives; issues monthly status reports for all revenue funded capital projects to ensure that capital expenditures, commitments and projections are in accordance with the department's capital plan; provides quarterly financial reports to OSBM for presentation to the BCC; maintains and analyzes historical information for revenues, operating expenses and capital expenditures used for rate development, revenue and expenditure projections and projected capital expenditures in specific capital funds.

Audits employee travel requests to ensure proper accountability of expenditures and adherence to county and departmental policies and

## Human Resources Department

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### Chief, W & S Budget Management (005957)

procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of financial reporting, analysis, projection, forecasting, rate analysis and complex operating and capital budget monitoring used in the administration of multiple funding sources for a large enterprise funded utility.

Thorough knowledge of the principles of business and public administration.

Thorough knowledge of budget preparation, processing, justification, monitoring and reporting.

Considerable knowledge of state and federal reporting requirements pertaining to departmental operations.

Considerable knowledge of management performance reporting and auditing functions.

Considerable knowledge of the organization, operations and funding sources.

Considerable knowledge of county personnel policies, practices and procedures.

Considerable knowledge of supervisory principles and practices.

Ability to supervise a staff of subordinates in a manner conducive to full performance and high morale.

Ability to analyze complex financial information, reach sound conclusions and make effective recommendations.

Ability to analyze financial operations, prepare financial projections and trends and formulate alternatives.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, policies and procedures.

Ability to maintain internal financial controls to account for the collection and expenditure of departmental revenues.

Ability to prepare, submit, justify and monitor the departmental annual budget.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, both verbally and in writing.

NEW 5/30/2007

#### **Nature Of Work**

This is advanced responsible professional and supervisory work in the management of financial resources for the Miami-Dade Water & Sewer Department.

## Human Resources Department

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### Chief, W & S Business Process Section (005958)

#### Minimum Qualifications

Bachelor's degree in Computer Science, Management Information Systems, Business Administration or related field required. A minimum of three to six years of progressively responsible experience in customer information systems (CIS) or other complex financial information systems environment to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory work in business processes for the Miami-Dade County Water & Sewer Department.

Employees in this class perform advanced supervisory and administrative duties involving the management of the overall scope, design and product strategy for the enhancements and upgrades to the Customer Information System (CIS) and related financial systems. Responsibilities include providing overall leadership to consultants, project managers, functional leads, and support staff that serve as front-line contacts to users in the Miami-Dade Water and Sewer department as well as outside agencies; supervising and leading the organizational change management activities associated with the CIS; assisting the project directors and managers in applying consulting and project planning methodologies, tools and standards and participating in technology related to department activities. Incumbents exercise some independent judgment and technical expertise in planning, managing and administering various enhancements and upgrades to the CIS. Supervision is exercised directly and through subordinate supervisors engaged in various phases of work. Supervision is received from an administrative superior who reviews work for operational effectiveness and adherence to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Manages overall scope, design and product strategy for enhancements and upgrades to the CIS.

Provides overall leadership to consultants, project managers, and functional leaders, as well as support staff that serve as front-line contacts to users in WASD as well as outside agencies.

Manages organizational change management activities associated with the CIS.

Assists project directors and project managers in applying, consulting and project planning methodologies, tools and standards.

Participates and contributes to technology related department activities.

Interacts closely with, and provides assistance as well as assessments and recommendations to MIS technical management.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of People Soft (PS) Customer Information System (CIS) implementation and related financial systems utilized within the Water & Sewer Department.

Considerable knowledge of utility department's rates, credit/collections procedures and billing practices.

Considerable knowledge of financial and/or other complex information system environments.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the principles of management and business administration.

## Human Resources Department

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### Chief, W & S Business Process Section (005958)

Ability to manage scope, design, and product strategy for enhancements and upgrades to PS-CIS.

Ability to provide leadership to consultants, project managers and other support staff.

Ability to manage organizational change management activities associated with the implementation and/or upgrades of PS-CIS.

Ability to provide alternatives and proposals to the application of consulting and planning methods, tools and standards.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private individuals.

Ability to communicate effectively, both verbally and in writing.

NEW 02/16/2007

#### **Nature Of Work**

This is advanced supervisory work in business processes for the Miami-Dade County Water & Sewer Department.

### Assistant W & S Director, Regulatory Compliance & Monitoring (005961)

#### Minimum Qualifications

Bachelor's degree in Chemical, Environmental or Civil Engineering. Must possess a State of Florida Professional Engineer license. A minimum of five to nine years of progressively responsible experience in federal and state regulations, planning, and project management and/or administration.

#### Job Specifications

This is highly responsible professional engineering and supervisory work overseeing regulatory compliance and facilities planning activities for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for monitoring water and wastewater operations to ensure that the facilities are in compliance with the applicable regulations and permits and adequate capacity is available and the updating of the department's Water and Wastewater Facilities Master Plans to meet demands and regulatory requirements. Responsibilities include overseeing the Regulatory Compliance and Monitoring division responsible for ensuring compliance with federal, state and county regulations and monitoring the development of new regulations and the Planning Division responsible for updating the department's Water and Wastewater Facilities Master Plans to meet future demands and coordinate planning activities with state, regional and local agencies. The incumbent exercises an extensive degree of independent judgment and professional engineering and managerial knowledge to insure that facilities are planned and designed to meet regulatory compliance and sized to accurately anticipate future growth. Supervision is exercised through subordinate supervisors over a staff of professional and clerical employees engaged in various phases of regulatory compliance and monitoring and planning activities. General direction is received from a Deputy Director who holds the incumbent responsible for the professional management of multidiscipline projects and adequate water supply and wastewater treatment/disposal capacity planning to avoid a construction moratorium in Miami-Dade County.

#### ILLUSTRATIVE TASKS

Guides and monitors all health, safety, and regulatory compliance activities to include regulatory compliance issue resolution and permit tracking; prepares operation and water use permit applications and the associated engineering reports.

Guides and monitors all activities of the Consent Decree/Settlement Agreement (CD/SA) section to ensure compliance with agreements to prevent enforcement action and penalties; develops remedial plans for required pump station improvements.

Guides and monitors rule development participation and comments.

Guides and monitors the activities of the Planning section to include water supply planning, well fields hydrologic modeling; water quality data evaluation and mechanical integrity testing of injection wells; coordinates with various local and state planning processes; prepares cost estimates and application evaluation for the CDMF.

Guides and monitors all master planning and project planning activities, capacity evaluations, hydraulic modeling, process evaluations, engineering studies, research of new technologies and operation and maintenance manuals; manages consultants preparing master plans and engineering studies.

Reviews and monitors the division's resource allocations and performance measures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of water resources and regulatory issues.

Thorough knowledge of Water and Wastewater Facilities Master Plans.

### Assistant W & S Director, Regulatory Compliance & Monitoring (005961)

Thorough knowledge of air, water and wastewater operation permits applications.

Thorough knowledge of hazardous material management and the health and safety department-wide programs.

Thorough knowledge of legislative initiatives, rule developments, and regulatory activities that impact the department.

Thorough knowledge of master planning activities, the development and maintenance of hydraulic models, and system capacity evaluations.

Thorough knowledge of other water resources planning activities such as groundwater modeling, saltwater intrusion monitoring, water supply and injection wells' design and mechanical integrity testing and reuse program development.

Thorough knowledge of treatment processes used and new technologies for water and wastewater facilities operations.

Thorough knowledge of the theories, principles and practices of construction management, architecture and civil engineering.

Thorough knowledge of federal, state and local environmental rules and regulations.

Considerable knowledge of supervisory principles and practices.

Ability to coordinate planning activities with state, regional and local agencies.

Ability to prepare engineering reports for all new engineering projects, including scope of work, identification of permits needed, schedules and total project cost.

Ability to direct and coordinate water and sewer engineering projects to meet and exceed compliance and monitoring requirements of regulatory agencies.

Ability to prepare operation and water use permit applications and the associated engineering reports.

Ability to develop remedial plans for required pump station improvements.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand and interpret complex architectural and engineering plans and specifications related to complex civil engineering projects.

Ability to interpret and analyze quantitative data required for preparation of compliance reports and system monitoring.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 03/10/2007

#### **Nature Of Work**

This is highly responsible professional engineering and supervisory work overseeing regulatory compliance and facilities planning activities for the Miami-Dade Water and Sewer Department.

## Human Resources Department

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### Assistant Director, W&S Legislative & Municipal Affairs (005962)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to nine years management experience assisting in the coordination and administration of County-wide services is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work assisting the Director, Miami-Dade Water & Sewer Department in the management of governmental affairs and other departmental activities.

An employee in this class manages and provides oversight to all local, state and federal legislative and intergovernmental affairs including the management of governmental affairs/legislative packages and agenda coordination activities. Responsibilities include providing support to the department director in all facets of the department's daily and long range operations; managing and providing oversight to the Board of County Commissioners' (BCC) agenda coordination activities to include ordinances, contracts, agreements, consent orders and procurement of goods and services; and management and oversight of local, state and federal legislative affairs to include developing legislative goals and objectives, and coordinating with state and federal agencies legislation that is favorable to the department and consistent with County policies. The incumbent exercises extensive independent judgment and professional managerial knowledge in assisting in various phases of departmental management. Supervision is exercised over a staff of professional subordinates with assigned responsibilities in various governmental affairs areas. General direction is received from the department director who holds the incumbent responsible for the professional management of assigned responsibilities and for the achievement of established goals.

##### ILLUSTRATIVE TASKS

Serves in a liaison capacity between the Water & Sewer Department and the Office of the County Manager, Board of County Commissioners, State of Florida and federal government; coordinates issues affecting the department with departmental staff.

Directs, plans and coordinates departmental agenda item submissions to the Board of County Commissioners and Commission committees; review contracts, agreements, leases and permits to ensure that they are in the best interests of the county, conform with pertinent policies and objects, and meet legal and administrative requirements.

Reviews BCC agenda for items that may impact the department and reviews with departmental staff; coordinates revisions as required; monitors state and federal legislation.

Assists in developing departmental legislative goals and objectives; coordinates work with state agencies, legislative committees and legislators to obtain additional departmental funding.

Reviews and recommends approval or disapproval of department procurement matters which require approval by the BCC.

Coordinates various issues affecting the department with senior management; reviews incoming correspondence to the department director and assigns responsibility for developing responses; reviews completed correspondence for conformity with departmental requirements.

Represents the department at meetings with elected officials, municipal officers, and senior management from other agencies and departments to promote and safeguard the interests of the department and the County.

Supervises subordinate administrative and clerical employees; prepares and monitors annual expense budget.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of public relations principles and techniques, executive protocol, and proper order of etiquette in dealing with



## Human Resources Department

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### Assistant Director, W&S Legislative & Municipal Affairs (005962)

appointed and elected public officials.

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of agenda items which are submitted to the Board of County Commissioners and Commission committees.

Thorough knowledge of departmental procurement policies, procedures and regulations pertaining to procurement matters which require Board of County Commissioner approval.

Considerable knowledge of local, state and federal legislative processes.

Considerable knowledge of local, state and federal regulations pertaining to water & sewer utilities.

Considerable knowledge of the organization and operations of the Miami-Dade Water & Sewer Department.

Considerable knowledge of departmental goals and objectives.

Knowledge of supervisory principles and practices.

Ability to provide effective assistance to the Department Director in the management and coordination of various departmental activities.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

Ability to keep informed on current developments in the water & sewer utility industry and on legislative issues pertaining to departmental operations.

Ability to evaluate and analyze complex state and federal legislation and determine the effect upon the Water & Sewer Department.

Ability to review agenda item submissions for sufficiency.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to write reports and position papers and draft concise and logical legislative language.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to represent the department at a variety of conferences, meetings, and gatherings.

NEW 2/22/2007

#### **Nature Of Work**

This is advanced responsible professional work assisting the Director, Miami-Dade Water & Sewer Department in the management of governmental affairs and other departmental activities.

## Human Resources Department

### W&S Legislative & Municipal Affairs Coordinator (005963)

#### Minimum Qualifications

Bachelor's degree. Three years of professional administrative experience to include one year in agenda coordination.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in the coordination and management of agenda items for the Miami-Dade County Water and Sewer Department.

An employee in this class is responsible for assisting in the preparation of departmental agenda items for the Board of County Commissioners (BCC) and Commission committees. Responsibilities include creating and disseminating fact sheets and preparing agenda books used by the Department Director at BCC and related committee meetings; notifying senior management of items directly impacting the department and assisting in the development and coordination of the section's budget. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Assists in the preparation of all departmental agenda items for the BCC, and Committees as needed; creates and disseminates fact sheets and prepares agenda books for use by the Department Director at BCC and related committee meetings.

Notifies senior management and posts electronically all upcoming BCC items which directly impact the department; provides direct access to other specific items of interest and keeps management informed of upcoming items.

Manages the department-wide BCC service award process; communicates with departmental staff and other county departments and ensures that the information is accurate and timely.

Assists in the development and coordination of the section's budget and financial management; coordination and budgeting of all items needed for the Division; maintains and tracks correspondence for senior management; coordinates and tracks all training related issues.

Assist the Intergovernmental Affairs Section with contract related duties and uploading of documents into County systems.

Manages the performance measures and Active Strategy Enterprise (ASE) process for the section; develops new measures, updates existing measures and alerts management to measures requiring attention.

Maintains and updates the Legislative and Municipal Affairs web page on the WASD intranet.

Manages special projects as assigned by senior management.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the agenda process for submitting items to the BCC.

Considerable knowledge of departmental agenda items submitted to the BCC and Commission committees.

Knowledge of local, state and national water and sewer policy issues.

Knowledge of the organization and operations of the Miami-Dade Water & Sewer Department.

Knowledge of departmental goals and objectives.

Knowledge of departmental performance measures and the Active Strategy Enterprise (ASE) process.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

Ability to prepare departmental agenda items for the BCC and Commission committees.

Ability to keep senior management informed of BCC agenda items directly impacting departmental operations.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10/7/2013

#### Nature Of Work

This is advanced and responsible professional work preparing all departmental agenda items for the BCC.

## Human Resources Department

### Senior Assistant W & S Governmental Affairs/Policy Development (005964)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or related field. A minimum of four to eight years of progressively responsible experience in a senior administrative capacity with a public agency or private association as a local or state legislative aide, congressional aide, lobbyist, staff assistant or comparable position is required. Additional experience as a local or state legislative aide, congressional aide, lobbyist, staff assistant or work in a comparable position may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible administrative work in supervising, planning, organizing and implementing a variety of governmental activities for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for coordinating and disseminating information related to complex national water and sewer operations to be utilized in making policy decisions for the department. Responsibilities include serving as a liaison between the department, the Office of the County Manager (OCM), the Board of County Commissioners (BCC), the state of Florida and the federal government; participating in the formation of departmental policies and procedures and strategic planning for the improvement and expansion of departmental operations; reviewing all departmental submissions to the BCC and representing the department at commission meetings at the discretion of the department director. Other responsibilities include reviewing and monitoring legislative actions at the state and federal level as they pertain to water and sewer interests and assisting in the preparation of legislative amendments and drafts proposing legislation for submittal to local, state and federal lawmakers. The incumbent exercises independent judgment and extensive knowledge of all aspects of the department's operations in making sound judgments to protect the interests of the department. Supervision is exercised over a staff of professional subordinates with assigned responsibilities in various governmental areas. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of departmental governmental affairs, promotions and the achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Provides special supervisory and investigatory oversight over various departmental areas relating, but not limited to sensitive and confidential investigations carried out on behalf of the department director including the temporary assignment of various functions, areas and activities within the department that require particular scrutiny or oversight; reviews policies and creation of procedures for staff and functions under special supervisory and investigatory oversight.

Serves as a liaison between the department, OCM, BCC, the state of Florida and the federal government; coordinates issues affecting the department.

Coordinates/reviews the department's federal and state authorization and appropriation requests and legislative amendments; advocates the merits of awarding federal and state resources for departmental capital projects.

Directs, plans, and coordinates departmental agenda item submissions to the BCC and commission committees; reviews contracts, agreements, leases and permits to ensure they are in the best interest of the county, conform with pertinent policies and objectives, and meet legal and administrative requirements.

Reviews BCC agenda for items that may impact the department and reviews with departmental staff; coordinates revisions as required; monitors federal legislation.

Develops the department's legislative goals and objectives; coordinates work with state agencies, legislative committees and legislators to obtain additional funding for the department.

Represents the department at meetings with other water and sewer utilities, water and sewer associations, water management districts, state and federal officials and local/national trade, civic and business groups.

## Human Resources Department

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### Senior Assistant W & S Governmental Affairs/Policy Development (005964)

Reviews and recommends for approval or disapproval department procurement matters requiring approval by the BCC such as change orders, confirmation purchases, emergency purchases, bid awards, bid waivers and sole source purchases; represents the department before the Internal Management and Fiscal Responsibility Committee.

Reviews incoming correspondence to the department director and assigns responsibility for developing responses; reviews completed correspondence for conformity with departmental requirements.

Evaluates departmental policies and operations in relation to established goals and objectives and recommends a course of action.

Manages all ongoing administrative functions of the office; prepares budget; monitors budget forecasts and expenditures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES SKILLS AND ABILITIES

Thorough knowledge of public relations principles and techniques, executive protocol, and proper order of etiquette in dealing with appointed and elected public officials.

Thorough knowledge of agenda items which are submitted to the Board of County Commissioners and Commission committees.

Thorough knowledge of departmental procurement policies, procedures and regulations pertaining to procurement matters which require Board of County Commissioner approval.

Considerable knowledge of local, state and national water and sewer policy issues.

Considerable knowledge of the organization and operations of the Miami-Dade Water & Sewer Department.

Considerable knowledge of departmental goals and objectives.

Knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

Ability to keep informed on current developments in the water & sewer utility industry and on legislative issues pertaining to departmental operations.

Ability to review agenda item submissions for sufficiency.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to represent the department at a variety of conferences, meetings, and gatherings.

NEW/05/15/2007

#### Nature Of Work

This is advanced and responsible administrative work in supervising, planning, organizing and implementing a variety of governmental activities for the Miami-Dade Water & Sewer Department.

## Human Resources Department

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**Senior Assistant W & S Governmental Affairs/Policy Development (005964)**

### W & S Maintenance Planner/Scheduler (005965)

#### Minimum Qualifications

Bachelor's degree in Engineering, Industrial Management, Construction Management or a related field. Two years of experience in estimating, planning and/or scheduling work in a multi-trade environment in an industrial facility are required. Additional related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the planning and scheduling of preventive maintenance work for equipment at Miami-Dade County Water & Sewer Department facilities.

Employees in this class are responsible for the Asset Management (Cassworks) software database that allows the department to produce and track preventive maintenance in compliance with mandates from regulatory agencies. Responsibilities include creating, monitoring and modifying database records in Cassworks; serving as a liaison between project managers, field operations, plant supervisors, end users and vendors to create schedules; completing revisions and maintenance of equipment; testing new software modifications; training end users and troubleshooting computer software. Incumbents are assigned to specific areas of expertise, such as electrical or mechanical and exercise considerable independent judgment in ensuring preventive maintenance activities are in compliance with regulatory mandates. Supervision is received from an administrative superior who holds the incumbent responsible for the attainment of established goals and conformity to departmental standards.

##### ILLUSTRATIVE TASKS

Creates, monitors and modifies database records in the computerized Maintenance Management Systems software (Cassworks) for the preventive maintenance program; creates asset numbers, loop tag numbers, master loop numbers and activity definitions.

Serves as liaison between project managers, field operations, plant supervisors, departmental end users and vendors to assess and coordinate preventive maintenance schedules, updates, activities lists, and frequency of maintenance to be performed; prints required reports and work tickets for multiple facilities on a weekly basis.

Completes revisions and maintenance of equipment; conducts inventory and creates new asset information to include barcode labeling and continued maintenance and replacement of identification labels; performs research on equipment maintenance, scans images and PDF manuals and links them to the database.

Trains field personnel on the Remote Entry Work Order Processing (RWOP) system; trains end users in PC operations and Casswork applications used to create service requests and non-scheduled work tickets; tests and troubleshoots software used for Casswork applications; analyzes program for effectiveness and requests required changes.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the electrical or mechanical trades as they apply to the maintenance and repairs of equipment operating at water and sewer facilities.

Considerable knowledge of industry standards and work practices as they apply to the maintenance and repairs of equipment operating at water and sewer facilities.

Considerable knowledge of applicable local codes and ordinances, OSHA safety rules and regulations and the South Florida Building Code.

Considerable knowledge of the computerized maintenance management system.

### **W & S Maintenance Planner/Scheduler (005965)**

Ability to create, monitor and modify database records in the computerized maintenance management system.

Ability to train end users in the computerized maintenance management system.

Ability to test and trouble shoot computer software used in the computer maintenance management system and analyze the program for effectiveness and recommend necessary changes.

Ability to perform difficult technical computations and to make comprehensive recommendations to resolve technical problems.

Ability to establish and maintain effective working relationships with subordinates, superiors and public and private agencies.

Ability to express ideas clearly and concisely, orally and in writing.

NEW/3/07/2007

#### **Nature Of Work**

This is advanced technical work in the planning and scheduling of preventive maintenance work for equipment at Miami-Dade County Water & Sewer Department facilities.

### W & S Plant Electrical Supervisor (005966)

#### Minimum Qualifications

High school diploma or GED. One year of experience as a Plant Electrician with Miami-Dade County are required. Must possess a Miami-Dade County Master Electrician license; or High school diploma or GED and three years of experience as a Journeyman Electrician to include two years of experience in installation, maintenance and repair of low and high voltage electrical and/or electronic systems and equipment in industrial and/or commercial facilities are required. Must possess a Miami-Dade County Master Electrician license .

#### Job Specifications

##### NATURE OF WORK

This is supervisory and highly skilled work in the installation, maintenance and repair of both high and low voltage electrical and electronic systems and equipment used by large water and sewer plants.

An employee in this class supervises and performs skilled electrical and electronic trade, including responsibility for supervising and performing the special work required for high voltage electrical equipment and electronic controls found at large water and sewage plants. Assignments are made either orally or through written work orders, and may be accompanied by diagrams or blueprints. Supervision is exercised over skilled electricians and other skilled and unskilled personnel, and evaluation is made of their work through observation of results. Functional supervision is received from a superior who gives instructions.

##### ILLUSTRATIVE TASKS

Schedules maintenance inspections for a wide variety of electrical equipment.

Maintains accurate records of time spent, material used and repair history of all electrical equipment in plant.

Supervises and assists in the installation, alteration, repair and maintenance of both high and low voltage motors, generators, switchgear, motor controllers, transformers, wiring systems and other related equipment.

Supervises and assists in the installation, alteration, repair and maintenance of special metering, electronic control, recording and telemetering equipment used in water or sewage treatment plants, lift stations and distribution systems.

Uses and instructs others in the use of special electric and electronic tools such as voltmeters, ammeters, insulation testing meters, industrial analyzers, ground testers, oscilloscopes, ohmmeters and cable fault locators; uses special equipment necessary for the maintenance of large motors, generators and transformers.

Provides technical advice and assistance to engineering personnel in the design of high and low voltage electrical and electronic systems and equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge and understanding of electronic, air, mechanical and electrical types of metering, control, recording and telemetering equipment used in water or sewage treatment plants, on water supply and distribution systems, or in incinerators.

Considerable knowledge of the installation, alteration, repair and maintenance of both high and low voltage electrical and electronic systems and equipment.

Considerable knowledge of standard practices, methods, tools and materials of the electrical and electronic trade.

Considerable knowledge of local and national electrical codes.

Considerable knowledge of the hazards of the trade, and of appropriate precautionary measures, particularly as they pertain to work on high voltage electrical systems and equipment.

Ability to plan work for and supervise skilled and unskilled personnel in a manner conducive to full performance and high morale.

Ability to locate and adjust defects in electrical and electronic systems and equipment.

Ability to plan maintenance schedules for electrical and electronic equipment.

Ability to work from electrical diagrams and blueprints, and to understand and effectively carry out oral and written instructions.

Ability to make estimates of time and materials.

Ability to maintain complete records of work performed.



## Human Resources Department

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### W & S Plant Electrical Supervisor (005966)

Skill in the care and use of standard and special electrical and electronic tools and testing equipment.  
Ability to follow electrical wiring diagrams on low and medium voltage motor controllers and circuit breakers.

REV 10-77

#### **Nature Of Work**

This is supervisory and highly skilled work in the installation, maintenance and repair of both high and low voltage electrical and electronic systems and equipment used by large water and sewer plants.

### W & S Plant Diesel Maintenance Supervisor (005970)

#### Minimum Qualifications

High school diploma or GED and five years of experience in the installation, repair and maintenance of large diesel systems are required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory work in the maintenance, repair and overhaul of large stationary diesel engines, generators and auxiliary equipment.

Employees in this class are responsible for supervising and performing skilled mechanical tasks on a variety of large diesel equipment in a geographically dispersed departmental water and sewer treatment plant operation. Responsibilities include the diagnosis, adjustment, repair and overhaul of diesel machinery and mechanical equipment, establishing preventive maintenance schedules, determining materials, supplies and equipment and maintaining records of maintenance and repair activities. Supervision is exercised over subordinate skilled and unskilled employees through assignment and review of work and provision of assistance with difficult problems. General supervision is received from an administrative and technical superior through personal conferences and inspection of projects in progress and upon completion for quality workmanship and compliance with completion schedules.

##### ILLUSTRATIVE TASKS

Supervises and participates in the diagnosis, adjustment, repair and overhaul of a variety of large stationary diesel engines, generators and auxiliary equipment.

Makes inspections and assists in the repair of injection nozzles, fuel pump governors, compression nozzles and valves, clutches, right-angle drives and related equipment.

Supervises the cleaning, repair and adjustment of gas admission, injection and metering valves; calibrates various pneumatic proportioners, flow regulators, transmitters, pressure regulators and activators for balancing firing pressures and temperatures with use of natural gas as an engine fuel.

Supervises the checking, replacement and fitting of new camshaft bearing and timing gears, main bearings, cylinders and pistons; assists in the replacement of worn accessory spring drive gears, springs and guides.

Supervises the replacement, cleaning and overhaul of engine lubricating oil pumps, water pumps, turbocharger lube oil pumps and speed increaser lube oil pumps.

Performs major lathe work in making parts, reaming bushings and checking shaft alignments; uses arc and acetylene welding equipment to repair broken parts of diesel engines and auxiliary equipment.

Uses various types of shop equipment, precision instruments and specialized tools such as dynamometers, valve refacing, seating equipment, micrometers, dial gauges, grinders, lathes and cylinder cones.

Establishes a schedule of preventive maintenance for all diesel engines, generators and auxiliary equipment.

Determines materials, supplies and equipment required for repair and maintenance work.

Maintains accurate records of time, materials, maintenance and repair history of all diesel engines.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the construction, design, repair and adjustment of a wide variety of large diesel engines, generators and auxiliary equipment.

Thorough knowledge of the tools, equipment, gauges and machinery used in the maintenance and repair of large diesel engines, generators and auxiliary equipment.

Considerable knowledge of preventive maintenance schedules for all diesel engines, generators and auxiliary equipment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of occupational hazards and safety precautions required in the maintenance and repair of diesel engines, generators

### W & S Plant Diesel Maintenance Supervisor (005970)

and auxiliary equipment.

Knowledge of office practices and procedures.

Ability to plan, assign and supervise the work of a staff of subordinates in a manner conducive to full performance and high morale.

Ability to diagnose, adjust, repair and overhaul a variety of large diesel engines, generators and auxiliary equipment.

Ability to plan preventive maintenance schedules for diesel engines, generators and auxiliary equipment.

Ability to use various types of shop equipment, precision instruments and specialized tools.

Ability to understand and work from blueprints, plans, sketches and construction drawings.

Ability to maintain accurate records of time, labor and materials.

Ability to follow and transmit verbal and written instructions.

Skill in the diagnosis of mechanical repair and maintenance problems.

NEW 1-86

#### **Nature Of Work**

This is skilled and supervisory work in the maintenance, repair and overhaul of large stationary diesel engines, generators and auxiliary equipment.

## Human Resources Department

### W & S Plant Maintenance Supervisor (005972)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a Plant Mechanic or a Plant Diesel Mechanic with Miami-Dade County are required; or High school diploma GED. Five years of experience in the maintenance, repair and overhaul of diesel engines, power generators or a variety of pumps and related mechanical equipment to include two years of skilled mechanical maintenance experience in treatment processing plants are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory work in the installation, alteration, maintenance and repair of a wide variety of mechanical equipment at water and sewage treatment plants.

Work in this class involves responsibility for supervising and performing skilled mechanical tasks on a variety of mechanical equipment used by lime or water and sewage treatment plants. Establishes and operates a preventive maintenance program for all mechanical equipment. Assignments are made either orally or through written work orders, and may be accompanied by diagrams or blueprints. Technical supervision of the incumbent in the performance of his duties. He supervises skilled and unskilled personnel in moderately large numbers in conducting the plant maintenance program.

##### ILLUSTRATIVE TASKS

Supervises and assists in the installation, alteration, maintenance and repair of a large variety of mechanical equipment used by large water or sewage treatment plants, chemical feeders, including: chlorinators pumps, internal combustion engines and agitators; mechanical equipment used for a large lime kiln; mechanical equipment found in flocculators; and filters, grinders, conveyors and screens.

Makes inspections of pumps, turbines and other mechanical equipment, and in kiln brick work; determines materials, supplies and equipment required for repair and maintenance work; packs pumps, repairs valves, pumps, fans and softening equipment.

Establishes a schedule of preventive maintenance for all mechanical equipment to assure to continuous and satisfactory operation of the plant at all times.

Inspects pumps, motors and specialized plant equipment for operating condition and needed repairs; checks and calibrates such devices as flow meters, venturi meters and recording instruments; maintains telemetering devices.

Maintains accurate records of time, material, maintenance and repair history of all equipment at the plant.

Performs cutting and welding with acetylene and electric equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the installation, maintenance and repair of a wide variety of mechanical equipment employed in a large water, lime or sewage treatment plant.

Considerable knowledge of preventive maintenance programs for all equipment at a large plant, and the ability to establish and keep up such a maintenance schedule.

Knowledge of the routine methods of water or sewage treatment, and of the various treatment processes.

Ability to direct and supervise subordinates in mechanical installation, repair and maintenance work.

Ability to work from blueprints, pencil sketches and written or oral instructions.

Ability to keep time, labor and material records, and to prepare clear and concise work reports.

Skill in the use of mechanic's tools, welding and shop equipment in the installation, repair and maintenance of plant equipment.

NEW 4-73

#### Nature Of Work

This is skilled and supervisory work in the installation, alteration, maintenance and repair of a wide variety of mechanical equipment at water and sewage treatment plants.

## Human Resources Department

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### W & S Plant Maintenance Supervisor (005972)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in leak detection surveying to include knowledge of leak detection equipment and water system audits and one year experience supervising field operations are required. Must possess a Driver license. Must obtain a State of Florida Level 3 Water Distribution System license during the probationary period.

#### **Job Specifications**

#### **Nature Of Work**

This is technical and supervisory work overseeing the field operations of the state mandated "Leak Detection Program" for the Miami-Dade Water & Sewer Department.

## Human Resources Department

### W & S Procurement Manager (005976)

#### Minimum Qualifications

Bachelor's degree. A minimum of three years of experience in the procurement of equipment, supplies and professional services to include one year of supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative and supervisory work in the review and approval of all commodity and service purchases as well as Capital Construction Projects under five million dollars thru the Miscellaneous Capital Construction (MCC) Program for the Miami-Dade Water & Sewer Department.

An employee in this class is responsible for supervising a subordinate staff of professional employees who are responsible for reviewing and approving the purchasing of goods, services and capital construction commodities. Responsibilities include preparing the Board of County Commissioner (BCC) agenda items, attending Department Director agenda briefings, Budget and Finance Committee meetings and BCC agenda meetings; providing advice and guidance to the Department Director and senior management on high profile issues related to procurement contract BCC agenda items; advising end users of proper acquisition strategy for current and future projects and needs and meeting with engineering staff to plan and review construction capital improvement projects.

The incumbent exercises an extensive degree of independent judgment and technical expertise in developing and providing acquisition strategy through the analysis of marketplace trends and other factors to assure competitive marketplace equilibrium and adherence to County regulations. Supervision is exercised over a staff of professional subordinates engaged in various phases of the procurement process. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for the professional management of procurement activities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Serves as the departmental liaison between Internal Services, Procurement Management and the Water and Sewer Department's (WASD) Office of Agenda Coordination for all related BCC procurement agenda items; attends BCC Committee meetings as the designated WASD procurement representative; answers questions and makes presentations as required.

Meets with departmental senior management to acquisition strategies for high profile and time critical projects to ensure lean operations while meeting all established goals; supervises the review and approval of all departmental commodity and service purchase orders and capital construction releases thru the MCC Program.

Prepares the Stores/Procurement section budget submittal; monitors the Operations and Maintenance budget for compliance and all approved Emergency Requisition project numbers to ensure divisional accounts are properly accounted for; investigates potential issues in a timely manner and duly reports audit concerns to management.

Supervises subordinate employees responsible for the initiation and administration of numerous county contracts for commodities unique to WASD and for generating and administering all vendor assistance and vendor non-performance issues and concerns.

Supervises subordinate employees involved in managing numerous requisition line items to include centralized stock order replenishment, cycle counts, annual inventory for multiple storeroom locations and daily transfers to accommodate user needs; meets with both internal and external auditors and County Finance staff to ensure the integrity of the process.

Supervises subordinate employees engaged in the processing and awarding of WASD capital construction projects thru MCC Contracts.

Reviews and approves all purchase orders at level 3 for goods and services.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of County regulations and ordinances pertaining to the purchase of commodities and services.

Considerable knowledge of global commodities for specialized contracts in natural gas and chemicals used in water and sewer operations.

Thorough knowledge of the principles of business and public administration.

Considerable knowledge of contract negotiation strategies and techniques.

Considerable knowledge of documentation requirements pertaining to County contracting processes.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to express ideas and information clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to analyze a complex scope of work and devise appropriate evaluation criteria.

## Human Resources Department

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### W & S Procurement Manager (005976)

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare resolutions for approval by the Board of County Commissioners.

Ability to effectively participate in the negotiation of complex contracts.

NEW 10/9/2013

#### **Nature Of Work**

## Human Resources Department

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### Chief, W & S Priority Capital Projects (005978)

#### Minimum Qualifications

Bachelor's degree in Engineering. A minimum of five to ten years professional experience in the operations and capital improvement of a large water and sewer utility including planning, design, permitting, construction and operations.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional engineering work overseeing the delivery of large regulatory programs for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for large regulatory driven programs consisting of multiple projects which have potential monetary penalties for non-performance and direct impacts to long term water supplies for Miami-Dade County. Responsibilities include coordinating and expediting multiple projects in order to overcome external obstacles with regulators, consultants, contractors and vendors and internally the efficient transfer of project responsibilities between divisions and assistant director groups. The incumbent exercises an extensive degree of independent judgment and professional engineering and managerial knowledge to insure the overall success and on time delivery of these programs. Supervision is exercised over a staff of contractors, consulting engineers and in-house professional staff engaged in large multi-million dollar construction projects and engineering studies. General direction is received from a Deputy Director who holds the incumbent responsible for the professional management and timely delivery of multi-project programs that impact the ability to secure adequate drinking water supplies and avoid a construction moratorium in Miami-Dade County.

##### ILLUSTRATIVE TASKS

Supervises and coordinates program planning, project development and scoping, budgeting, resource allocation and scheduling.

Supervises and coordinates project design, regulatory review and approval, building permit expediting, expenditure review and approval.

Supervises and coordinates construction, claims review, regulatory problem solving, building inspection expediting, project commissioning and contract closeout.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of water resources and regulatory issues.

Thorough knowledge of the workings of state and federal regulatory agencies such as the United States Environmental Protection Agency (USEPA), the Florida Department of Environmental Protection (FDEP) and the South Florida Water Management District (SFWMD)

Thorough knowledge of Water and Wastewater Facilities Master Plans.

Thorough knowledge of the management and maintenance of a large water and sewer utility operation.

Thorough knowledge of project control and tracking systems used for real time project tracking.

Through knowledge of quality assurance approval processes to expedite reasonable and appropriate payments and eliminate contract disputes, delivery delays and work stoppages.

Thorough knowledge of treatment processes used and new technologies for water and wastewater facilities operations.



## Human Resources Department

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### Chief, W & S Priority Capital Projects (005978)

Thorough knowledge of the theories, principles and practices of construction management, architecture and civil engineering.

Thorough knowledge of federal, state and local environmental rules and regulations.

Considerable knowledge of supervisory principles and practices.

Ability to plan and supervise the execution of large multi-million dollar programs.

Ability to coordinate planning activities with state, regional and local agencies.

Ability to coordinate multiple projects with consultants, contractors, vendors and environmental regulatory agencies.

Ability to prepare engineering reports for all new engineering projects, including scope of work, identification of permits needed, schedules and total project cost.

Ability to direct and coordinate water and sewer engineering projects to meet and exceed compliance and monitoring requirements of regulatory agencies.

Ability to prepare operation and water use permit applications and the associated engineering reports.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to understand and interpret complex architectural and engineering plans and specifications related to complex civil engineering projects.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 03/14/2007

#### **Nature Of Work**

This is highly responsible professional engineering work overseeing the delivery of large regulatory programs for the Miami-Dade Water and Sewer Department.

## Human Resources Department

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### Chief, W & S Public & Governmental Affairs (005979)

#### Minimum Qualifications

Bachelor's degree in Communications, Advertising, Journalism or related field. A minimum of four to seven years professional experience is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and supervisory work overseeing and managing public and governmental affairs for the Miami-Dade Water & Sewer Department.

An employee in this class directs, coordinates and administers all aspects of the flow of information between the department and all levels of county government and during emergencies between all levels of local, state and federal government agencies. Responsibilities include public outreach and education; community awareness programs and media relations activities dedicated to the dissemination of information regarding department operations, programs, policies, procedures and its ongoing construction program. Additional responsibilities include emergency preparedness response activities and contingency planning; working with neighborhood communities, business and civil leaders to educate and promote department policies, programs and operations; serving as the department's Public Records Custodian and developing extensive public outreach for programs to inform and educate the public on the use of alternative water supplies required by the state. The incumbent exercises considerable independent judgment in maintaining clear and effective lines of communication between the department and the Offices of the County Manager (OCM), Mayor and Board of County Commissioners (BCC) and providing accurate and timely information to county residents. Supervision is exercised over a staff of professional and clerical employees engaged in assisting with various phases of the work. General direction is received from the department director who holds the incumbent responsible for effectively communicating and promoting a variety of diversified, multi-lingual, water and sewer related public affairs programs.

##### ILLUSTRATIVE TASKS

Acts as departmental liaison with the OCM, Mayor and BCC; provides a coordinated management structure for issues affecting the department by insuring effective communication between departmental senior staff, administrative staff, technical personnel and support staff relating to management and administrative issues, the customer satisfaction survey, Needs Assessment Program and customer complaints and inquiries.

Communicates and promotes a variety of diversified , multi-lingual, water and sewer related public affairs programs to include public outreach and education, community awareness and media relations and new programs associated with Water Reuse, Consumptive Use Agreement, Public Involvement Plan, long term capital programs and the Water Efficiency Plan.

Directs and coordinates research and development of water and sewer educational programs and promotional materials for schools, community groups, and department employees; coordinates television and motion picture production of water and sewer facilities; supervises the production of marketing materials and advertising program to promote greater public knowledge of the department's services and policies; coordinates with the Communications Director and Miami-Dade TV for promotional spots and the management of the Environmental Enhancement Grants that encompass educational programs in schools to include theatre productions, radio shows and hands-on educational displays.

Directs emergency preparedness response activities and contingency planning associated with emergency situations such as hurricanes, sewer overflows, unpermitted discharges, natural disasters and pipe failures and promotes positive press for the department through media relations activities.

Edits and provides creative guidance in the production of annual reports, federally mandated consumer confidence reports, magazines, directories, newsletters, feature articles and other written materials; develops and authorizes content for the department's intranet and internet websites to ensure the public is receiving accurate and timely information.

Supervises the investigation and follow-up of county constituent inquiries and complaints received from the offices of the Mayor, BCC and OCM; oversees activities related to complaints received in the form of "buck-slips" from the OCM.

## Human Resources Department

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### Chief, W & S Public & Governmental Affairs (005979)

Represents the department and director at various meetings with local elected officials, media, environmental groups, various municipalities, neighborhood associations, civic and business groups.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Perform related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of public relations principles and techniques, executive protocol, and proper order of etiquette in dealing with appointed and elected public officials.

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of the principles and practices of marketing and promotion techniques.

Thorough knowledge of writing, editing, graphics and related advertising skills.

Considerable knowledge of the design and production of a variety of marketing and promotional materials.

Considerable knowledge of the organization and operations of the Miami-Dade Water & Sewer Department.

Considerable knowledge of departmental goals and objectives.

Knowledge of supervisory principles and practices.

Ability to develop, communicate and promote a variety of departmental public affairs programs to include public outreach and education, community awareness and media relations.

Ability to direct and coordinates research and development of water and sewer educational programs and promotional materials for schools, community groups, and department employees.

Ability to coordinates television and motion picture production of water and sewer facilities and the production of marketing materials and advertising programs to promote greater public knowledge of the department's services and policies.

Ability to direct emergency preparedness response activities and contingency planning associated with emergency situations and promotes positive press for the department.

Ability to provide effective assistance to the Department Director in the management and coordination of various departmental activities.

Ability to establish and maintain effective working relationships with superiors and a variety of other public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to represent the department at a variety of conferences, meetings, and gatherings.

#### **Nature Of Work**

This is highly responsible professional and supervisory work overseeing and managing public and governmental affairs for the Miami-Dade Water & Sewer Department.

## **Human Resources Department**

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**Chief, W & S Public & Governmental Affairs (005979)**

## Human Resources Department

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### Chief, W & S Stores & Procurement (005980)

#### Minimum Qualifications

Bachelor's degree in Accounting, Public Administration or related field. A minimum of four to seven years of professional experience in warehousing or inventory management is required.

#### Job Specifications

This is highly responsible professional and supervisory work overseeing and managing the warehousing/stores, procurement, including capital improvements and materials management for the Miami-Dade Water & Sewer Department.

An employee in this class directs, coordinates and administers all aspects of the department's warehouses, stores, procurement, and material management operations. Responsibilities include directing, coordinating and administering all aspects of warehouse operations at ten satellite locations to include all purchasing for divisional needs, issuance of materials and receipt of invoices for payment to vendors; developing departmental policies and procedures to accommodate material management in accordance with established administrative orders and County audit standards; overseeing the supervision of subordinates who issue, purchase and receive invoices; and establishing goals and monitoring expenditures. Other responsibilities include reviewing and maintaining numerous contracts utilized by the department to procure goods and services; reviewing all documents for approval by the Board of County Commissioners and/or the Department of Procurement Management; developing specifications for contract language; reviewing requisitions and specifications prior to bidding and managing large-scale construction contracts. The incumbent exercises considerable independent judgment in organizing work and directing operations to ensure that the critical flow of materials and related procurement activities are delivered without disruption in service. Supervision is exercised over subordinate professional administrative, technical and clerical employees assisting with various phases of the work. General direction is received from an executive who holds the incumbent responsible for the effective management of contracts and materials and the procurement of goods and services.

#### ILLUSTRATIVE TASKS

Supervise, coordinate and review the work of all professional, technical and clerical staff engaged in procurement, material management, Office of Capital Improvement procurement and warehouse operations.

Review and give final approval for all requisitions generated through the Enterprise Resource Planning (ERP) for goods and services.

Review and submit all documentation to the Department of Procurement Management for new contracts, emergency purchases and contract renewals.

Prepare capital and expense budget for the section.

Review and coordinate warehouse activities at nine sites.

Coordinate emergency purchases during critical periods such as hurricanes.

Coordinate and administer agency temporary personnel for the department.

Coordinate vendor related issues such as payments, tally sheets and general questions.

Train end users within the department on how to effectively utilize the purchasing and stock system.

Prepare written and oral reports for management and other County agencies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Perform related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

## Human Resources Department

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### Chief, W & S Stores & Procurement (005980)

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of County procurement practices, procedures and processes.

Thorough knowledge of the preparation of Requests for Proposals and Professional Service Agreements.

Thorough knowledge of the principles and practices in the receipt, warehousing and distribution of a large volume of supplies, materials and equipment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the organization and operations of the Miami-Dade Water & Sewer Department.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to coordinate a variety of procurement processes to achieve the acquisition of equipment, materials and services.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to develop and implement a variety of policies and procedures to improve various administrative activities.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

NEW 2/22/2007

#### **Nature Of Work**

This is highly responsible professional and supervisory work overseeing and managing the warehousing/stores, procurement, including capital improvements and materials management for the Miami-Dade Water & Sewer Department.

## Human Resources Department

### Chief, Water & Sewer Engineering Division (005983)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering, Electrical Engineering or Mechanical Engineering. Must possess a State of Florida Professional Engineer license. A minimum of five to nine years of responsible engineering experience in preliminary design, completion of drawings and specifications, and contract administration to include four years of experience supervising water and wastewater projects are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial and engineering work in planning and directing activities of the Engineering Division of the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for directing the operations of engineering design, survey, specifications, and contract development. Responsibilities include preparing multi-year capital budget plans and operating budget plans, integrating in-house and outside engineering services, supervising contractors engaged in the construction of water and sewer facilities, reviewing engineering concepts and rendering decisions, approving payment requisitions from consultants and contractors, and signing and/or sealing documents as a Professional Engineer in the State of Florida. The incumbent exercises extensive independent judgment and professional engineering and managerial knowledge in the effective administration of highly complex and responsible engineering responsibilities. Supervision is exercised through subordinate executives over a staff of engineers, professional, technical, and clerical employees engaged in various phases of engineering operations. General direction is received from an Assistant Department Director who holds the incumbent responsible for the professional management of departmental engineering services and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises the design of capital improvements and/or rehabilitation projects including the design of pipelines, pump and booster stations facilities, treatment plants, and administrative support buildings.

Reviews and evaluates engineering information from design and construction engineers; prepares and manages a multi-year capital budget plan including incurred and detailed projected expenditures and schedules; controls project expenditures.

Supervises, through subordinate supervisors, activities of design staff and outside consultants in the preparation and/or review of construction documents for water and sewer facilities, conduct of system capacity analyses to estimate long-term costs, performance of mechanical, structural, hydraulics and electrical design, conduct of final reviews of all plans and specifications. Supervises, through subordinate supervisors, the management of engineering projects including certifying to various regulatory agencies the completion of projects requiring permitting; approves payment of invoices to consulting engineers.

Prepares and manages an operating budget plan to integrate in-house and outside engineering services.

Provides assistance or requests assistance from engineering operations at other County departments as required.

Reviews engineering concepts and makes technical decisions; analyzes engineering alternatives and life cycle costs to optimize cost effectiveness of engineering projects; approves payment requisitions from consultants and contractors.

Signs and/or seals plans or other documents as a registered State of Florida Professional Engineer, as required.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the theories, principles and practices of civil engineering.

Extensive knowledge of the interrelationships between different engineering specialties.

Extensive knowledge of the design and construction of complex water and sewer facilities.

Extensive knowledge of local, state and federal regulations pertaining to the permitting, design and construction of water and sewer facilities.

Thorough knowledge of the planning and organizing of large and complex construction and engineering projects.

Considerable knowledge of supervisory principles and practices.

## Human Resources Department

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### Chief, Water & Sewer Engineering Division (005983)

Ability to plan, direct and coordinate the design and construction of complex water and sewer facilities on a multi-year basis.

Ability to supervise, through subordinate supervisors, the work of professional, technical, administrative and clerical subordinates in a manner conducive to full performance and high morale.

Ability to understand complex engineering concepts and ensure the sound design of water and sewer facility engineering projects.

Ability to understand complex engineering drawings, specifications and documents and make changes, additions and corrections.

Ability to communicate clearly and concisely, verbally and in writing.

REVISED 01/98

#### **Nature Of Work**

This is highly responsible professional managerial and engineering work in planning and directing activities of the Engineering Division of the Miami-Dade Water and Sewer Department.



## Human Resources Department

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### Assistant Director W & S (005984)

#### Minimum Qualifications

Bachelor's degree in Engineering. A minimum of six to ten years of progressively responsible experience in sewer collection, treatment and disposal systems OR water treatment plant and distribution systems in operations and maintenance, regulatory compliance and capital improvements and a Professional Engineer license is required.

#### Job Specifications

This is highly responsible executive level work in planning and directing operational or administrative activities for the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for directing a variety of complex divisions, offices, or specialized sections such as personnel and administrative support, financial and information systems, engineering and construction, and water and wastewater operations for the department. Responsibilities include developing short and long-range goals, and establishing priorities. The incumbent exercises considerable independent judgment in the management of a wide variety of functions and in the resolution of complex administrative problems. Supervision is exercised through subordinate levels of executives, managers, and supervisors over a staff of professional, technical and clerical subordinates assisting in various phases of operations. General direction is received from the Department Director who holds the incumbent responsible for the professional management of departmental operations and achievement of established goals and objectives.

#### ILLUSTRATIVE TASKS

Prepares proposed and final budgets for the department for presentation to budget committees, the County Administrator, and the County Commission.

Exercises primary operational and administrative control over a specified group of divisions, offices, and sections of the County's governmental operations.

Coordinates the activities of the department and its subdivisions with those other County departments; and when necessary, with comparable organizations in other public and private jurisdictions.

Defines operational goals and objectives recommends and implements organizational and administrative changes.

Reviews existing organizational patterns, work relationships, space, equipment, and manpower utilization; promotes effective operations through standardization, improvement, simplification and installation of new operating systems.

Directs and coordinates diversified departmental personnel management activities, including employee recruitment and selection, interviewing and screening, payroll and benefits, grievances and disciplinary actions, and safety administration.

Directs departmental fiscal activities, accounting and purchasing functions, and department-wide computer services.

Reviews and evaluates departmental policies and procedures; ensures adherence to various rules and regulations.

Meets with various supervisors and managers to resolve financial and administrative matters; advises superiors on administrative policy and procedure issues; coordinates administrative and financial activities with other County departments and agencies.

Conducts meetings with division directors to establish, review and coordinate procedures to assure compliance with applicable policies, codes and regulations; oversees divisional budget preparation and reviews monthly financial reports for compliance with budgetary appropriations.

Analyzes and evaluates on-going and completed engineering projects for conformance with planned goals; analyzes requests for engineering projects and makes recommendations based on policy directions.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

## Human Resources Department

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### Assistant Director W & S (005984)

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the principles of management and engineering as well as their application to the administration of governmental affairs.

Extensive knowledge of the principles and practices of public and business administration.

Thorough knowledge of basic budgetary principles and procedures.

Thorough knowledge of supervisory principles and practices.

Ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to direct the operation of assigned county divisions and programs.

Ability to carry out complex oral and written instructions.

Ability to express ideas clearly, concisely, orally and in writing.

Ability to supervise through various levels of executives and supervisors the work of subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced principles of engineering to the analysis and evaluation of utility engineering projects.

Ability to understand and interpret complex architectural and engineering drawings, construction plans, specifications, and contracts pertaining to utility engineering projects.

Ability to assure compliance of utility engineering activities with applicable ordinances, codes, and regulations.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 03/15/2007

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing operational or administrative activities for the Miami-Dade Water and Sewer Department.

## Human Resources Department

### Chief, W & S Intergovernmental Affairs Section (005988)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of experience in a large water & sewer utility operation preparing contracts and agreements and procuring professional architect and engineering services.

#### Job Specifications

##### NATURE OF WORK

This is an advanced professional administrative position planning, directing and coordinating the diversified activities of the Intergovernmental Affairs Section.

An employee in this class is responsible for managing through subordinate professional staff the procurement of Professional Architect and Engineering Services; preparing and monitoring Professional Service Agreements and amendments to such agreements; managing the County's Equitable Distribution Program for professional architect/engineering services; preparing and managing long-term wholesale water and sewer agreements and resolving all related utility issues; analyzing and preparing interdepartmental contracts with other entities; preparing Memoranda of Understanding with other County departments; reviewing and commenting on all proposed annexations and incorporations occurring within the county; determining the department's water and sewer service areas and processing the releases of acceptance of such service areas; and verifying the conversion of water and sewer service area maps to the GIS is accurate. The incumbent exercises considerable independent judgment in analyzing various utility issues and responding to achieve the goals and financial interests of the department and meet legal and administrative requirements. Supervision is exercised over a section of professional and clerical employees with assigned responsibilities in the diversified activities of the section. General direction is received from an administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives.

##### ILLUSTRATIVE TASKS

Prepares and manages agreements with the department's wholesale water and sewer customers and directs the resolution of complex and varied utility and billing issues related to such service; prepares amendments to said agreements.

Analyzes, directs and coordinates utility issues with the department's executive and senior staff related to the request for interlocal agreements with municipalities and other agencies beside wholesale customers and prepares contracts for other government entities.

Prepares Memoranda of Understanding with other county departments for the provision of various reciprocal services including provision of water and/or sewer service, inspection services, construction or maintenance services, use of facilities and grants of easement to include monitoring construction contracts and provisions for billing service requiring monitoring and management to ensure payment.

Prepares resolutions and ordinance for action by the Board of County Commissioners (BCC) and responds to questions from the County Executive Office concerning items; prepares correspondence for the Water & Sewer Department Director, Assistant Directors and the County Executive Office memoranda to the BCC.

Reviews and responds to annexation and incorporation applications to determine the impact on the county's water and sewer systems.

Directs and manages the procurement of the department's professional engineering and architectural services and prepares professional service agreements; coordinates project information with executive and senior staff from the Water & Sewer and other County Departments; manages the department's use of the county's Equitable Distribution Program.

Acts as the liaison for analyzing and making determinations on all water and sewer service area issues; prepares service area releases to other utilities and acceptance of water and/or sewer service areas from other utilities for the signature of the Water & Sewer Department Director; ensures that the conversion of information to the GIS is accurate.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of procurement policies, procedures and regulations pertaining to construction contracts and professional service agreements.

Thorough knowledge of the content and format of complex contracts and agreements pertaining to Water & Sewer development projects.

Thorough knowledge of local, state and federal regulations pertaining to contracts and agreements for the design, construction and maintenance of county water and sewer facilities.

Thorough knowledge of utility and billing issues related to agreements with the department's wholesale customers.

Considerable knowledge of the Water & Sewer Department's Multi-Year Capital Improvement Plan.

Considerable knowledge of supervisory principles and practices.

Ability to analyze various utility issues and respond to achieve the goals and financial interests of the department and meet legal and administrative requirements.

## Human Resources Department

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### Chief, W & S Intergovernmental Affairs Section (005988)

Ability to analyze and prepare contracts to ensure that the objectives of the department are accomplished and the financial integrity of the department is maximized.

Ability to process the procurement of professional engineering and architectural services in an efficient and timely manner to ensure the department's Multi-Year Capital Improvement Plan is on schedule.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, private contractors and consultants, and a variety of county officials and administrators.

Ability to understand and interpret the provisions of complex construction contracts and professional service agreements.

NEW 2/14/2013

### **Nature Of Work**

## Human Resources Department

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### W & S Fleet Management Specialist (005990)

#### **Minimum Qualifications**

High school diploma or GED. One year of administrative experience in vehicle maintenance to include contract management and accounting is required.

#### **Job Specifications**

#### **Nature Of Work**

This is administrative work assisting in the coordination of fleet management operations for the Miami-Dade Water & Sewer Department.

## Human Resources Department

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### W & S Fleet Management Coordinator (005991)

#### **Minimum Qualifications**

High school. One year of experience in vehicle maintenance to include vehicle maintenance scheduling and/or maintenance supervision in a large volume vehicle repair and maintenance operation is required.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible administrative, work in planning and coordinating automotive equipment repair and maintenance activities for the Water & Sewer Department

## Human Resources Department

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### Assistant Director, W&S Capital Improvement & Development (005994)

#### Minimum Qualifications

Bachelor's Degree. A minimum of seven years of progressively professional experience in large scale construction contracts, environmental remediation, capital improvement programs, or compliance of building and fire codes is required.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Deputy W & S Director (Operations) (005995)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, or related area. A minimum of seven to ten years progressively responsible managerial experience in the overall management of a large public enterprise, including supervision of finance, personnel, budgeting, and planning functions is required. A Master's degree may substitute for two years of the experience..

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible executive level work assisting in the planning and directing of the complex and diversified operations and activities of the Miami-Dade Water & Sewer Department.



## Human Resources Department

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### Director, Miami-Dade Water & Sewer Department (005999)

#### Minimum Qualifications

Bachelor's degree in Engineering . Must possess a State of Florida Professional Engineer license. Ten years of progressively responsible managerial and/or administrative experience in public works engineering, water and sewer construction and/or operation and maintenance to include five years of supervisory experience with duties in engineering and administration of a utility, public works, construction or operation of a water and sewer organization are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the complex and diversified operations and activities of the Miami-Dade Water and Sewer Department.

An employee in this class is responsible for planning, directing and coordinating operations of county-wide water distribution and wastewater transmission systems as well as related administrative and support functions. Responsibilities include directing, through subordinate levels of executives and managers, wastewater collection operations and treatment functions, potable water distribution and treatment operations, system maintenance requirements, engineering and construction activities, and a variety of financial, administrative and operational support activities. The incumbent exercises extensive independent judgment and professional managerial knowledge in the administration of a large and complex water and sewer system providing service to the public. Supervision is exercised through subordinate levels of executives, managers and supervisors over a large, diversified and geographically dispersed staff of professional, operational, technical, administrative and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and the achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates, through subordinate executives, departmental administrative and support functions including financial services, employee relations, labor relations, management information systems, materials management, intergovernmental relations, marketing and communications, public services, and service planning and scheduling.

Directs and coordinates, through subordinate executives, water and wastewater operations including facilities maintenance, and operations of distribution and collection system.

Supervises, through subordinate executives and managers, engineering functions including communications, transmission system development, design and engineering, project control, and system and facilities construction.

Establishes departmental projects, functions and direction; sets goals and objectives and monitors their achievement; evaluates services and assesses their effectiveness in meeting the needs of the citizens of Miami-Dade County.

Reviews organizational patterns, work relationships, and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Ensures that utility operations meets the regulatory standards specified by State and Federal Governments (Consent Decree); interacts with other County department officials in order to promote a well coordinated and total government service program.

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, operating and maintenance problems, legislative developments, and other items.

Plans, directs, coordinates, and supervises department operations, long and short range planning, and engineering activities.

Meets with the County Manager, Budget Director, Assistant County Attorney, elected County officials, and regulatory and government agencies to discuss and resolve problems encountered in the treatment of water and wastewater. Ensures that all established state and federal

## Human Resources Department

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### Director, Miami-Dade Water & Sewer Department (005999)

regulatory standards are met.

Reviews, approves, and monitors expenditures and ensures that they fall within budget allocations.

Meets with outside individuals and groups to get input from the community to discuss concerns related to water and wastewater issues.

Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the organization, interrelationships and operations of the Miami-Dade Water and Sewer Department.

Extensive knowledge of the mission, goals and objectives of the department in providing quality services and potable water within budgetary constraints.

Extensive knowledge of the principles of general management, business and public administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of local, state and federal regulations pertaining to water and wastewater operations and maintenance.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, business and public administration in directing, supervising and coordinating a large and complex public utility system.

Ability to plan, organize, direct and coordinate, through various levels of executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with senior County management, elected officials, and officials of other local, state and national organizations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to effectively evaluate the impact of alternative possible courses of action on water and wastewater operations, future developments and circumstances of a new or unprecedented nature.

Ability to determine if departmental standards are being met and to redirect priorities as necessary.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Engineering . Must possess a State of Florida Professional Engineer license. Ten years of progressively responsible managerial and/or administrative experience in public works engineering, water and sewer construction and/or operation and maintenance to include five years of supervisory experience with duties in engineering and administration of a utility, public works, construction or operation of a water and sewer organization are required.

## Human Resources Department

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### Director, Miami-Dade Water & Sewer Department (005999)

NEW 01/98

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the complex and diversified operations and activities of the Miami-Dade Water and Sewer Department.

### Custodial Worker 1 (006001)

#### Minimum Qualifications

Eighth grade. Three months of experience performing manual labor involving a variety of janitorial or custodial tasks are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is moderately heavy manual work performing routine housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform manual work involving a variety of housekeeping and domestic tasks to assist in the maintenance of County buildings. Duties include cleaning restrooms and offices, washing windows, removing trash, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

##### ILLUSTRATIVE TASKS

Scrubs, mops, waxes and polishes floors; vacuums carpeting; dusts and polishes furniture; washes windows, water fountains, woodwork, toilets, washrooms and fixtures; cleans baseboards, doors and walls.  
Keeps areas around buildings clean and free of litter; sweeps walkways.  
Replaces burned out light bulbs; assists in making simple repairs to buildings and equipment.  
Changes trash and garbage cans and relines with plastic trash bags as required; cleans food conveyors; washes pots and pans; cleans stoves, tables and refrigerators; cleans steam tables and broilers; washes floors in kitchens and cafeterias; washes glassware and dishes.  
Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms.  
Checks and delivers linens and laundry.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the materials, methods and equipment typically used in janitorial work.  
Some knowledge of the geography of the buildings or facilities of assignment.  
Ability to make minor repairs and adjustments to cleaning equipment.

Ability to understand and follow simple verbal and written instructions.  
Physical strength and agility sufficient to perform assigned duties.

REV 11-94

#### Nature Of Work

This is moderately heavy manual work performing routine housekeeping tasks on an assigned shift in County buildings or facilities.

### Custodial Worker 2 (006002)

#### Minimum Qualifications

Eighth grade. Six months of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in County buildings or facilities.

Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of County buildings. Duties include operating various types of automatic housekeeping equipment, cleaning restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment. Work is distinguished from that of the next lower class by the requirement for greater skill in the performance of work, more independence of action and primary operation of various types of automated housekeeping equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

##### ILLUSTRATIVE TASKS

Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment; scrubs, strips and waxes floors and shampoos carpets.

Operates wall vacuum cleaners and wall washing equipment; cleans walls, curtains, drapes and venetian blinds, using ladders as necessary.

Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies and floor signs; makes minor repairs when necessary.

Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.

Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, handsoap and deodorizers.

Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets and furniture.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the materials, methods and equipment typically used in janitorial work.

Knowledge of operation and routine care of various types of automatic housekeeping equipment.

Knowledge of disinfectants used in cleaning restrooms and other common areas.

Some knowledge of general sanitation standards in cleaning work.

Ability to make minor repairs and adjustments to automatic cleaning equipment.

Ability to work with a minimum of supervision from written job procedures and work schedules.

Ability to understand and follow simple oral and written instructions.

Physical strength and agility sufficient to perform assigned duties.

REV 11-94

#### Nature Of Work

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in County buildings or facilities.

## Human Resources Department

### Custodial Worker Supervisor 2 (006005)

#### Minimum Qualifications

Eighth grade. One year of experience performing manual labor involving varying custodial or janitorial work to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory custodial work on an assigned shift in county buildings or facilities.

Employees in this class supervise the work of a moderately large staff of subordinate custodial employees engaged in routine and specialized cleaning tasks in county buildings or facilities. Emphasis of the work is on preparing work schedules, assigning custodial employees to various areas and reviewing work in progress and upon completion, training new employees, maintaining records, and ordering supplies. Work differs from that in the next lower class by larger scale supervisory responsibilities, responsibility for custodial functions covering larger geographical areas and by performance of some minor administrative duties. Supervision is exercised over a moderately large staff of custodial workers by assignment of tasks and review of work in progress and upon completion. Supervision is received from a superior through personal conferences and inspection of completed work for satisfactory compliance with instructions and completion of custodial assignments.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a moderately large staff of custodial employees on assigned shifts, directly or through subordinate supervisors, engaged in floor cleaning, dusting, waxing and polishing furniture, cleaning of offices, restrooms and fixtures, shampooing of carpets, wall washing and related tasks in large county buildings or several smaller county buildings in a geographical area.

Prepares work schedules, and assigns employees to work areas; assists supervisors in planning work and schedules; answers questions and assists employees during work in progress.

Trains new employees in the use of cleaning materials and equipment and in cleaning and sanitation methods applicable to the area of assignment; explains changes in procedures, types of cleaning agents or equipment.

Makes rounds and inspects work in progress by crews in various areas of large buildings or working in different buildings or facilities; inspects mechanical equipment and orders repairs as necessary; assures compliance with established sanitation standards.

Requisitions equipment, materials and supplies; issues cleaning and linen supplies and maintains inventory records; prepares reports concerning cleaning supplies and custodial operations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on work related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the materials, methods and equipment typically used in janitorial work.

Considerable knowledge of the operation and routine care of various types of automatic housekeeping equipment.

Knowledge of specialized cleaning agents peculiar to the area of assignment.

Knowledge of sanitation standards established for the area of assignment.

Knowledge of departmental administrative procedures.

Knowledge of supervisory principles and practices.

Ability to plan, assign and review the work of subordinates in a manner conducive to full performance and high morale.

Ability to supervise and coordinate custodial work in different geographical locations.

Ability to train subordinates in the use of materials, methods and equipment.

Ability to understand and follow verbal and written instructions.

REV 10-80

#### Nature Of Work

## Human Resources Department

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### **Custodial Worker Supervisor 2 (006005)**

This is supervisory custodial work on an assigned shift in county buildings or facilities.

### Guard (006008)

#### Minimum Qualifications

Eighth grade. Six months of security experience are required. Must possess a Driver license. Must be able to work nights, weekends and holidays on a varying work schedule.

#### Job Specifications

##### NATURE OF WORK

This is security work in protecting and patrolling public property on an assigned shift for the County.

Employees in this class patrol an assigned area of guard a facility entrance to safeguard grounds, buildings, parking lots, equipment and other property from fire, theft, vandalism and entrance by unauthorized persons. Duties may include operation of a motor vehicle to patrol the assigned area or patrolling on foot, and employees may be required to perform rounds and punch a time clock in accordance with a predetermined schedule. Work is performed in accordance with established rules and regulations and employees are responsible for notifying authorities in the event of emergencies such as fires or unauthorized entrances. Supervision is received from a superior who reviews work through personal conferences and review of reports detailing shift occurrences.

##### ILLUSTRATIVE TASKS

Conducts security patrols on foot and in a motor vehicle; watches for fires, prowlers, suspicious activities and other circumstances which could cause loss or damage to public property; punches a time clock on a prearranged schedule as required.

Patrols public parks, marinas, parking lots, grounds and inside and outside County facilities; reports disturbances, suspicious activities and emergencies.

Assures that lights are turned on and off as required and that doors and gates are properly locked.

Maintains security at the entrance to a County facility to prevent the entrance of unauthorized persons.

Prepares logs and reports of incidents and routine shift occurrences.

Accepts routine documents and messages for delivery to superiors on day shift; answers telephone and provides routine information to the public.

Assists in maintaining appearance and safety of public facility by picking up trash, garbage and other refuse while on assigned patrols, and disposing in appropriate containers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the geography of the buildings and grounds to which assigned.

Knowledge of the rules, regulations and procedures pertaining to security of the assigned area.

Knowledge of basic security practices and techniques.

Knowledge of the rules and regulations pertaining to admission and exit from County property.

Ability to enforce security regulations in the area of assignment.

Ability to follow prescribed routines in performing security patrols.

Ability to react promptly and correctly in emergency situations.

Ability to prepare logs and reports concerning shift occurrences.

Physical strength and agility sufficient to perform assigned duties.

REV 5-86

#### Nature Of Work

This is security work in protecting and patrolling public property on an assigned shift for the County.



### Bridge Operator (006010)

#### Minimum Qualifications

Eighth grade. Must have own transportation and be able to work a shift schedule to include weekends. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is light manual work operating a mechanical drawbridge and performing related clerical work.

Employees in this class are responsible for operating a power driven drawbridge on an assigned shift, to allow the safe passage of water and land traffic with a minimum of delay. Duties involve keeping records of water traffic passing under the bridge and records of incidents occurring at the bridge. Supervision is received from a supervisor who assigns shifts and reviews work through personal inspection and review of bridge records and reports.

##### ILLUSTRATIVE TASKS

Operates a power driven drawbridge on an assigned shift; raises and lowers bridge according to pre-arranged schedules or upon proper signal from vessels; engages traffic lights, blinkers and/or warning bells; watches as traffic begins to stop and engages controls to lower automobile gates; operates controls to raise drawbridge; after vessel has passed through bridge, operates controls to lower bridge, raise automobile gates and turn off signals.

Maintains bridge logs by recording time bridge was opened, name of vessel passing through, direction of travel and time bridge was closed; maintains a log of non-routine incidents occurring at the bridge.

Upon bridge malfunction, resets circuit breakers, engages emergency generators, or manually lowers bridge using appropriate controls; informs supervisor of operational trouble with bridge; puts on or takes off balance weights to assist operation of bridge, as required.

Maintains bridge house in clean and orderly manner.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the rules and regulations controlling the operation of drawbridges crossing navigable waterways of the County.

Some knowledge of the construction and operation of power driven drawbridges.

Some knowledge of heavy electrical motors and of power driven hoisting machinery and equipment.

Ability to understand and follow oral or written instructions.

Ability to work independently in the absence of an immediate supervisor.

Ability to keep simple records and to make reports.

Ability to react quickly and calmly in emergencies.

REV 4-80

#### Nature Of Work

This is light manual work operating a mechanical drawbridge and performing related clerical work.

## Human Resources Department

### Laundry Manager (006020)

#### Minimum Qualifications

High school. One year of supervisory and management experience in a high volume commercial or institutional laundry operation is required.

#### Job Specifications

##### NATURE OF WORK

This is large scale supervisory work in laundry management and central linen service in a county facility.

An employee in this class is responsible for the efficient and economical operation and maintenance of a high volume laundry engaged in processing linen supplies, uniforms and various items used in a large medical facility. An additional responsibility may include the rendering of technical advice and assistance to a prisoner-operated laundry at a large county penal institution. Work also includes the supervision of a central linen service unit engaged in mending, repairing and storing laundered supply items. The incumbent in this class exercises considerable independent judgment in discharging the duties required while receiving only general direction from an administrative superior who periodically checks operational efficiency through review of production reports and cost records. Supervision is exercised through subordinate laundry foreman over all assigned personnel by determining quality and quantity production controls and through inspection of work in process.

##### ILLUSTRATIVE TASKS

Assigns, supervises and reviews the work of a large number of laundry employees engaged in receiving, washing, ironing, packaging and delivering laundry to various departments; consults with subordinate supervisory personnel regarding work schedules and problems.

Trains new employees in correct and efficient methods of hand and machine laundry operations, and inspects their work closely until duties are thoroughly learned.

Supervises through a subordinate supervisor, sewing and mending services for the hospital.

Assigns and reassigns personnel in order to meet emergency situations caused by vacation schedules, illness and vacancies in the units; maintains records of time worked by employees; maintains records of production, supplies used, and other costs, and prepares and submits reports on costs and efficiency of laundry and related operations.

Observes, analyzes and revises laundry and sewing room schedules and assignments in order to maintain efficient operation in accordance with varying work load requirements.

Maintains a stock of supplies including soaps, bleaches, starches and other standard laundry supplies; makes or arranges for the making of minor repairs and adjustments to the laundry machines and equipment and to sewing machinery and equipment; sees that machinery is adequately oiled and greased; recommends equipment replacement and writes purchase specifications.

Insures proper training of new employees in hand and machine operations; periodically inspects their work for adherence to work methods. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of large scale laundry methods, materials and practices including the operation and maintenance of washing machines, extractors, tumblers, presses, hand irons and flatwork ironers.

Thorough knowledge of health and safety hazards present in laundry and sewing room operation and of effective precautionary measures.

Considerable knowledge of the basic principles, practices and requirements of operating a central sewing, mending and linen supply service for a large institution.

Ability to plan, assign and supervise the work of a large group of employees in a manner conducive to full performance and high morale.

Ability to instruct and train new employees in laundry operations.

Ability to observe and analyze problems in laundry production and to improve efficiency and working conditions.

Ability to operate all laundry equipment, to instruct others in this operation and to maintain it in good working condition.

Ability to keep records and to prepare reports.

REV 10-78

**Nature Of Work**

## Human Resources Department

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### Laundry Manager (006020)

This is large scale supervisory work in laundry management and central linen service in a county facility.

### Parking Lot Attendant (006028)

#### Minimum Qualifications

Tenth grade. Six months of money handling or clerical experience are required.

#### Job Specifications

##### NATURE OF WORK

This is routine operational and clerical work attending public parking facilities.

Employees in this class attend public parking lots, carpool parking lots or parking garages and collect established parking fees and issue receipt tickets. Duties include enforcing parking facility regulations, preparing reports detailing money collected and safeguarding parking facility areas, cars, drivers and passengers. Work is performed independently in accordance with detailed instructions and regulations and occasionally involves exposure to adverse weather conditions. Supervision is received from a specialized or administrative superior, who reviews work through personal observations and exact checks of receipt tickets with money collected.

##### ILLUSTRATIVE TASKS

Collects and records parking fees; makes change, as necessary; directs cars to parking spaces; assures that compact cars park only in designated spaces for small cars and assures that there are the appropriate number of vehicle occupants to qualify for carpool lot parking.

Enforces parking rules and regulations; places and removes barricades in various areas of the parking facility to prevent parking in restricted areas, such as emergency exits.

Reports malfunctions of parking lot equipment, such as automatic ticket dispensers and gates to supervisor; operates gates manually, as required.

Provides general information and directions to car drivers, passengers and the public concerning locations of buildings, locations of public and private organizations and surrounding road network.

Patrols parking areas and reports disturbances, suspicious persons and suspicious circumstances to appropriate authorities.

Completes damage reports for automobile damage or accidents occurring to cars while parked in the parking facility.

Maintains records on number of cars parked and money received; counts money and reconciles balance with tickets issued; safeguards money collected and turns in money, records and unused tickets to supervisor.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the rules, regulations and procedures governing parking facility operations.

Knowledge of simple arithmetic.

Knowledge of basic record keeping techniques.

Knowledge of the locations of various buildings and organizations and the road network in the area of assignment.

Ability to enforce parking facility rules, regulations and procedures with firmness, tact and impartiality.

Ability to provide routine information to the public.

Ability to maintain simple records and prepare reports.

## Human Resources Department

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### Parking Lot Attendant (006028)

Ability to make change quickly and accurately.

Ability to work independently in the absence of immediate supervision and to complete assigned responsibilities.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-80

#### **Nature Of Work**

This is routine operational and clerical work attending public parking facilities.

## Human Resources Department

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### Parking Lot Attendant Supervisor (006029)

#### Minimum Qualifications

High school. One year of experience as an attendant or manager for a parking facility is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the operation of public parking facilities.

An employee in this class is responsible for planning, assigning and reviewing the work of a staff of specialized employees engaged in attending public parking lots, carpool parking lots or parking garages. Responsibilities include assigning attendants to work locations, establishing work schedules, training new employees, supervising work in progress and assuring the collection and safeguarding of receipts from daily operations. Duties involve arranging for cleaning and repairs of parking facilities and responding to complaints from the public. Supervision is exercised over a staff of subordinate attendants who are assigned responsibility for the operation of various parking facilities. Supervision is received from a professional or administrative superior through personal conferences and review of written reports for efficient and effective operation of a variety of public parking facilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of subordinate parking lot attendants engaged in the operation of various public parking lots, carpool parking lots or parking garages; assigns employees to work stations; prepares work schedules and revises as necessary due to vacations, illness or other factors.

Makes periodic inspections of parking facilities to assure efficient and effective parking operations; authorizes towing of illegally parked vehicles as necessary.

Issues receipt tickets and collection forms to attendants; makes periodic car counts to verify attendant's records; substitutes for employees as necessary.

Collects daily parking fees from attendants after reconciliation and verifies accuracy of receipts; safeguards money collected and transfers money to appropriate authority.

Provides training to new employees in attendant duties and responsibilities.  
Inspects parking facilities and reports cleaning and repair needs.

Receives and responds to complaints from the public regarding parking facilities; submits reports to superior concerning public complaints.

Requisitions equipment and supplies.

Maintains records of personnel using official business parking facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the rules, regulations and procedures governing parking facility operations.

Knowledge of basic personnel practices and procedures.

## Human Resources Department

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### Parking Lot Attendant Supervisor (006029)

Knowledge of simple arithmetic.

Knowledge of supervisory principles and practices.

Knowledge of basic record keeping techniques.

Some knowledge of public relations principles and techniques.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce parking facility rules, regulations and procedures with firmness, tact and impartiality.

Ability to maintain simple records and prepare reports.

Ability to supervise employees assigned to different geographical locations.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-80

#### **Nature Of Work**

This is supervisory work in the operation of public parking facilities.

### Laborer (006030)

#### Minimum Qualifications

Eighth grade. Six months of experience performing manual labor are required. Must be able to work a varying schedule and have reliable transportation.

#### Job Specifications

##### NATURE OF WORK

This is routine unskilled light and heavy manual work in County departments and agencies.

Employees in this class are responsible for the satisfactory performance of light and heavy manual laboring tasks in a variety of construction and maintenance activities. Duties may include the occasional operation of small engine equipment. Work may be closely supervised and performed under the immediate direction of a superior although many tasks may be routine and repetitive in nature and accomplished under general supervision.

##### ILLUSTRATIVE TASKS

Performs a variety of manual tasks not requiring specialized knowledges and skills.

Sprays and trims foliage; cuts grass, pulls weeds, rakes leaves, edges walkways, and trims hedges.

Digs holes for trees and shrubs; ties burlap sacks around roots; assists in planting trees and shrubbery.

Assists trades employees by carrying materials and tools; mixes mortar and concrete using prescribed amounts of material; cleans up job site upon completion of project; loads and unloads materials and tools.

Clears mosquito ditches with bush cutter; digs mosquito ditches with shovels; sprays mosquito larvae using hand-operated compressor.

Washes vehicular equipment; performs rough sanding and masking; cleans shop areas.

Installs road signs; clears brush from roadside; erects barricades.

Sweeps walkways and removes refuse and debris from grounds, buildings and parking lots.

Loads and unloads heavy materials from trucks and other vehicles; moves or aids in moving heavy boxes or equipment and large and bulky objects.

Operates chainsaws, weed eaters and other small engine equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of simple hand tools used in maintenance and construction work.

Ability to understand and follow verbal or written instructions.

Ability to occasionally operate simple power equipment used in maintenance or construction work.

Physical strength and agility sufficient to perform assigned duties.

REV 12-94

#### Nature Of Work

This is routine unskilled light and heavy manual work in County departments and agencies.



### Semi-Skilled Laborer (006035)

#### Minimum Qualifications

Eighth grade. Six months of experience as a general helper or laborer are required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is heavy manual work involving limited skills in various maintenance and construction tasks throughout the county.

Employees in this class perform laboring tasks requiring some acquired skills in the use of hand tools, power tools and equipment, or occasional operation of light automotive equipment. Duties may include removing, cleaning, adjusting and lubricating mechanical equipment and assisting journeymen in a variety of trade and craft areas. Employees in this class are responsible for the upkeep and efficient operation of the tools or equipment used. Instructions are usually received orally and routine tasks are performed with considerable independence, more difficult work is performed under the supervision of a foreman or skilled craftsman. All work is subject to inspection while in progress and upon completion.

##### ILLUSTRATIVE TASKS

Operates power spraying equipment in the eradication and control of hyacinths in canals and waterways; cleans culverts and other water control structures.

Removes and replaces air conditioning filters, cleans filters and coils, and re-sets dampers.

Operates power mowers, saws, edgers, and clippers and other equipment used in landscaping and roadside maintenance.

Checks machinery and makes minor adjustments at pumping stations and lift stations; maintains area in a clean and sanitary condition.

Operates, cleans and maintains large power spraying equipment used to control insects, plant pests and weeds.

Performs maintenance work on railroad spur trucks; replaces cross ties, rails and switches; keeps railway right-of-way clear.

Assists in surface preparation and spray painting of signs; cleans, sands, straightens, and repairs signs.

Patches pot holes with hot asphalt; places lime rock along road shoulders, may operate small roller.

Occasionally operates amphibious vehicle in dragging canals for weeds and obstructions.

Occasionally works as helper on dynamite drill rig; fills hole with sand after dynamite is placed.

Occasionally drives heavy construction equipment to and from job sites and assists with preventive field maintenance consisting of oiling and lubrication of equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of power tools and equipment used in building and grounds maintenance.

Knowledge of the occupational hazards and necessary safety precautions applicable to laboring work.

Ability to operate trucks, small rollers, small tractors and similar automotive equipment.

Ability to understand and follow oral and written instructions.

Ability to secure a Florida Chauffeur's license if required.

Skill in the operation of power tools and equipment.

Physical strength and agility sufficient to perform heavy manual labor, and occasionally under adverse weather conditions.

REV 10-66

#### Nature Of Work

This is heavy manual work involving limited skills in various maintenance and construction tasks throughout the county.

### Semi-Skilled Laborer (006035)

#### Minimum Qualifications

Eighth grade. Two years of supervisory experience in road, grounds, facilities or related maintenance are required.

Must obtain a CDL prior to completion of the six-month probationary period.

#### Job Specifications

##### NATURE OF WORK

This is large scale supervisory work with some technical responsibility in general labor operations.

Labor Foremen 3 are responsible for the coordination and supervision of large laboring, equipment operating, and building and grounds maintenance crews. Incumbents frequently have some technical responsibility for specific phases of assigned work, and responsibility for public contacts in connection with assigned projects. These positions are distinguished from the lower class of Labor Foreman 2 in that they work under less supervision, and involve supervising larger crews, maintaining more responsible contacts and performing certain technical phases of operations. All work is under the direction of an engineering or other superior who reviews completed work for thoroughness and adherence to project schedules.

##### ILLUSTRATIVE TASKS

Supervises bridge operators and repairmen, general laborers and equipment in causeway maintenance; supervises the painting of bridges, toll houses, light poles and similar structures; supervises roadway maintenance including road patching and repairing of drawbridges; supervises repairing and replacing of worn out electrical apparatus; keeps required time and work reports.

Supervises a large laboring crew and equipment operators in mosquito control work including clearing brush, digging ditches, placing heavy motorized digging equipment; reads maps as needed; keeps required time and work reports.

Inspects railway trackage for defects and determines needed repairs; supervises adjustment of switches with rails; orders materials for railway repairs; supervises crew in continuous maintenance operations; keeps required reports of time, work and materials.

Supervises a laboring crew and equipment operators engaged in various operations such as waste collection, landscaping, unloading of supplies, grounds maintenance, cleaning of assigned areas, delivery of supplies and related work at a large county hospital.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard tools, materials, methods and techniques of general labor operations, and road and bridge maintenance or related public works maintenance.

Considerable knowledge of the occupational hazards and necessary safety precautions applicable to the work.

Knowledge of the operational characteristics and repair needs of typical public works maintenance equipment.

Ability to coordinate and supervise the work of large numbers of subordinate men and equipment in a manner conducive to full performance and high morale.

Ability to anticipate and plan for maintenance.

Ability to understand and transmit oral and written instructions.

Ability to keep simple records and make simple reports.

Ability to read simple blueprints and diagrams.

REV 7-63

#### Nature Of Work

This is large scale supervisory work with some technical responsibility in general labor operations.

### Sprayer Helper (006043)

#### Minimum Qualifications

Eighth grade. Must obtain a State of Florida Restricted-Use Pesticide Applicator's and a CDL/Class A within the trainee period.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in assisting in spraying and removing weeds, hyacinths, and other vegetation from canals, ditches, canal banks, and roadways.

Employees in this class are responsible for assisting a Sprayer in the spraying and removal of noxious vegetation from canals, ditches, canal banks and roadways, mixing chemicals used in spraying operations, and assisting in the operation of spray boats, pole trucks, spray trucks, and other equipment. Employees typically work long hours in the field and occasionally under adverse weather conditions. Supervision is received from a Sprayer who reviews work for effective assistance in spraying and removing vegetation.

##### ILLUSTRATIVE TASKS

Assists Sprayer in spraying and removing weeds, hyacinths, and other noxious vegetation from canals, ditches, canal banks, and roadways.

Mixes chemicals to be used in spraying operations; places chemicals on or near the bottom of canals, water surface, banks, and roadways, as required.

Assists Sprayer in the operation of spray boat, pole truck, spray truck, and other equipment used in the controlling of aquatic and turf weeds.

Assists in the preparation and maintenance of reports for activities and crew operations; helps maintain records of equipment and spray used.

Contacts property owners and other persons in reference to spraying and treating noxious plant life.

Continues spray operations when Sprayer is absent.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the equipment used in the spraying of aquatic weeds and other noxious vegetation.

Knowledge of the occupational hazards and safety precautions applicable to spray work.

Knowledge of the various types of chemicals used in spraying aquatic weeds and other noxious vegetation.

Ability to operate spraying equipment, including spray boat, pole truck, and spray truck.

Ability to understand and follow verbal and written instructions.

Ability to swim.

Ability to work under occasional adverse weather conditions.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-93

#### Nature Of Work

This is specialized work in assisting in spraying and removing weeds, hyacinths, and other vegetation from canals, ditches, canal banks, and roadways.

### Sprayer (006044)

#### Minimum Qualifications

Eighth grade. Six months of experience in the use of pesticides or herbicides are required. Must possess a current State of Florida Restricted-Use Pesticide Applicator's license. Must obtain certifications in Aquatic and Right-of-Way categories, and a CDL/Class A within the trainee period.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in the spraying and mechanical removal of hyacinths, weeds and related vegetation from canals, ditches and canal banks.

Employees in this classification are responsible for the spraying and removal of underwater weeds and related noxious water vegetation. Employees are required to operate boats, spray pumps and other equipment in controlling aquatic weeds. Work requires the mixing of chemicals to be used and placing of chemicals to obtain maximum weed control. Supervision is exercised over a helper who assists in the placing of chemicals in canals, ditches and other designated locations. Work is reviewed by a superior for achievement of desired results and completion of work assigned.

##### ILLUSTRATIVE TASKS

- Sprays and removes weeds, hyacinths and other noxious water vegetation from canals, ditches and canal banks.
- Mixes chemicals to be used in spraying operation; places emulsified chemicals on or near the bottom of the canal.
- Operates spray boat and other equipment used in the controlling of aquatic weeds.
- Prepares and maintains reports of activities and crew operations; maintains records of equipment and spray used.
- Contacts property owner and other persons in reference to spraying and treating noxious aquatic plant life.
- Conducts on the job training of new employees assigned to spray crew; instructs in the use of spray equipment and the proper handling of chemicals.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Considerable knowledge of the various types of chemicals used in the spraying of aquatic weeds and other noxious water vegetation.
- Knowledge of the equipment used in the spraying of aquatic weeds and other related vegetation.
- Knowledge of the occupational hazards and necessary safety precautions applicable to spray work.
- Some knowledge of effective supervisory techniques.
- Ability to operate spraying equipment, spray boat, pole truck and spray trailer.
- Ability to perform field assignments with a minimum of supervision.
- Ability to keep simple records and make reports.
- Ability to understand and transmit oral and written instructions.
- Physical strength and agility sufficient to work long hours out-of-doors and occasionally under adverse weather conditions.

NEW 10-72

#### Nature Of Work

This is specialized work in the spraying and mechanical removal of hyacinths, weeds and related vegetation from canals, ditches and canal banks.

## Human Resources Department

### Public Works Supervisor 1 (006046)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in road, bridge or canal maintenance or construction are required. Must pass the paving and excavating sections of the General Engineering Contractor's examination during the probationary period. Must possess a CDL/Class A with a tanker endorsement.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and technical work in the maintenance and construction of various public works projects.

Employees in this class provide technical direction and field supervision to a staff of subordinates engaged in the maintenance and construction of diversified facilities, installations and structures. Responsibilities include coordinating employees, equipment and materials for projects, determining work methods and procedures, supervising field construction and maintenance work sites, and assuring that assignments are completed according to schedule and specifications. Duties require the use of some independent judgment in selection of work methods, scheduling employees and execution of work orders. Supervision is exercised over subordinate equipment operators, trades employees and semi-skilled laborers through inspection of work in progress and upon completion. Supervision is received from a technical supervisor who reviews work in progress and upon completion for compliance with plans, specifications and schedules.

##### ILLUSTRATIVE TASKS

Determines number and types of employees required for construction and/or maintenance assignments and assigns subordinates to work crews.

Reads plans and blueprints, and follows written and verbal instructions from supervisor in initiating construction work.

Requisitions equipment, materials and supplies required for assigned projects or maintains inventories as necessary.

Reviews work being performed by subordinates for accuracy in carrying out instructions, and for progress in completing assignments.

Supervises a bike-path construction crew in clearing the right-of-way, preparing base, final surface preparation and final surfacing; supervises an overlay crew in site preparation, traffic control, asphalt spreading and rolling; supervises an asphalt blanket crew in preparation of lots, clearing, base preparation and final surfacing.

Supervises and instructs subordinates in the use and operation of equipment including dumptrucks, oil distribution trucks, asphalt spread box truck and rollers; checks equipment for proper servicing and coordinates preventive maintenance.

Supervises subordinates engaged in bridge painting, repair and replacement of bridge railings, grass and vegetation maintenance, repair and replacement of guardrails, filling of pot holes, toll plaza facility maintenance, road shoulder maintenance and emergency repairs to bridges.

Supervises subordinates engaged in the maintenance, construction, repair and demolition of roads, taxiways, ramp areas, shoulders, culverts, storm sewers and drainage canals at various airport facilities.

Inspects roads and bridges for needed maintenance and responds to public complaints; responds to complaints and initiates action based upon inspections; responds to emergency calls concerning causeways after normal business hours.

Prepares daily work reports, accident reports on injured employees and other reports as required.

Communicates and enforces established safety measures and instructs subordinates in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of public works construction and maintenance methods and techniques and their application to various public works projects.

Considerable knowledge of the tools, equipment and materials used in public works construction and maintenance.

Knowledge of the operating and maintenance characteristics of light and heavy mobile equipment used in public works construction and maintenance.

Knowledge of supervisory principles and practices.

Knowledge of occupational hazards and safety precautions required in the area of assignment.

Knowledge of departmental policies and procedures.

Knowledge of the geographical layout of Metropolitan Dade County.

### Public Works Supervisor 1 (006046)

Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to read and interpret blueprints, schematics and diagrams.  
Ability to keep records and prepare reports.  
Ability to estimate employees, materials and equipment required for public works projects.  
Ability to understand and follow verbal and written instructions.  
Physical strength and agility sufficient to perform assigned duties.

REV 2-84

#### **Nature Of Work**

This is supervisory and technical work in the maintenance and construction of various public works projects.

## Human Resources Department

### Public Works Supervisor 2 (006047)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in heavy equipment operation, public works inspection, public works construction or public works maintenance to include one year of supervisory experience are required. Must possess a Driver license. Must obtain a CDL/Class A with tanker endorsement during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and technical work in the maintenance and construction of various public works projects. Employees in this class provide technical direction and field supervision to a large staff of subordinates engaged in the maintenance and construction of diversified facilities, installations and structures. Responsibilities include coordinating a large and varied staff of employees, a wide variety of mobile equipment and required supplies for projects, determining work methods and procedures, supervising field construction and maintenance work sites often at dispersed geographical locations, and assuring that assignments are completed according to schedule and specifications. Duties require the use of independent judgment in selection of work methods, coordinating employees at various locations and execution of work orders. Supervision is exercised over equipment operators, trades employees and semi-skilled laborers frequently through subordinate supervisors. Supervision is received from a technical and administrative superior who reviews work through personal conferences, inspection of work in progress and upon completion, and written reports.

##### ILLUSTRATIVE TASKS

Plans and schedules numbers and types of employees required for construction and/or maintenance assignments; requisitions equipment, supplies and materials.

Reads plans and blueprints and lays-out construction projects; explains assignments to subordinates; reviews work performed by subordinates for accuracy in carrying-out instructions and for progress in completing assignments.

Schedules and supervises chemical weed control and spray crews; issues chemicals and maintains inventory; contacts citizens when spraying is being conducted near private property; maintains accurate records of areas sprayed with chemicals.

Schedules and assigns construction and maintenance work on water control dams and structures; assigns work to mechanical weed removal crews; assigns work for canal and ditch debris removal, vegetation maintenance and tree removal; supervises construction and maintenance of culvert crossings.

Supervises through a subordinate supervisor asphalt work around drains and pedestrian paths, preparation of walkways and their resurfacing, and preparation and overlaying of damaged roads.

Supervises construction crews for specialized construction including mini-dumps, drainage projects, shoulder work and parking lots.

Supervises road construction crews in the construction of paved roads including right-of-way clearing, road filling, base preparation, final surface preparation and final surfacing; supervises crews in the construction of rock roads and in their maintenance; supervises roadway patch crews and roadside debris removal crews.

Supervises crews engaged in shoulder maintenance and clean-up, right-of-way clearing and maintenance, lot clearing, roadway median and shoulder grass maintenance, and construction and maintenance of guard rails and barricades.

Supervises crews engaged in construction, renovation and maintenance of Dade County parks including coordinating employees, mobile equipment, tools, equipment and supplies.

Prepares daily work reports, accident reports, and other reports as required.

Communicates and enforces established safety measures and instructs subordinates in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of public works construction and maintenance methods and techniques and their application to various public works projects.

Considerable knowledge of the tools, equipment and materials used in public works construction and maintenance.

Considerable knowledge of the operating and maintenance characteristics of light and heavy mobile equipment used in public works construction and maintenance.

### Public Works Supervisor 2 (006047)

Considerable knowledge of supervisory principles and practices.  
Knowledge of occupational hazards and safety precautions required in the area of assignment.  
Knowledge of departmental policies and procedures.  
Knowledge of the geographical lay-out of Metropolitan Dade County.  
Ability to supervise a large staff of subordinates frequently in dispersed geographical locations, in a manner conducive to full performance and high morale.  
Ability to read and interpret blueprints, schematics and diagrams.  
Ability to coordinate work crews, equipment and materials in geographically separated areas.  
Ability to estimate employees, materials and equipment required for public works projects.  
Ability to keep records and prepare reports.  
Ability to understand and follow verbal and written instructions.  
Physical strength and agility sufficient to perform assigned duties.

REV 2-83

#### **Nature Of Work**

This is advanced supervisory and technical work in the maintenance and construction of various public works projects.



### Public Works Supervisor 3 (006048)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in heavy equipment operation, public works construction or public works maintenance to include two years of supervisory experience are required. Must possess a CDL/Class A.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and technical work with administrative responsibility in the maintenance and construction of various public works projects.

Employees in this class are responsible for planning, organizing and supervising large-scale maintenance and construction of diversified facilities, installations and structures. Responsibilities include establishing maintenance and construction priorities, providing for the effective utilization of employees, equipment and materials, reviewing work in progress and upon completion, and assuring that projects are completed in accordance with plans, instructions and specifications. Duties require the use of independent judgment in the large-scale coordination of employees, equipment and supplies to complete maintenance and construction projects. Supervision is exercised through subordinate supervisors over a varied staff of equipment operators, trades employees and semi-skilled laborers engaged in various phases of work. General supervision is received from an administrative superior who reviews work through personal conferences and reports and holds the incumbent responsible for achievement of maintenance and construction objectives.

##### ILLUSTRATIVE TASKS

Establishes repair and maintenance priorities and rearranges as necessary for the effective utilization of employees, equipment and materials. Requisitions supplies, equipment, parts and materials; assures adequate stock of supplies and equipment to complete required construction and maintenance assignments.

Supervises through subordinate supervisors, road construction, rock road construction, road repair and patching, road drainage, guard rail construction and repair, roadside debris removal, roadway mowing and clean-up, and specialized construction projects.

Supervises through subordinate supervisors, chemical weed control spraying, water control dam and structure construction and maintenance, mechanical weed control, canal and ditch debris removal and maintenance, culvert crossing construction and maintenance, and Miami River and Biscayne Bay clean-up activities.

Investigates and reports on conditions of roads or canals and drainage ditches; makes recommendations on required maintenance or repairs; estimates time, materials and numbers and types of employees required to perform and complete work.

Makes periodic checks and final inspections of work projects, assures work is completed in accordance with instructions, plans and specifications.

Responds to after-hours emergencies and assures that appropriate employees are dispatched to resolve problems.

Prepares and submits budget estimates; makes recommendations concerning staffing and equipment requirements.

Communicates and enforces established safety measures and regulations; instructs employees in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of public works construction and maintenance methods and techniques and their application to various public works projects.

Thorough knowledge of the tools, equipment and materials used in public works construction and maintenance.

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of departmental policies and procedures.

Considerable knowledge of the operating and maintenance characteristics of light and heavy mobile equipment used in public works construction and maintenance.

Knowledge of the principles of management.

Knowledge of the occupational hazards and safety precautions of public works construction and maintenance work.

Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to coordinate employees, equipment and materials over a large geographical area to complete public works projects.

### Public Works Supervisor 3 (006048)

Ability to establish maintenance and construction priorities in the area of assignment.  
Ability to estimate time, employees, equipment and materials required to complete public works projects.  
Ability to prepare various reports and budget documents.  
Ability to read and interpret blueprints, schematics and diagrams.  
Ability to understand and follow verbal and written instructions.

REV 2-83

#### **Nature Of Work**

This is advanced supervisory and technical work with administrative responsibility in the maintenance and construction of various public works projects.

## Human Resources Department

### Bridge Supervisor 1 (006051)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in road or bridge maintenance, in a construction trade, or in electrical and hydraulic equipment maintenance are required; OR one year of experience as a crew leader or chief in a construction or maintenance trade. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is supervisory field work in supervising the operation, maintenance and repair of fixed and power operated bridges throughout the county.

An employee in this class is responsible for planning, assigning and reviewing the work of subordinates engaged in the operation of bascule, vertical lift and swing moveable bridges and the maintenance and repair of fixed bridges, bascule, vertical lift and swing moveable bridges. Emphasis of the work is on coordination of employees, materials and equipment in bridge operations and performing preventive maintenance, emergency and routine repairs, and making modifications to existing bridge structures. Supervision is exercised over skilled trades employees, repairers and other employees by assignment of work and inspection of work in progress and upon completion for adherence to prescribed standards and specifications. Supervision is received from a technical and administrative superior through personal inspections and conferences for satisfactory operation, maintenance and repair of all bridges.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate trades employees, repairers, and other employees engaged in painting, chipping, scraping steel beams and structures, rigging and setting scaffolding, repairing and replacing decking, handrails, wood barriers, maintaining and repairing bridge houses, window frames and doors, constructing and installing traffic gates, and performing welding and gunite preparation and application including removal of spalled and deteriorated parts of the bridge structure, sand blasting, re-rod installation and correct application of gunite.

Plans, assigns and reviews the work of trades employees engaged in repairing and installing switch panels, lights and circuits, installing reducing transformers, traffic warning and gate lights, adjusting electrical thruster brakes, replacing worn-out conduit and wire and assuring electrical inter-lock systems are in working order.

Periodically performs physical inspection of bridges to determine extent of repair or modifications required; assists engineers with inspections, examines blue prints and estimates cost of materials and labor necessary to complete work; prepares diagrams of work for subordinates.

Oversees equipment and vehicles used in bridge operation and maintenance; assures proper scheduling and preventive maintenance.

Oversees the construction and placement of temporary and permanent foot-bridges and fences associated with all types of bridges.

Responds, investigates and initiates action concerning citizen complaints regarding bridge maintenance problems; responds to the U.S. Coast Guard and citizens concerning bridge opening and closure problems.

Plans, schedules, assigns and reviews the work of Bridge Operators assigned to all bascule bridges on the Miami River and Biscayne Bay; schedules and provides training for bridge operators; maintains records regarding bridge openings.

Communicates, posts and enforces U.S. Coast Guard rules and regulations regarding bridges; coordinates, posts and enforces rules and regulations regarding restricted and special event bridge openings.

Requisitions supplies and materials necessary for bridge maintenance and repair.

Communicates and enforces established safety measures and regulations.

Confers with supervisor upon discovery of unusual equipment or maintenance problems; responds to emergencies involving failure of power bridge to operate properly and assures prompt repair.

Keeps records of time and materials required for jobs and submits reports; reviews work reports of subordinates.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the practices, methods, tools, equipment and materials used in the maintenance and repair of fixed and power operated bridges.

### Bridge Supervisor 1 (006051)

Considerable knowledge of the principles and theories of hydraulic, mechanical and electronic equipment as applied to the maintenance and repair of power operated bridges.

Considerable knowledge of the operating, repair and maintenance characteristics of power operated bridges.

Considerable knowledge of the occupational hazards and safety precautions required in the repair and maintenance of bridges.

Knowledge of supervisory principles and practices.

Ability to supervise a group of subordinate tradesmen, repairmen and other employees in a manner conducive to full performance and high morale.

Ability to coordinate work crews, equipment and materials in geographically separated areas.

Ability to interpret and work from simple blueprints, diagrams, sketches or construction plans.

Ability to accurately estimate quantities of materials and time required to complete bridge repair and maintenance jobs.

Ability to keep records and prepare reports.

REV. 3-84

### **Nature Of Work**

This is supervisory field work in supervising the operation, maintenance and repair of fixed and power operated bridges throughout the county.

### Food Service Worker 2 (006081)

#### Minimum Qualifications

Six months of experience as a Food Service Worker 1; or eighth grade and six months of experience in routine food preparation and food service work assisting cooks, dietitians, or other personnel engaged in food preparation in a home, hospital, cafeteria, or similar institutional food preparation environment are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is food preparation and serving work in performance of more responsible tasks in county homes or institutions.

Work involves assistance to cooks, dietitians and other personnel in a variety of more difficult food preparation tasks such as mixing and baking various puddings, mixing gelatin desserts or sheet cakes, and preparation of various salads including special diet recipes. Employees are required to observe established sanitary standards in the preparing, handling and serving of food and in personal hygiene. Work is performed under the general supervision of cooks, dietitians or other supervisory personnel who inspect results obtained.

##### ILLUSTRATIVE TASKS

Performs a variety of food preparation tasks in the kitchen of a hospital or home; prepares and bakes rice, bread and other puddings; prepares gelatin desserts; mixes and bakes sheet cakes from cake mixes, and prepares various standard cake frostings.

Prepares a variety of fruit and vegetable salads; assembles cold plates for cafeteria.

Prepares desserts, salads and nourishments for various special diets according to standard recipes.

Order supplies for salad, baking or cold plate areas; assists cooks in preparation of soups and vegetables for luncheon or evening meals, or in preparation of breakfast meals.

Performs various cooking tasks in the absence of cooks assigned.

Cleans kitchen and dining rooms and kitchen equipment or utensils, as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.

Knowledge of the use and care of food service equipment and kitchen utensils.

Knowledge of food preparation and serving procedures in the unit of assignment.

Some knowledge of a variety of food preparation tasks on a volume basis.

Some knowledge of the requirements of cooking on a volume basis.

Ability to secure a Health card at time of appointment.

Ability to understand and follow oral and written instructions.

Ability to perform a variety of food preparation and assembly tasks.

Ability to work under conditions of high temperature.

REV 10-74

#### Nature Of Work

This is food preparation and serving work in performance of more responsible tasks in county homes or institutions.

### Cook 1 (006086)

#### Minimum Qualifications

Eighth grade. One year of experience in a large-scale food preparation environment is required.

#### Job Specifications

##### NATURE OF WORK

This is cooking of limited skill in the large scale production of meals in a county facility.

Employees in this class are responsible for performing various limited cooking assignments. Incumbents work from menus or instructions from supervisory cooks or dietitians. An additional responsibility includes supervision of a small group of food service workers performing related tasks of food preparation or serving, as assigned. Work is performed under close supervision of a supervisory cook or dietitian who gives instruction in meal preparation and reviews work in progress.

##### ILLUSTRATIVE TASKS

Prepares breakfast; cooks eggs, bacon, sausage, hot cereals and other foods as required.

Prepares short order foods; mixes and prepares soups, starches and entrees; cooks a variety of vegetables and cooks meats.

Places or supervises the placing of foods in steam table pans or containers to be used on tray lines or in the cafeteria, or to be carried by conveyors to go to patients; packs bulk food for cart delivery to hospital floors.

Makes puddings, jellios and other desserts; makes sandwiches or salad plates in periods of heavy workload; bakes simple pastries as assigned.

Operates standard cooking utensils and equipment such as mixing machines, steam cookers, toasters, food choppers, convection oven and microwave oven.

Receives instruction in the cooking of various meats and fowl in various ways, and mixing of gravies and sauces; receives instruction in the preparation of special diet foods.

Supervises and participates in the work of cleaning kitchens, refrigerators, storerooms and dining areas to meet sanitation standards.

Oversees and aids in the proper handling, packaging and storage of food stuffs and the meeting of deadlines for tray lines and cafeteria service.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of materials and methods used in preparation of food on a large scale, and the use and care of utensils and equipment.

Knowledge of standard recipes and cooking methods for various breakfast, luncheon and supper meals.

Knowledge of health hazards in food preparation and service and necessary precautionary measures.

Knowledge of sanitary requirements.

Some knowledge of general nutrition and diets.

Some knowledge of food menus, values, relative costs and portion control.

Ability to do simple cooking on a large scale.

Ability to work from written menus and standard recipes and adapt quantities for varying numbers of people.

Ability to operate standard cooking equipment and utensils for large scale food preparation.

Ability to supervise food service workers in a manner conducive to full performance and high morale.

Ability to follow oral and written instructions in exact detail.

Ability to work under conditions of high temperature and stress.

REV 10-77

#### Nature Of Work

This is cooking of limited skill in the large scale production of meals in a county facility.

## Maintenance Mechanic (006101)

### Minimum Qualifications

Eighth grade. One year of skilled automotive, heavy construction, and/or farm equipment maintenance and repair experience to include experience in engine repair is required. Must have own hand tools. Must possess a Driver license.

### Job Specifications

#### NATURE OF WORK

This is skilled work at the journeyman level in the maintenance and repair of buildings, machinery and mechanical equipment.

An employee in this class performs specialized mechanical work in a manual trade or as a skilled journeyman in more than one craft. Work involves the maintenance and repair of machinery and mechanical equipment such as pumps, engines, motors, pneumatic tubes and electrical apparatus used in a wide variety of public building structures. Employees work independently using handtools, power tools and various precision-measuring and testing instruments. Assignments may be given in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning machinery. Work is reviewed by a maintenance foreman who inspects work occasionally in progress and upon completion for compliance with instructions and serviceability of the equipment repaired.

#### ILLUSTRATIVE TASKS

Overhauls and maintains power mowing, sawing and pumping equipment; rebuilds fractional horsepower gasoline engines; uses special tools such as valve facers, reamers, cylinder hones, drills and grinders, gauges, micrometers, taps and dies.

Repairs short circuits and broken wires; installs or replaces electrical fixtures; repairs and replaces electric motors; repairs and replaces switches, relays, transformers and other electro-mechanical components in paging systems, pneumatic tube systems and other electrical communications systems.

Repairs the less complex hospital equipment; repairs blood pressure apparatus, chart racks, operating tables and similar medical apparatus. Does electric and acetylene welding, brazing and silver soldering; repairs, modifies and makes new installations of pipe fittings; performs skilled plumbing work on steam and water lines and related plumbing equipment.

Repairs and maintains a variety of laundry machinery and equipment such as washers, extractors, tumblers, dryers, flatwork ironers and related apparatus.

Repairs and opens defective locks, changes lock combinations, disassembles doorlocks, padlocks, combination locks, handcuffs; replaces worn or broken parts, changes tumblers for new combinations; fabricates new and duplicate keys, using key cutting machine; installs master lock system for an entire building center; makes repairs to jail electrical lock system, adjusts timers, line brushes selenoids, capacitors, resistors, rectifiers and related parts of transit tube system.

Examines form and texture of parts to detect imperfections; inspects worn parts to determine changes in dimensional requirements, uses rules, calipers, micrometers and similar measuring instruments.

Adjusts functional parts of devices and control instruments; uses hand tools, levels, plumb bobs and straightedges.

Occasionally sets up and operates lathe, drill press, threading machine, grinder and similar metalworking power tools.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools and practices used in a specialized trade or in the building, electrical or mechanical crafts.

Considerable knowledge of the occupational hazards and safety precautions of the building, electrical or mechanical trades.

Knowledge of the principles of mechanics.

Knowledge of the repair and maintenance characteristics of a wide variety of governmental building structures, mechanical equipment and powered machinery.

Ability to detect defects in machinery and equipment and to make the necessary repairs or adjustments.

Ability to work from oral or written instructions, from simple diagrams and sketches.

Ability to make simple time and materials estimates.

Skill in using a variety of standard hand tools, machines and power equipment used in a craft or in building and machinery repair work.

### Maintenance Mechanic (006101)

#### Nature Of Work

This is skilled work at the journeyman level in the maintenance and repair of buildings, machinery and mechanical equipment.

#### Minimum Qualifications

Eighth grade. Six months of experience servicing or maintaining truck equipment relating to heavy tire repair are required. Must obtain a CDL/Class A prior to the completion of the one-year probationary period. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in the routine and emergency road-call servicing of a variety of truck tires.

Employees in this class are responsible for various tasks in the standardized tire and wheel maintenance of County vehicular equipment. Duties include tire repair, wheel repair or refurbishment, removal and replacement of tire and wheel assemblies, maintaining routine records of servicing activities and rebuilding of tire and wheel assemblies. Work occasionally requires making minor mechanical adjustments to County vehicles which are typically not at the journeyman mechanic level. Supervision is received from a technical superior who periodically reviews work in progress and upon completion for satisfactory accomplishment of assigned responsibilities.

##### ILLUSTRATIVE TASKS

- Dismounts, breaks-down, repairs, builds-up and remounts tires and wheels.
- Operates wheel/tire rebuild machines.
- Services vehicle wheel and tire requirements.
- Changes and repairs tires, wheels and tubes; checks and adjusts air pressure.
- Cleans garage and work areas, and buildings, as required.
- Keeps routine records of servicing activities, as needed.
- Observes established safety practices and procedures.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of basic recapping technology.
- Knowledge of the location, nomenclature and function of less complex parts of County mobile equipment.
- Knowledge of single and double-ring wheels.
- Knowledge of recordkeeping procedures in the area of assignment.
- Ability to operate computerized tire/wheel balancing equipment.
- Ability to operate heavy duty truck equipment.
- Ability to follow verbal and written instructions.
- Ability to adhere to established safety practices and procedures.
- Skill in the operation of heavy pneumatic wrenches.
- Skill in the operation of automated tire/wheel rebuild equipment.

NEW 6-91

#### Nature Of Work

This is semi-skilled work in the routine and emergency road-call servicing of a variety of truck tires.



### Aircraft Technician (006106)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in military or civilian aircraft maintenance and electrical avionics skills in the American Eurocopter AS350B-(2)(3), Bell helicopter models 206, 212, or 412, or similar military helicopters are required. A Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic license and a FAA Inspector Authorization license are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled mechanical and technical work in the maintenance and repair of reciprocating and turbine powered aircraft and aircraft equipment.

Employees in this class are responsible for specialized diagnostic and mechanical work in all phases of repair, service and preventive maintenance of aircraft and aircraft engines to ensure air worthiness. Additional responsibilities include troubleshooting and repair of more difficult and sophisticated mechanical, electrical and auxiliary aircraft systems. An Aircraft Mechanic is also required to perform a variety of advanced tasks in repairing and maintaining component parts of various types of aircraft and aircraft engines in accordance with Federal Aviation Authority regulations and manufacturer's recommendations. The Aircraft Mechanic is charged with the efficient and orderly operation of the maintenance shop and with maintaining the necessary parts and equipment inventory. Work involves determining work methods and procedures, requisitioning needed parts, and keeping records of parts inventory and work completed. Work is performed in a largely independent manner with general supervision provided by a technical and administrative superior. Independent judgment is exercised in making decisions in accordance with technical knowledge possessed and existing departmental policies.

##### ILLUSTRATIVE TASKS

Confers with supervisor to plan daily work program, adjust schedule to meet fluctuations in maintenance needs.

Coordinates with supervisor the requisitioning, receipt, and storage of a variety of aircraft and aircraft engine parts, tools and the maintenance of the respective inventory records.

Provides for preventive maintenance scheduling of aircraft to assure that all equipment is serviced in accordance with Federal Aviation Authority regulations and manufacturer's recommendations.

Maintains various records pertaining to time and mileage, use of equipment, lubrication needs, replacement of parts, and repairs made on all aircraft equipment.

Estimates labor and parts required for proposed work; prepares and submits required information for cost accounting program.

Diagnoses, adjusts, repairs and maintains a variety of aircraft and aircraft engines.

Uses various types of shop equipment, precision instruments and specialized tools suited to the repair of aircraft and aircraft engines, both reciprocating and turbine.

Performs preventive maintenance functions to ensure proper aircraft operation; makes necessary adjustment to aircraft frame and power plant.

Troubleshoots and repairs when necessary the more difficult and sophisticated mechanical, electrical and auxiliary systems.

Repairs and replaces a variety of aircraft components and assemblies.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the methods, materials and tools of the aircraft mechanical trade.

Thorough knowledge of the operating and repair characteristics of all aircraft equipment in departmental use.

Thorough knowledge of the tools and equipment needed for repairs of reciprocating and turbine powered aircraft equipment.

Thorough knowledge of the occupational hazards and safety precautions of the trade.

Considerable knowledge of the principles and techniques of shop management in the aircraft trade.

Ability to diagnose defects and failures of aircraft equipment and make all necessary repairs.

### Aircraft Technician (006106)

Ability to keep detailed cost and job records.  
Ability to requisition all necessary aircraft engine parts and tools.  
Ability to read and interpret diagrams, sketches and blueprints.  
Ability to follow oral and written instructions.  
Skill in the care and use of tools, equipment and materials of the aircraft mechanical trade.

NEW 10-75

#### **Nature Of Work**

This is skilled mechanical and technical work in the maintenance and repair of reciprocating and turbine powered aircraft and aircraft equipment.

## Human Resources Department

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### Aircraft Technician Supervisor (006107)

**Minimum Qualifications**

High school. Five years of experience in civilian or military service in aircraft maintenance and electrical avionics are required. A Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic license and a FAA Inspector Authorization license are required. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is skilled mechanical and technical work with supervisory responsibility in the maintenance and repair of reciprocating and turbine powered aircraft and aircraft equipment.

### Light Equipment Technician (006112)

#### Minimum Qualifications

Eighth grade. Two years of skilled experience in the diagnosis, test, replacement, repair, overhaul, and maintenance of diversified automotive and passenger vehicle equipment such as engines, transmissions, air-conditioning systems, ignitions, differentials, brakes, electrical systems, and other vehicular systems are required. Must possess a Driver license. Must possess or obtain an Automotive Service Excellence (ASE) Certificate for Servicing Motor Vehicle Air-Conditioning prior to the completion of the probationary period. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is technical work at the journeyman level in the diagnosis, repair and preventive maintenance of diversified automotive and passenger vehicle equipment.

Employees in this class perform skilled work in the repair and overhaul of mobile equipment, including automobiles, vans and trucks up to 10,000 pounds Gross Vehicle Weight. Work involves repairing and overhauling engines, transmissions, air-conditioning systems, ignitions, differentials, brakes, electrical systems and other vehicular systems. Related duties may include maintaining customer relations, entering information pertaining to work orders into a computer terminal, inspecting vehicles after commercial repair, and maintaining parts inventories. Supervision is received from a shop supervisor or other superior who reviews work for satisfactory performance of equipment repaired or maintained.

##### ILLUSTRATIVE TASKS

- Tests, inspects, and repairs vehicle emission equipment to comply with vehicle emission legislation.

- Diagnoses and repairs complete electrical systems, including electric drive motors and regenerative electric systems.

- Employs onboard computer systems and other external computerized diagnostic systems in the performance of repair and maintenance work.

- Inspects, diagnoses, repairs and overhauls brake systems, including Anti-lock Brake Systems (ABS).

- Diagnoses and repairs suspension and steering systems.

- Debriefs vehicle operators to understand driveability concerns and affect appropriate repairs.

- Performs some minor body work including removal and replacement of body parts; inspects vehicles after commercial repair; adjusts and aligns body parts and hardware, as required.

- Diagnoses and repairs automotive transmissions/transaxles.

- Orders repair parts and maintains adequate parts inventory.

- Diagnoses and repairs air-conditioning systems in compliance with current environmental regulations.

- Prepares and completes work orders; operates a computer terminal to enter information and research vehicle repair history in the automated Equipment Management System.

- Performs preventive maintenance, including complete unit inspections, changing fluids/filters, and adjustments; performs lubrications and repairs all defects, as required.

- Road tests and certifies equipment before returning to in-service status.

- Repairs flat tires and performs wait-jobs, as required.

- Cleans and maintains shop, tools, and shop equipment.

- Observes established safety practices and procedures.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of design characteristics of a wide variety of mobile equipment.

- Considerable knowledge of the operating characteristics and maintenance requirements of a variety of automotive equipment, vans, passenger vehicles and trucks.

- Considerable knowledge of modern diagnostic techniques used to detect defects in automotive equipment operation.

- Considerable knowledge of the repair and adjustment of mobile equipment parts, assemblies, components and operating systems.

### Light Equipment Technician (006112)

Knowledge of automotive tools, equipment and materials.

Knowledge of occupational hazards and safety precautions of automotive repair and maintenance work.

Ability to use modern devices and techniques to diagnose malfunctions in automotive equipment.

Ability to use automotive repair tools and equipment to perform preventive maintenance and effect difficult repairs.

Ability to perform complete preventive maintenance procedures.

Ability to diagnose, repair and overhaul engines, transmissions, air-conditioning systems, electrical systems, and other vehicular systems and subsystems.

Skill in automotive mechanics.

Skill in the diagnosis and testing of mobile equipment malfunctions.

Skill in the care and use of automotive tools and equipment.

REV 11-94

#### **Nature Of Work**

This is technical work at the journeyman level in the diagnosis, repair and preventive

## Human Resources Department

### Light Equipment Technician Supervisor (006113)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in the repair and maintenance of automotive equipment such as light trucks, lawnmowers or other small engine equipment are required. Must possess a Driver license. Must obtain a CDL/Class B during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory mechanical work in the planning, assigning and inspecting of shop maintenance, overhaul and repair of a wide variety of automotive equipment and light trucks.

Employees in this class are responsible for planning, scheduling, assigning and inspecting all phases of automotive maintenance and repair work performed by subordinate journeyman mechanics, skilled and unskilled employees. Duties also include supervision of the motorcycle and police boat maintenance section of the mobile equipment facility. Incumbents must exercise independent judgment in implementing service orders, adapting materials and tools, and assigning personnel to accomplish required work on schedule. Supervision is exercised over journeyman mechanics, mechanic helpers, automotive servicemen and shop laborers. Work is reviewed by a technical and administrative superior through occasional inspection and conferences for satisfactory completion of daily workload schedules and proper functioning of equipment repaired.

##### ILLUSTRATIVE TASKS

Plans, schedules, assigns and inspects the work of a group of skilled automotive mechanics, trades helpers and assistants in the diversified maintenance and repair of various types of mobile equipment such as passenger vehicles, ambulances, motorcycles, light trucks and police boats.

Supervises and instructs automotive mechanics in the replacement, repair and installation of transmissions, differentials, generators and magnetos, voltage regulators, radiators and brakes; supervises paint and body work, completion of road tests and preventive maintenance checks.

Performs skilled automotive mechanic work in difficult repair, adjustment and rebuilding as needed.

Requisitions parts, gas, oil and grease; reviews time cards and work reports and maintains required records.

Communicates and enforces established safety measures and regulations.

Supervises a satellite repair facility engaged in the repair and maintenance of specialized light equipment; reviews work reports of subordinates; maintains stock, equipment usage, purchase and related records.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools and procedures in the automotive mechanic trade.

Considerable knowledge of the operating, repair and maintenance characteristics of modern light mobile equipment.

Considerable knowledge of the occupational hazards and safety precautions required in the repair and maintenance of mobile equipment.

Knowledge of the mechanical characteristics and maintenance requirements of motorcycles and boats used in police work.

Knowledge of repair facility records, procedures and inventory systems.

Knowledge of supervisory practices and procedures.

Ability to supervise a group of subordinate mechanics and skilled and unskilled personnel in a manner conducive to full performance and high morale.

Ability to diagnose and instruct subordinates in technical maintenance work.

Ability to keep simple shop records.

Skill in the diagnosis of technical maintenance problems and the use of various shop tools, equipment and machinery.

## Human Resources Department

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### Light Equipment Technician Supervisor (006113)

#### **Nature Of Work**

This is skilled and supervisory mechanical work in the planning, assigning and inspecting of shop maintenance, overhaul and repair of a wide variety of automotive equipment and light trucks.

### Heavy Equipment Technician (006114)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the maintenance, overhaul, and repair of heavy duty automotive or vehicular equipment or diesel powered construction equipment are required. Must possess a CDL/Class A.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the diagnosing, repair and preventive maintenance of diversified trucks and other heavy equipment.

Employees in this class perform skilled work in the repair and overhaul of waste trucks, trash trucks, dump trucks, fire rescue units, fire suppression units, fire rescue/suppression support units, water trucks, wreckers, garbage packers, trailers, tractors, forklifts, stake body trucks, light towers, trash cranes, refrigerated reefer trucks, sweepers, vactors, cement trucks, basket lifts, bush hogs, buses, boats, backhoes, pressure cleaners, welders, chainsaws, chippers, compost mixers, compressors, foggers, edgers, jack hammers, fuel trucks, bomb trucks, motorhomes, auger trucks, lube trucks, paddy wagons, step vans, spray rigs, and other equipment. Work involves diagnosing repairing and overhauling engines, transmissions, HVAC systems, ignitions, electrical systems, hydraulic systems, differentials, 5th wheels, brakes, hydrodynamic systems, fuel delivery systems, suspensions, steering, and other systems. Related duties may include maintaining customer relations, operating a computer terminal to enter work order information and research vehicle repair histories, inspecting vehicles after commercial repairs, new vehicle inspection and preparation, and maintaining parts inventories. Supervision is occasionally exercised over maintenance repairers, semi-skilled laborers and heavy truck tire repairers assisting in various phases of work. Supervision is received from a shop supervisor or other superior who reviews work for satisfactory performance of equipment repaired, overhauled or maintained.

##### ILLUSTRATIVE TASKS

- Tests, inspects and repairs vehicle emission equipment in compliance with vehicle emissions legislation.

- Diagnoses and repairs complete electrical systems, suspension and steering systems, and truck transmissions/transaxles.

- Employs onboard computer systems and external computerized diagnostic systems in the performance of repair, overhaul and maintenance work.

- Inspects, diagnoses, repairs and overhauls hydraulic and air brake systems, including Anti-lock Brake Systems (ABS).

- Debriefs vehicle operators to understand driveability concerns and affect appropriate repairs.

- Performs some minor body work, including removal and replacement of body parts; inspects vehicles after commercial repair; adjusts and aligns body parts and hardware, as required.

- Orders parts and maintains adequate parts inventory.

- Diagnoses and repairs air-conditioning systems in compliance with environmental legislation.

- Changes vehicle tires and wheels.

- Prepares and completes work orders; operates computer terminal to enter information and research vehicle repair history in the automated Equipment Management System.

- Performs preventive maintenance, including complete unit inspection, changing fluids and filters, and making adjustments; performs lubrication and repairs all defects.

- Operates, diagnoses and repairs fire suppression hydrodynamic systems.

- Adjusts, repairs and overhauls complete hydraulic systems on various truck applications.

- Inspects, diagnoses and repairs power take-off (PTO) systems.

- Diagnoses and repairs fossil fuel delivery systems, including natural gas (CNG), diesel fuel injection, and gasoline powered equipment.

- Operates, diagnoses and repairs aerial ladder equipment.

- Performs wait jobs, as required.

- Cleans and maintains shop, tools, and shop equipment.

- Performs repairs on highway roadside or remote sites when necessary.

- Road tests and/or certifies equipment before returning to in-service status.

- Inspects new equipment and assures contractual specifications have been met prior to vehicle acceptance.

- Observes established safety practices and procedures.

- Performs related work as required.



### Heavy Equipment Technician (006114)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of design, repair and maintenance characteristics of assemblies, components and systems of a wide variety of heavy equipment applications.

Considerable knowledge of the hand tools and computerized diagnostic equipment needed for major and minor repairs to fossil fuel powered equipment.

Considerable knowledge of specialized equipment used on emergency response, public works, and solid waste collection and disposal vehicles.

Knowledge of the occupational hazards and safety precautions of heavy duty truck repair and maintenance work.

Ability to use modern devices, techniques and equipment to diagnose malfunctions in a wide variety of vehicles and their associated equipment.

Ability to diagnose, repair, maintain and overhaul a wide variety of heavy vehicles and specialized equipment.

Ability to read and understand service and parts manuals.

Ability to follow verbal and written instructions.

Skill in the diagnosis and testing of a wide variety of heavy duty trucks and associated specialized equipment.

Skill in heavy duty truck mechanics.

Skill in the care and use of tools and equipment used in the diagnosis and repair of heavy duty trucks and associated equipment.

REV 2-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the diagnosing, repair and preventive maintenance of diversified trucks and other heavy equipment.

### Utility Equipment Technician Supervisor (006116)

#### Minimum Qualifications

High school or GED. Three years of experience in the maintenance, overhaul, and repair of heavy duty automotive or vehicular equipment or diesel powered construction equipment are required. Must possess a CDL/Class A. NOTE: License requirement may vary depending upon equipment serviced and driven.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory mechanical work in the planning, assigning and inspecting of shop and field maintenance, overhaul and repair of a wide variety of heavy duty trucks, diesel powered construction equipment and related heavy mobile equipment.

Employees in this class are responsible for planning, scheduling, assigning and inspecting all phases of heavy equipment maintenance, repair, overhaul and fabrication work performed by subordinate journeyman mechanics and related shop employees. Duties include participation in maintenance and repair work as needed and fabrication of specialized parts for heavy mobile equipment. Incumbents must exercise independent judgment in implementing service orders, adapting materials and tools, and assigning personnel to accomplish required work on schedule. Supervision is exercised over journeyman mechanics, machinists, welders, maintenance repairers and related shop employees. Work is reviewed by a technical and administrative superior through occasional inspection and conferences for satisfactory completion of daily workload schedules and proper functioning of machinery and equipment overhauled and repaired.

##### ILLUSTRATIVE TASKS

Plans, schedules, assigns and inspects the work of a group of skilled mechanics and related shop personnel engaged in maintenance, overhaul and repair of a wide variety of heavy duty construction equipment and heavy duty trucks such as cranes, rollers, loaders, graders, bulldozers, draglines, amphibious equipment, garbage packers, trash trucks, heavy duty material dump trucks and similar equipment.

Supervises the overhaul of assemblies and parts such as six-speed automatic transmissions, conventional five-speed transmissions, single and two-speed rear axles, hydraulic systems, compressed air mechanisms, garbage packers and ejector systems, vacuum and electric control systems and components.

Supervises the overhaul of alternators, generators, magnetos, voltage regulators, distributors, carburetors, radiators, cooling systems, power storing assemblies and the installation of pistons, pistons sleeves and bearings.

Supervises the testing of various equipment in order to locate defects in the operation and as a check on completed overhaul and repairs before returning equipment for operational use.

Diagnoses causes of equipment failure and malfunction in difficult or unusual jobs; performs skilled and specialized work as needed in the repair, adjustment and rebuilding of equipment.

Communicates and enforces established safety measures and regulations.

Supervises and assists machinists in the fabrication of special equipment and parts requested by operating personnel as well as the welding work in the repair and fabrication of various types of equipment and body work.

Plans the ordering of specialized equipment and parts necessary in completing assigned jobs or in preventative maintenance.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the methods, material, tools and procedures in heavy automotive and heavy duty truck mechanics.

Thorough knowledge of hydraulics in the form of pumps, motors, and cams.

Thorough knowledge of the principles of both diesel fueled and gasoline internal combustion engines and the repair and maintenance of a wide variety of earth-moving and similar heavy construction equipment and heavy trucks.

Thorough knowledge of the occupational hazards and safety precautions of heavy equipment shop work.

Thorough knowledge of various testing equipment utilized to detect electrical and hydraulic problems.

Knowledge of supervisory practices and procedures.

Ability to plan, assign, inspect and coordinate the work of journeyman mechanics and other personnel in a manner conducive to full performance and high morale.

## Human Resources Department

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### Utility Equipment Technician Supervisor (006116)

Ability to fabricate parts and special equipment from drawings and by oral direction.

Ability to diagnose and instruct subordinates in technical maintenance work.

Ability to keep various shop records.

Skill in the diagnoses of technical maintenance problems and the use of various shop tools, equipment and machinery.

NEW 10-78

#### **Nature Of Work**

This is skilled and supervisory mechanical work in the planning, assigning and inspecting of shop and field maintenance, overhaul and repair of a wide variety of heavy duty trucks, diesel powered construction equipment and related heavy mobile equipment.

## Human Resources Department

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### Transportation Officer (006122)

#### Minimum Qualifications

High school graduate or GED. Four years of experience in diversified automotive fleet maintenance, fleet management or fleet procurement. Completion of coursework may substitute for the required experience on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is responsible mobile equipment management work involving fleet purchasing, maintenance and cost accounting for a county department.

The incumbent in this class is responsible for the effective planning, coordination and administrative utilization of all mobile equipment for the department. Work involves developing policies and procedures to be used in procuring and maintaining mobile equipment. Duties require the use of technical skill and independent judgment in analyzing mobile equipment management techniques and in recommending procedures to increase efficiency and economy. Supervision is exercised over subordinate personnel engaged in cost accounting and record maintenance. General supervision is provided by an administrative superior who reviews work primarily for conformity with departmental policy and management objectives.

##### ILLUSTRATIVE TASKS

Researches and evaluates modern trends in mobile equipment management including design and manufacture of special purpose vehicles.

Develops preventive fleet maintenance programs utilizing manufacturers' specifications; reviews the purchase of all mobile equipment.

Prepares contract specifications and assists in the analyzing of bids of the purchase of standard types of automotive equipment.

Maintains records for all mobile equipment purchases with careful analysis of expenditures for respective budget codes.

Provides intra-departmental allocation of vehicles, transfer of vehicles, and assignment for emergency situations.

Provides liaison with mobile equipment division to maintain an efficient preventive maintenance program.

Assists the insurance and safety unit on an accident review board involving departmental vehicles.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of all phases of large scale mobile equipment management.

Thorough knowledge of automotive equipment design, manufacturing and maintenance.

Thorough knowledge of large scale fleet maintenance management for various types of mobile equipment.

Considerable knowledge of current concepts and modern techniques used in fleet utilization and replacement.

Considerable knowledge of cost accounting as applied to vehicular fleet maintenance.

Ability to develop operating procedures and management systems to improve efficiency.

Ability to illustrate automotive engineering data and to prepare contract specifications.

## Human Resources Department

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### Transportation Officer (006122)

Ability to communicate ideas effectively orally and in writing.

Ability to research technical information, evaluate data and prepare reports on findings.

NEW 10-72

#### **Nature Of Work**

This is responsible mobile equipment management work involving fleet purchasing, maintenance and cost accounting for a county department.

## Human Resources Department

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### Fleet Management Clerk (006124)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in bookkeeping, inventory control, and/or fuel distribution dispatching is required.

#### **Job Specifications**

#### **Nature Of Work**

### Fleet Management Analyst 1 (006126)

#### Minimum Qualifications

Bachelor's degree. One year of experience in the analysis of fleet equipment and maintenance programs is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is technical work in the analysis of fleet equipment and maintenance programs in a large centralized mobile equipment operation. Employees in this class are responsible for performing a variety of technical work involving mobile equipment management, special equipment, purchasing, modification, design, pricing and vehicle retirement. Responsibilities include inspecting mobile equipment servicing operations, and performing research and analysis tasks in the evaluation of manufacturer's data, blueprints and specifications to be used in procuring and maintaining a wide variety of earth-moving equipment, passenger vehicles, police and fire mobile units and large capacity refuse hauling trucks. Duties require technical skill and independent judgment in analyzing currently used techniques and in recommending procedures to increase efficiency and economy. Supervision is received from an administrative superior who reviews work for technical quality of results and for achievement of desired objectives.

##### ILLUSTRATIVE TASKS

Researches modern trends in mobile equipment management including design modifications and manufacture of special purpose vehicles. Prepares contract specifications and analyzes bids for the purchase of standard and specialized types of automotive, material handling, personnel carriers and off-road equipment.

Conducts studies of fleet maintenance work; reviews and analyzes labor costs, work scheduling and quality control factors.

Inspects fleet preventive maintenance program utilizing manufacturer's specifications and automotive engineering principles; reviews the purchase of parts and maintenance supplies.

Prices equipment needs of various departments for budget preparation.

Reviews and inspects shop operations to solve problems involving scheduling of work and breakdowns of equipment.

Conducts bidders' facilities inspection to qualify bidder for technical competency and ability to comply with qualitative, quantitative and scheduling contractual requirements.

Performs duties in the interpretation monitoring and claims adjusting of manufacturer/dealer warranty programs.

Prepares equipment acceptance and title documentation.

Reviews equipment acceptance inspection procedures and qualifies documentation for conformity to specifications and county procurement procedures.

Prepares acceptance material for property management, equipment management system entry, accounts payable and finance.

Conducts equipment and material failure analyses, identifying causes and responsibility and recommends corrective action and prevention procedures.

Monitors the accounting and contractual requirement of T.C.B., T.C.L. and lease/purchase contracts.

Prepares mobile equipment rental/lease contracts; coordinates county departments' involvement in county wide contracts and monitors the application and effectiveness of contract specifications.

Organizes county agency and department approved requests for mobile equipment into common base contracts; advises the requesting user of the proper mechanical mating of accessories and functional attachments to the base vehicle.

Identifies vehicles and equipment subject to safety recalls.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the design, operating and maintenance characteristics of automotive equipment.

Considerable knowledge of automotive and heavy equipment repairs, preventive maintenance and overhauling procedures.

Considerable knowledge of technical specifications pertaining to automotive and heavy equipment, and to related equipment systems and accessories.

Knowledge of operations, facilities and policies of a large scale mobile equipment management operation.

Knowledge of automotive equipment purchasing methods and procedures, specification preparation and bid analysis.

Knowledge of current concepts and modern techniques used in vehicle utilization and replacement.

### **Fleet Management Analyst 1 (006126)**

Knowledge of cost accounting methodology as applied to vehicular fleet maintenance.

Ability to prepare contract specifications, tabulate and analyze bids.

Ability to develop operating procedures and management systems to improve efficiency.

Ability to communicate ideas effectively, verbally and in writing.

Ability to exercise discretion and judgment in implementing operating systems and procedures.

Ability to research technical information, evaluate data and prepare concise reports of findings.

Skill in the diagnosis and overhauling of automotive vehicular and related equipment.

REV 10-86

#### **Nature Of Work**

This is technical work in the analysis of fleet equipment and maintenance programs in a large centralized mobile equipment operation.



## Human Resources Department

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### Fleet Management Analyst 2 (006127)

**Minimum Qualifications**

Bachelor's degree. Two years of experience in analysis of fleet equipment and maintenance programs are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced technical work in the analysis of fleet equipment and maintenance programs in a large centralized mobile equipment operation.

## Human Resources Department

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### Fleet Management Assistant Facility Supervisor (006130)

**Minimum Qualifications**

High school diploma or GED. Two years of experience in the skilled maintenance and repair of light equipment, heavy equipment, or automotive parts in an automotive repair or service operation are required. Must obtain a CDL/Class A prior to the completion of the probationary period.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible technical and supervisory work assisting in the management of County mobile equipment repair and maintenance activities.

## Human Resources Department

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### Fleet Management Facility Supervisor (006131)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in the skilled maintenance and repair of light equipment, heavy equipment or automotive parts in an automotive repair or service operation to include supervisory experience are required. Must obtain a CDL/Class A prior to the completion of the probationary period.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible technical and supervisory work in the management of County mobile equipment repair and maintenance activities.

## Human Resources Department

### Fleet Management Service Manager (006133)

#### Minimum Qualifications

Bachelor's degree. A minimum of three years of professional or managerial experience in a Fleet Management repair environment is required. A Master's degree in Business Administration or Public Administration is preferred.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative and supervisory work in the management of County mobile equipment repair and maintenance activities.

Employees in this class are responsible for supervising, planning and directing the work of subordinate facility and shop supervisors, journeyman mechanics, and semi-skilled and unskilled workers engaged in the servicing, overhauling, repairing and maintaining of heavy and light mobile equipment. Responsibilities include managing multiple vehicle servicing operations, establishing and enforcing safety practices and procedures, monitoring revenues and expenditures, conducting financial analyses concerning trends and changes in service needs, establishing productivity goals and job standards, implementing procurement procedures for the purchase of services and commodities, and coordinating employees and equipment for countywide service projects. Incumbents exercise considerable independent judgment in planning and organizing fleet operations to achieve service goals and objectives. Supervision is exercised through subordinate supervisors over employees engaged in various phases of fleet servicing activities. General supervision is received from an administrative superior who reviews work through personal conferences and written reports for the professional management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates the work of fleet facility and shop supervisors, journeyman mechanics, semi-skilled and unskilled employees engaged in supervising, or servicing, overhauling, repairing and maintaining heavy and light mobile equipment.

Evaluates staffing of fleet servicing facilities by job classifications and shifts to meet demand for fleet services.

Assists in the development of safety programs and disseminates safety information to supervisors and employees; enforces safety practices and procedures.

Monitors and projects fleet management revenues and expenditures; conducts financial analyses of service areas taking into consideration historical data, future trends and changes in service needs by users.

Develops and evaluates fees and charges to users; evaluates feasibility of using outside contractors for fleet repair work.

Oversees preparation of records for the timely collection of revenues including charges to users, warranty reimbursements, and other items.

Establishes and monitors productivity goals and job standards; develops and implements procedures to assure provision of effective fleet services.

Implements County procurement procedures for the purchase of services and commodities; maintains inventory and tracking of parts and equipment in service function areas.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the principles and techniques of fleet management and administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the methods, materials and tools used in the servicing, repair and maintenance of heavy and light mobile equipment.

Considerable knowledge of occupational hazards and safety precautions required in the repair and maintenance of mobile equipment.

Considerable knowledge of County procurement practices and procedures.

Considerable knowledge of cost accounting and equipment life cycle costing.

Ability to manage and direct geographically dispersed fleet serving operations to achieve established goals and objectives.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze fleet management revenues and expenditures and make recommendations concerning user charges.

## Human Resources Department

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### Fleet Management Service Manager (006133)

Ability to analyze fleet service areas, historical data, future trends and changes in service needs of user agencies.

Ability to prepare analytical or statistical reports which support recommended policy modifications.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is advanced responsible administrative and supervisory work in the management of County mobile equipment repair and maintenance activities.

### Fleet Management Training Specialist (006135)

#### Minimum Qualifications

Bachelor's degree in Automotive Engineering, Electrical Engineering or Mechanical Engineering or a related field. Two years of technical training experience in the automotive field are required. Technical teaching experience may substitute for required education on a year-for-year basis. Certification by NIASE in all automotive and heavy duty truck categories is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional training work in the County's centralized fleet management operation.

An employee in this class is responsible for planning, conducting and coordinating training programs for Metro-Dade County mobile equipment technicians. Responsibilities include performing research on new and upcoming technology developed by vehicle manufacturers, developing county training programs, and teaching or coordinating a wide variety of training sessions. The incumbent exercises considerable independent judgment in the design, development and implementation of highly technical mobile equipment training programs. General supervision is received from an administrative superior who reviews work through conferences and written reports and holds the incumbent responsible for the continual improvement of fleet management technician skill levels.

##### ILLUSTRATIVE TASKS

Conducts and coordinates training programs for fleet management technicians including, gasoline engine driveability diagnostics, electronic fuel injection; computer controlled carburetion, emissions control systems, electronic ignition, diesel engine driveability diagnostics, gasoline and diesel engine mechanical malfunctions, repairs and adjustments, electrical system diagnostics, electronic systems diagnostics, use of diagnostic test equipment, electronically controlled transmissions, hydraulic systems, air brake systems, hydraulic brake systems and hybrid brake systems.

Conducts research into new and upcoming technology to develop in-house training programs for technicians; attends training sessions offered by Original Equipment Manufacturers.

Procures and evaluates video tapes for use by technicians or in group training sessions.

Evaluates current fleet management repair capabilities to determine where deficiencies exist and develop remedial training programs.

Establishes sources for the procurement of technical repair and maintenance data for vehicles.

Coordinates Original Equipment Manufacturers' provided training requirements for technicians prior to delivery of vehicles; coordinates training program content with Original Equipment Manufacturers.

Evaluates proposed shop repair equipment for simplicity of operation, durability and benefits versus costs; assists in development of specifications for equipment.

Conducts NIASE training sessions for fleet management technicians.

Maintains NIASE certifications in all automotive and heavy-duty truck areas.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of general adult educational theories and principles.

Thorough knowledge of current techniques, methods and practices of technical education.

Considerable knowledge of State of Florida motor vehicle technical and safety criteria.

Considerable knowledge of electronic theory as applied to automotive on-board computers, sensors and actuators.

Considerable knowledge of electrical theory as applied to starters, alternators, regulators, batteries, relays and switches.

Considerable knowledge of automatic theory as related to NIASE Technician Certification Examinations.

Considerable knowledge of electronic fuel injection, computer controlled carburetion, emission control systems and electronic ignition.

Ability to plan, implement and teach technical training programs.

Ability to present classroom instruction using techniques to achieve training objectives.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare detailed technical specifications.

Ability to perform technical automotive-related research and prepare technical reports.

Skill in the repair and maintenance of automotive and heavy-duty equipment.

## Human Resources Department

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### Fleet Management Training Specialist (006135)

Skill in the diagnosis of gasoline and diesel engine malfunctions, brake and hydraulic system malfunctions, electrical and electronic system malfunctions, air conditioning malfunctions, and tire problems.

NEW 6-91

#### **Nature Of Work**

This is advanced professional training work in the County's centralized fleet management operation.

### Fleet Administrative Supervisor (006139)

#### Minimum Qualifications

Bachelor's degree in Industrial Management, Business Administration, Public Administration or a related field. Three years of experience in a large fleet management program to include management analysis and vehicular acquisition are required. A Master's Degree in Business or Public Administration or a business-related field may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative work in fleet operations for the Fleet Management Division.

Employees in this class are responsible for supervising subordinate professional, technical, and administrative employees engaged in various aspects of fleet management operations. Responsibilities may include supervising the development of technical specifications for mobile equipment, commodity, and service contracts; preparing budget documents, automotive replacement analysis and purchase recommendations, addition of new vehicles, and disposal of surplus vehicles; development of an automated equipment management system and supervision of divisional management information systems. Incumbents exercise considerable independent judgment in the application of the principles of management to the administration of complex fleet operations. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, plans, and assigns the work of subordinate employees engaged in specification development, and bid evaluations for mobile equipment; prepares specifications and performs bid evaluations for commodity and service contracts.

Monitors vendor performance under contracts to assure that expenditure levels are in conformance with projections.

Researches and directs the recovery of funds from manufacturer/vendor programs as they relate to acquisition and/or disposal incentives, warranty, and total cost bid programs.

Monitors warranty tracking through an automated process to include entering and finalizing claims on manufacturer warranties, component warranties, and commercial repair warranties.

Supervises, plans, and assigns the work of subordinate employees engaged in the acceptance of new vehicles, and disposal of surplus vehicles annually.

Prepares and monitors vehicle trust fund budget; prepares annual projections of expenditures and revenues to assure sufficient funding for the continual acquisition and replacement of vehicles.

Performs various studies concerning complex data and concepts designed to enhance operation of the division, and improve utilization of various types of mobile equipment.

Establishes chargeback rates necessary to assure continuity in the vehicle replacement trust fund.

Supervises, plans, and assigns the work of subordinate employees involved in the development and implementation of divisional management information systems.

Proposes program improvements in the automated equipment management system, and works with data processing representatives to plan structural changes and identify any system inadequacies.

Monitors the automated fuel system to assure that computers are functioning properly and recording all pertinent data.

Provides both standardized and ad hoc reports from the equipment management system, for the division director, other divisional authorities, and other departments.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of large-scale mobile equipment management, manufacturer warranties, purchase and incentive programs.

Thorough knowledge of the policies and procedures involved in large-scale budget preparation.

Thorough knowledge of the principles of general management, public, and business administration and their application to governmental administration.

Thorough knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to division operations.

Thorough knowledge of contract, and leasing practices, and methods in mobile equipment acquisition.



### **Fleet Administrative Supervisor (006139)**

Thorough knowledge of automated equipment management systems for a large fleet operation.  
Considerable knowledge of supervisory principles and practices.  
Considerable knowledge of the principles, practices, and methods of large-scale and diversified fleet management utilization.  
Ability to create and implement operating procedures and management systems to improve efficiency.  
Ability to plan and organize the work of subordinate employees in a manner conducive to full performance and high morale.  
Ability to write analytical/statistical reports which factually support recommended changes in policies or procedures.  
Ability to exercise judgement and discretion in devising, installing, and interpreting division, department, and County policies, rules, and regulations.  
Ability to establish and maintain effective working relationships with vendors, departmental personnel, and county officials.  
Ability to communicate clearly and concisely, verbally, and in writing, to groups and individuals.

NEW 7-92

#### **Nature Of Work**

This is advanced responsible administrative work in fleet operations for the Fleet Management Division.

## Human Resources Department

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### ISD Manager Equipment Services (006142)

**Minimum Qualifications**

Bachelor's degree. Three years of professional or administrative experience in a large fleet operation to include one year in fleet equipment procurement and contracts administration are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work with supervisory responsibility in formulating, developing, monitoring and administering contracts for the Fleet Management Division of GSA.

### Driver-Messenger (006202)

#### Minimum Qualifications

High school diploma or GED. Must possess a Driver license. Must maintain a safe driving record and be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is routine vehicle operation and minor clerical work in a departmental messenger service.

Employees in this class are responsible for operating an automobile, van or similar vehicle to pick up and deliver mail, records, materials, equipment or other items. Responsibilities include operating motor vehicles between various County and vendor locations, performing minor vehicular maintenance and servicing, and performing routine clerical tasks. Work requires some manipulative skill and dexterity in operating mobile equipment safely while driving under varying road and weather conditions. Supervision is received from an administrative superior who reviews work for prompt and efficient delivery and pick up of various items and safe operation of the motor vehicle.

##### ILLUSTRATIVE TASKS

Operates a passenger vehicle, van, light truck or similar vehicle to deliver and pick up mail, packages, records, materials, equipment, documents and other supplies at various County and vendor locations.

Performs minor routine maintenance and service to vehicle including checking fluid levels, tire pressures and fuel levels; cleans interior of vehicle on a regular basis.

Performs routine clerical tasks including alphabetizing, sorting and filing materials, and answering the telephone in accordance with standard procedures.

Picks up requisitioned supplies and materials from vendors; purchases items using petty cash funds as required.

Acts as courier for the delivery or pick up of special, priority or confidential mail.

Provides transportation for County employees and officials for local work-related travel as required.

Completes route sheets and mileage reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the road network and geography of Dade County.

Knowledge of local traffic regulations.

Knowledge of defensive driving methods and techniques.

Knowledge of the location of County and vendor facilities.

Knowledge of the records, forms and reports required in the area of assignment.

Some knowledge of office practices and procedures.

Ability to operate an automobile, van or similar vehicle safely and efficiently.

Ability to understand and follow verbal and written instructions.

Ability to perform minor clerical tasks according to standardized procedures.

Skill in the operation of automotive equipment.

Physical strength and agility sufficient to perform assigned duties.

REV 11-94

#### Nature Of Work

This is routine vehicle operation and minor clerical work in a departmental messenger service

## Human Resources Department

### Automotive Equipment Operator 1 (006205)

#### Minimum Qualifications

Eighth grade. Six months of experience operating light equipment such as tractors and trucks, dump trucks, water tank trucks, or similar equipment are required. Must possess a CDL/Class B. A driving performance test will be given at the time of interview.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of trucks and similar types of automotive equipment.

Employees in this class are responsible for operating dump and stake body trucks, water carriers, light tractors, vans, motorized sweepers, wreckers, pick up trucks, fork lifts and other vehicles used in varied operations throughout the County. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operation checks and routine preventive maintenance. Work requires some manipulative skill and dexterity in operating vehicles safely while driving under varying road and weather conditions. Supervision is received from a supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

##### ILLUSTRATIVE TASKS

Drives dump truck, flatbed truck or other vehicle and transports labor crew, materials, supplies, tools and equipment to work sites; supervises laboring tasks in roadway patching, road shoulder and median maintenance, and weed cutting.

Operates light tractor with attachments used in mowing, drilling, grading beaches, removing seaweed, spreading fertilizer, sweeping, aerifying, and spraying grass in park areas.

Operates tank truck and oil distributor in roadway resurfacing and related maintenance; operates a roller to prepare parking lot, roadway or bicycle path surfaces.

Drives passenger bus to transport students and others; drives van and stake body vehicle to deliver building supplies, laundry and various materials.

Operates a sweeper tractor to remove refuse from roadways, parking lots and other areas.

Operates heavy duty wrecker equipped with crane and winch; hoists and tows disabled vehicle to repair shop.

May assist labor crew with assigned tasks or direct work of labor crew on landscape, roadway or other maintenance jobs.

Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operational characteristics of medium-sized trucks and similar types of automotive equipment.

Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation.

Knowledge of local traffic rules and regulations.

Some knowledge of the geography and road network of the metropolitan area.

Ability to operate an assigned vehicle in the prescribed manner.

Ability to detect improper functioning mechanical systems on an assigned vehicle.

Ability to make minor adjustments and to perform minor servicing of automotive equipment.

Skill in driving medium-sized trucks and similar automotive equipment.

REV 12-94

#### Nature Of Work

This is skilled work in the operation of trucks and similar types of automotive equipment.

## **Human Resources Department**

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### **Automotive Equipment Operator 1 (006205)**

## Human Resources Department

### Automotive Equipment Operator 2 (006206)

#### Minimum Qualifications

Eighth grade. One year of experience operating medium and/or heavy-duty automotive or medium and/or heavy-duty construction equipment such as 10 cubic yard (or larger) dump trucks, bucket trucks, 40-foot flatbed with tractors, backhoes, root pruners, auger trucks, bobcats, forklifts, dozers or similar equipment is required. Must possess a CDL/Class A.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment.

Employees in this class are responsible for operating tractor trailers, heavy duty road rollers, front end loaders, small bulldozers and other vehicles used principally for maintenance and construction purposes. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Work requires skill and dexterity in using simultaneous control mechanisms on assigned vehicles. Supervision is received from a maintenance or construction supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

##### ILLUSTRATIVE TASKS

Transports construction equipment using a low bed trailer; operates tractor trailer in local hauling tasks; loads and unloads vehicles as required.

Operates heavy duty road roller in resurfacing and roadway construction.

Operates front-end loader or small tractor rigged with hydraulic loading lift and back hoe digging shovel.

Operates amphibious vehicles used in spraying and removing vegetation from canals and waterways.

Drives truck and operates hydraulic aerial hoists used in tree maintenance; uses crane and winch attachments for loading and placing various equipment and materials.

May operate smaller earth-moving equipment such as bulldozers, graders and mobile hydrocranes.

Operates mowtrim or boom-mounted saw to trim roadside vegetation and canal banks.

Operates large dump truck to haul construction materials or debris.

Operates large street sweeper for road maintenance.

Operates a single bed trash truck with chipper attachment to cut back visual obstructions and hazardous roadside vegetation.

Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field.

May assist labor crew with assigned tasks or direct labor crew on landscape or construction jobs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operational characteristics of large vehicles and larger types of automotive equipment.

Knowledge of large vehicles and public works equipment used for maintenance and construction purposes.

Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation.

Knowledge of local traffic rules and regulations.

Some knowledge of the geography and road network of the metropolitan area.

Ability to operate an assigned vehicle in the prescribed manner.

Ability to detect malfunctions while operating heavy equipment.

Ability to make minor adjustments and to perform minor servicing of assigned automotive equipment.

Skill in the operation of heavy automotive and public works equipment.

REV 12-94

#### Nature Of Work

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment.

## **Human Resources Department**

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### **Automotive Equipment Operator 2 (006206)**

## Human Resources Department

### Automotive Equipment Operator 3 (006207)

#### Minimum Qualifications

Eighth grade. Two years of experience operating medium and/or heavy-duty automotive or medium and/or heavy-duty construction equipment are required. Must possess a CDL/Class A. A performance test will be given on some or all of the following equipment: lowboy, motorgrader, truck mounted hydraulic excavator, large construction roller, dozer, and truck loader. Successful completion of Public Works Department's Automotive Equipment Operator 3 Training Program.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of heavy duty earth-moving equipment.

Employees in this class operate large diesel-powered vehicles used in varied maintenance and construction tasks. Duties include the operation of equipment with complex control systems requiring a high degree of manipulative skill and dexterity. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Supervision is received from a field supervisor who inspects work in progress and upon completion for effective equipment operation and compliance with engineering standards.

##### ILLUSTRATIVE TASKS

Operates road grader in roadway construction and maintenance work; builds road crown, slopes shoulders, spreads materials, blades drainage ditch; finishes work to grade.

Rigs and operates crane, dragline, backhoe, pile driver and similar power shovel equipment; drags, hoists, swings and dumps materials using clamshell and bucket attachments for digging, widening and cleaning waterways and drainage ditches.

Operates large hydraulic bulldozer to clear land for roadways, parking areas and other facilities.

Operates a large grade-all to clean and maintain ditches, provide uniform grade to canal banks, and for excavation in canal construction and maintenance.

Operates truck-mounted and crawler type excavating machines in the performance of a variety of construction and maintenance tasks.

Operates large beach scraper in cleaning and grading ocean park areas; removes seaweed, debris and refuse while sloping and redistributing sand.

Inspects equipment before starting; checks lubricants, cooling system, hydraulic and electrical systems; makes necessary minor adjustments; reports malfunctions to supervisor; field tests equipment after servicing.

May serve as a crew leader over a small field crew of equipment operators and laborers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics of heavy duty earth-moving equipment.

Considerable knowledge of the occupational hazards and safety precautions applicable to the operation of construction equipment.

Knowledge of basic maintenance requirements of heavy construction equipment.

Ability to detect malfunctions while operating heavy construction equipment.

Ability to make adjustments and to perform minor maintenance to heavy equipment.

Ability to perform earth work according to engineering specifications.

Skill in the operation of large earth-moving equipment.

REV 12-94

#### Nature Of Work

This is skilled work in the operation of heavy duty earth-moving equipment.



## Human Resources Department

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### Automotive Equipment Operator 3 (006207)

#### Minimum Qualifications

Eighth grade. Must be able to lift and handle 50 pounds and work four ten-hour days and all holidays.

#### Job Specifications

##### NATURE OF WORK

This is heavy manual labor in the collection and disposal of refuse and recyclable material, including yard trash.

Employees in this class perform routine work as part of a crew in collecting garbage, refuse, recyclables, yard trash and other waste materials, and in transporting them to the designated disposal and recycling locations. Work is characterized by the necessity for considerable physical exertion and by close daily contact with unpleasant materials. Employees are expected to work out-of-doors regardless of weather. All work is closely supervised by the truck driver in charge of the crew.

##### ILLUSTRATIVE TASKS

Performs waste, recyclable and yard trash pickup at garbage disposal areas of commercial, residential, and other designated locations.

Performs curbside pickup in residential areas.

Uses pitchforks, shovels, and similar hand tools to pick up general refuse, garbage, recyclables, trash, and yard trash from curbside and other areas as instructed.

Rides with truck to disposal locations and/or recycling centers; assists truck operator and disposal personnel in off-loading.

Assists truck driver in fueling and checking all fluid levels of assigned truck, including spares; cleans out trucks, including cab interior, daily, upon route completion.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Ability and willingness to work with unpleasant waste materials.

Ability to use simple hand tools.

Sufficient physical strength and agility to lift, move, and carry very heavy objects.

Willingness to work under all conditions of weather.

REV 12-93

#### Nature Of Work

This is heavy manual labor in the collection and disposal of refuse and recyclable material, including yard trash.

### Trash Truck Driver 1 (006209)

#### Minimum Qualifications

One year of experience as a Waste Collector, Waste Attendant 1 or Waste Attendant 2 are required. Must possess a CDL/Class B or higher-rated license; OR one year of experience operating medium or heavy duty automotive, or construction equipment, such as a 10 cubic yard (or larger) dump truck, 40 yard roll-off truck, water tank truck, passenger buses or similar equipment are required. Must possess a CDL/Class B or higher-rated license.

#### Job Specifications

##### NATURE OF WORK

This is automotive equipment operation work in a residential refuse removal service or at a solid waste facility.

Employees in this class drive large capacity open carriers or similar vehicles used in transporting trash or ash to designate dumping sites throughout the metropolitan area. Incumbents are responsible for the safe and efficient operation of the truck as well as making the necessary maintenance checks. Work requires the use of defensive driving skills and sufficient stamina to operate large trucks in unfavorable weather conditions. Work involves exposure to dust, smoke, and adverse weather. Supervision is received from a field supervisor who assigns routes, schedules and equipment operational requirements.

##### ILLUSTRATIVE TASKS

Operates trash truck in the collection of trash and rubbish throughout the county.

Operates dump trucks in the hauling of fill or ash for use at sanitary fill sites.

Operates water truck, motor powered sweepers, and riding lawnmowers.

Transports refuse to designated sites; operates dumping control to empty vehicle.

Inspects equipment before starting, reports malfunctions to supervisor, field tests equipment after servicing, maintains cleanliness of equipment inside and outside.

Assists labor crew with assigned tasks.

Keeps record of refuse quantities removed.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operational characteristics of dump trucks and similar types of automotive equipment.

Knowledge of safe driving techniques and the occupational hazards of motorized equipment operations.

Ability to operate the assigned vehicle in the prescribed manner.

Ability to detect improper functioning mechanical systems on the assigned vehicle.

Ability to follow prescribed instructions and work without constant supervision.

Skill in driving medium sized trucks.

REV 04-09

#### Nature Of Work

This is automotive equipment operation work in a residential refuse removal service or at a solid waste facility.

### Trash Truck Driver 2 (006211)

#### Minimum Qualifications

Continuous employment, permanent status and two (2) years of acceptable on-the-job performance as a Waste Attendant 1, Waste Attendant 2 or Waste Collector and successful completion of the Department's Trash Truck Driver 2 Training Program is required. Must possess a valid CDL/Class A.

OR,

Continuous employment, permanent status and two (2) years of acceptable on-the-job performance as a Trash Truck Driver 1 or Waste Truck Driver. Must possess a valid CDL/Class A.

OR,

Two (2) years of experience operating medium or heavy-duty automotive equipment, such as tractor-trailers, automated or manual garbage trucks, large dump trucks, passenger buses or similar equipment is required. Must possess a valid CDL/Class A license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of tractor trailers.

Employees in this class operate large carrier vehicles having a large gross vehicular weight when loaded. Incumbents transport solid waste from a transfer station to a designated disposal site in the metropolitan area. Incumbents are responsible for the safe and efficient operation of the equipment as well as making the necessary maintenance checks. Work requires skill and dexterity in operating large trucks on residential streets or public highways. Supervision is received from a supervisor who assigns schedules and advises on equipment operational requirements.

##### ILLUSTRATIVE TASKS

Operates a semi-tractor trailer in transporting solid waste to a designated site; operates hydraulic mechanism to expel contents of trailer at dump site.

Inspects equipment before starting, including safety checks and fluid levels, reporting malfunctions to supervisor.

Maintains a record of the number of loads transported, the time involved and the mileage.

Assists labor crew with loading tasks; administers minor first aid when necessary and reports injuries to the supervisor.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operational characteristics of large tractor trailers.

Considerable knowledge of safe driving techniques and the occupational hazards of large motorized equipment operations.

Some knowledge of the geography of the metropolitan area including road network and departmental facilities.

Ability to follow established safety procedures to assure safe equipment operation.

Ability to operate the assigned vehicle in the prescribed manner.

Ability to detect improperly functioning mechanical systems on the vehicle.

Ability to follow instructions and work without constant supervision.

Skill in the operation of heavy duty automotive equipment.

### Trash Truck Driver 2 (006211)

REV 4-81

#### **Nature Of Work**

This is skilled work in the operation of tractor trailers.

### Trash Crane Operator (006212)

#### Minimum Qualifications

One year of experience as a Trash Truck Driver 1, Trash Truck Driver 2 or Waste Truck Driver with Miami-Dade County is required. Must possess a CDL/Class A.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation of moderately heavy rubbish collection equipment.

Employees in this class are responsible for the safe and efficient operation of various hydraulic crane and front-end loader equipment used in a neighborhood refuse collection service. An employee in this class drives and operates the boom hoist or various small and medium sized wheel-mounted cranes rigged with clamshell buckets or operates a front-end loader with a bucket at the flat trash and recycling centers and throughout the streets and major roadways of the unincorporated metropolitan area. A trash crane operator is required to exercise considerable manipulative skill and dexterity in the operation of the equipment and to use caution in safeguarding nearby persons, property, and moving traffic. Some routine vehicle maintenance is required in order to sustain satisfactory equipment operation. Supervision is received from a district supervisor who inspects assigned routes for work thoroughness and investigates complaints.

##### ILLUSTRATIVE TASKS

Operates moderately complex hydraulic equipment in the collection, transfer and removal of trash, rubbish, and other acceptable refuse.

Drives a trash crane or similar equipment to and from the assigned collection route with accompanying refuse collection vehicles.

Drives a semi-tractor with lowboy to transport payload to and from assigned work sites with accompanying refuse collection vehicles.

Positions crane and loads deposited trash into an open waste vehicle by means of a suspended clamshell bucket.

Positions payload with selected bucket and pushes up trash; loads deposited trash into an open waste vehicle.

Cautions children and others who may hazardously gather in the collection area.

Examines working condition of equipment daily and performs routine service maintenance, adjusts controls, and connects buckets to boom when necessary; loads payload onto semi-tractor with lowboy, connects lowboy to tractor when necessary.

Answers questions from the public regarding collection schedules and acceptable refuse materials.

Acts as crew leader for truck drivers and laborers assigned to the route; keeps simple record of areas covered by collection equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operational characteristics of hydraulic cranes and front-end loaders used in refuse collection.

Considerable knowledge of the occupational hazards and safety precautions pertaining to heavy equipment operations.

Knowledge of the component parts, operating principles, and maintenance requirements of heavy equipment.

Knowledge of the local traffic ordinances with particular emphasis on heavy equipment movement.

Ability to detect needed repairs and to make necessary adjustments.

Ability to understand and carry out oral and written instructions and to work independently in the performance of routine duties.

### Trash Crane Operator (006212)

Ability to secure a Florida CDL/Class A License at time of appointment.

Ability to operate moderately heavy equipment skillfully, safely, and efficiently.

Skill in the operation of medium sized mobile cranes, semi-tractors with lowboy and front-end loaders.

Physical strength and agility sufficient to operate equipment under adverse weather conditions.

REV 12-93

#### **Nature Of Work**

This is skilled work in the operation of moderately heavy rubbish collection equipment.

### Waste Equipment Operator (006213)

#### Minimum Qualifications

Three years of experience as a Trash Truck Driver 1, Trash Truck Driver 2, Waste Truck Driver or Trash Crane Operator with Miami-Dade County are required. Must possess a driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in either the operation of heavy duty refuse moving equipment or an electric overhead crane.

Employees in this class operate large diesel-powered bulldozers, power shovels, heavy duty payloaders, backhoes, grizzlies, stationary compactors and overhead cranes used in sanitary land filling, regional transfer stations, waste shredding facilities and incinerator operations necessary for waste disposal. Incumbents are responsible for the proper operation of the equipment in efficiently plowing, excavating and hoisting refuse according to a prescribed filling plan. Work requires a high degree of manipulative skill and dexterity in operating equipment and performing the required maintenance and safety checks. Exposure to adverse weather, dusty conditions, smoke, and hazardous working conditions are often incurred. Supervision is received from a waste supervisor who lays out the land fill plan, inspects for proper equipment operation and condition of pit.

##### ILLUSTRATIVE SKILLS

Operates heavy duty bulldozer used to level fill for covering refuse at a solid waste disposal/recycling facility; checks for refuse combustion, extinguishes fire by trenching and spreading fill.

Operates heavy duty payloader at facility tipping floors and landfills for refuse loading, moving, and feeding purposes.

Operates backhoe at facility to pick up spilled refuse, to dig trenches, to clear jams and similar tasks.

Operates grizzly at facility to load and pack refuse into closed trailer.

Operates stationary compactor at facility to load and pack refuse into closed trailer.

Operates heavy duty disposal vehicle such as DJB to transport refuse or fill material at the job sites.

Operates various moving and compacting heavy equipment, such as trashmasters and road graders, to cover disposed refuse with dirt, rock, foam, or other suitable cover material.

Operates large heavy duty tractor type lawnmowers on landfills and landfill slopes.

Operates an electrically powered crane with clamshell bucket to transfer refuse from truck dumping to the incinerator, at the rate required for proper incinerator operation.

Rigs and operates dragline in the digging of cells for sanitary landfill operation at county dump sites, loads fill on trucks for removal from pit area.

Inspects equipment before starting, checks lubricants, cooling system, hydraulic and electrical system; makes necessary minor adjustments, reports malfunctions to supervisor, tests equipment after servicing.

Performs minor mechanical maintenance work on overhead crane; lubricates crane and bucket, adjusts crane brakes, changes cable, and makes minor electrical repairs.

Maintains cleanliness of exterior and interior of equipment.

Directs truck drivers to designated dumping site within the landfill area.

Reports to supervisors any possible illegal waste seen while operating equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics of heavy duty refuse moving equipment.

Considerable knowledge of the safety requirements applicable to large diesel powered bulldozers and cranes.

Ability to detect malfunctions while operating heavy duty equipment.

Ability to make adjustments and to perform minor maintenance to assigned equipment.

Ability to follow oral instructions and to work without close supervision.

Skill in the operation of large earth moving equipment.

## Human Resources Department

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### Waste Equipment Operator (006213)

REV 12-93

#### **Nature Of Work**

This is skilled work in either the operation of heavy duty refuse moving equipment or an electric overhead crane.



### Waste Truck Driver (006215)

#### Minimum Qualifications

Two years of experience as a Waste Collector, Waste Attendant 1 or Waste Attendant 2 are required. Must possess a CDL/Class B or higher-rated license; OR one year of experience as a Trash Truck Driver 1 are required. Must possess a CDL/Class B or higher-rated license; OR two years of experience operating automated or manual garbage trucks are required. Must possess a CDL/Class B or higher-rated license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work involving the operation of moderately heavy trucks and labor crew supervision.

Employees in this class operate large capacity open and closed carrier vehicles in collecting garbage, trash, rubbish, yard trash, and other refuse and recyclables throughout the unincorporated area of the County. Employees supervise a small group of Waste Collectors engaged in collecting residential and commercial wastes, yard trash and recyclables. Work involves responsibility for the safe and efficient operation of motorized equipment and for the satisfactory completeness of routes and scheduled tasks. Work follows established routines and procedures and is subject to examination in progress and on completion by area supervisors.

##### ILLUSTRATIVE TASKS

Performs daily inspection of flatbed, packer, barrel, or other large capacity vehicle to assure that it is in safe operating condition; verifies presence of crew, reports absences to supervisor.

Transports crew to assigned area, drives slowly through residential and commercial streets, stops frequently to allow crews to collect and load garbage, rubbish, yard trash and recyclables, drives loaded truck to designated disposal area or recycling center, returns to collection area.

Directs crew members in lifting heavy objects and learning accesses to properties, times collectors in their duties, administers minor first aid and prepares crew time sheets, reports of injuries and recycling.

Keeps records of number of containers or garbage and recyclables collected at commercial and residential establishments; prepares written reports of unusual occurrences enroute, vehicle accidents and personal injuries; prepares maintenance reports indicating deficiencies noted in vehicle operation.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operation and maintenance of flatbed, packer, barrel and similar trucks.

Knowledge of the occupational hazards and safety precautions required in waste collection.

Knowledge of the geography of the local metropolitan area.

Ability to operate heavy trucks and related hydraulic packing devices.

Ability to supervise a small laboring crew in a manner conducive to full performance and high morale.

Ability to keep simple records and to prepare reports.

REV 4-09

#### Nature Of Work

This is skilled work involving the operation of moderately heavy trucks and labor crew supervision.

### Heavy Duty Crane Operator 1 (006226)

#### Minimum Qualifications

Eighth grade. Two years of recent experience in operating mobile cranes or two years of recent experience in operating medium and/or heavy duty automotive and/or heavy duty construction equipment AND successful completion of a Mobile Crane Operator training course equivalent to that offered by the Crane Inspection and Certification Bureau with award of a Class II or higher Operator Certificate or equivalent mobile crane operator training course and certificate issued from another institute accredited by the U.S. Department of Labor under CFR Part 1919 (shore-based material handling devices) are required. Must possess a CDL/Class A. Tanker endorsement must be obtained prior to the completion of the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the safe and efficient operation of a variety of mobile cranes.

Employees in this class operate a variety of mobile cranes used in construction, canal dredging, debris removal and refuse collection. Duties include driving and operating a boom hoist of a medium-sized wheel-mounted crane rigged with clamshell buckets and large 20 ton wheel-mounted cranes which are operated over the road and off the road in performing assigned tasks. Considerable manipulative skill and dexterity is required to insure the safe operation of the equipment and in safeguarding nearby persons, property and moving traffic. Some routine vehicle maintenance including pre-operation checks, routine preventive maintenance, and minor field repair or adjustment to the equipment is required. Duties require the individual to work independently and provide direction for a crew of truck drivers or boat operators.

Supervision is received from a technical superior who reviews work for thoroughness and proper completion of assigned tasks.

##### ILLUSTRATIVE TASKS

Operates a wheel-mounted boom hoist trash crane; drives the vehicle over the road from one work location to another and to and from the yard; carefully picks-up roadside debris and loads into trash trucks.

Operates a 20 ton wheel-mounted mobile crane; drives crane over the road from one job location to another; picks-up vegetation deposited on canal banks and loads into trash trucks and dump trucks.

Operates 20 ton wheel-mounted mobile crane used in canal construction and maintenance; drives crane over the road and from one job location to another; drives to off road locations and sets up for work; dredges canals and loads debris and silt in dump trucks; uses crane to lift and properly place large pieces of culvert.

Performs routine pre-operation checks, routine preventive maintenance, minor field repair and adjustment, including changing of buckets and cables necessary to perform assigned tasks.

Exercises responsibility as crew leader and oversees the job movements including dispatching of debris filled trucks and operation of tow boats.

Observes and enforces established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics of a variety of mobile cranes.

Considerable knowledge of the occupational hazards and safety precautions applicable to heavy equipment operation.

Considerable knowledge of the geography of Metropolitan Dade County.

Knowledge of the maintenance requirements applicable to a variety of mobile cranes.

Ability to work independently in the performance of assigned duties.

Ability to detect needed repairs and make minor adjustments to mobile cranes.

Ability to understand and follow verbal and written instructions.

Ability to enforce established safety practices and procedures.

Skill in the operation of a variety of mobile cranes.

Physical strength and agility sufficient to perform assigned duties.

### Heavy Duty Crane Operator 1 (006226)

NEW 1-84

#### **Nature Of Work**

This is skilled work in the safe and efficient operation of a variety of mobile cranes.

## Human Resources Department

### Heavy Duty Crane Operator 2 (Trainee) (006227)

#### Minimum Qualifications

Eighth grade. Two years of experience in operating medium and/or heavy duty automotive and/or heavy duty construction equipment and completion of a 10-day Basic Crane Operation Skills training course equivalent to that offered by the Crane Inspection and Certification Bureau with an overall rating of four or above on Attendance Evaluation Sheet or an equivalent crane operation training course and overall rating issued by the U.S Department of Labor CFR Part 1919 (shore-based material handling devices) are required. Must possess a CDL/Class A. Tanker endorsement must be obtained prior to the completion of the trainee period.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the safe and efficient operation of a variety of mobile cranes with a capacity of fifteen tons or greater.

Employees in this class operate a variety of mobile cranes used in construction, canal dredging, debris removal and refuse collection. Duties include driving and operating a hydraulic or cable-type crane over the road and off the road in the performance of assigned tasks. Considerable manipulative skill and dexterity is required to assure the safe operation of the equipment and to safeguard nearby persons, property and moving traffic. Some routine vehicle maintenance including pre-operation checks, routine preventive maintenance and minor field repair or adjustment of equipment is required. Incumbents work independently and may serve as a crew leader in overseeing job site activities. Supervision is received from a technical superior who reviews work for proper completion of assigned tasks in accordance with departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Operates a hydraulic or cable-type mobile crane with a capacity of fifteen tons or greater; drives the vehicle over the road to and from work locations, from one work location to another, and along canal banks; sets up crane for work at both on-road and off-road locations.

Carefully picks up debris, silt or vegetation deposited along roadsides or canal banks and loads into trash trucks or dump trucks; carefully lifts and places large objects associated with roadway and canal maintenance or construction activities; carefully removes debris or obstructions from below water in canals or at culverts.

Carefully lifts large steel tow boats into or out of the water, and to or from the ground or their transport vehicle.

Performs all necessary pre-operation checks, routine preventive maintenance, minor field repairs and adjustments, including changing of buckets, cables or rigging necessary to perform assigned tasks.

Exercises responsibility as a crew leader and oversees job activities including dispatching of debris-filled trucks from the job site to the designated dump, and assuring the proper operation of tow boats by boat operators.

Observes and enforces established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics of a variety of mobile cranes with a capacity of fifteen tons or greater.

Considerable knowledge of the occupational hazards and safety precautions applicable to heavy equipment operation.

Considerable knowledge of the geography of the metropolitan Dade County area.

Knowledge of the maintenance requirements applicable to variety of mobile cranes with a capacity of fifteen tons or greater.

Ability to work independently in the performance of assigned duties.

Ability to detect needed repairs and make minor adjustments to mobile cranes.

Ability to understand and follow verbal and written instructions.

Ability to observe and enforce established safety practices and procedures.

Skill in the operation of a variety of mobile cranes.

Physical strength and agility sufficient to perform assigned duties.

#### Nature Of Work

This is skilled work in the safe and efficient operation of a variety of mobile cranes with a capacity of fifteen tons or greater.

## **Human Resources Department**

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### **Heavy Duty Crane Operator 2 (Trainee) (006227)**

### Waste Service Clerk 1 (006301)

#### Minimum Qualifications

High school diploma or GED. One year of clerical experience in building and zoning, solid waste, customer service or permit and/or license processing is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical and public contact work in the maintenance of waste account records for residential and commercial properties in a county waste collection service.

Employees in this class are responsible for performing a variety of clerical duties in current maintenance of customer waste account records, provision of service to customers, and preparing data processing information. Duties require the operation of a cathode ray tube and microfiche viewers for which no previous training is required. Supervision is received from a clerical or administrative superior who observes operations, periodically reviews accounts and advises and assists with unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Initiates file maintenance cards for submission to data processing on all changes to individual property accounts including title changes in ownership, fees due on proration of initial fees on new accounts, plus and minus account adjustments, cancelling accounts, and adjustment in accounts on which a judgment has been ordered by the courts.

Receives and disposes of customer inquiries relating to computation of established waste fee charges, levying of penalties and judgment charges.

Screens building permits and final inspection reports to initiate new accounts or investigative action on property demolitions.

Operates cathode ray tube and microfiche viewers to obtain accurate information on legal descriptions, real estate folios, dates of sale and homestead exemption data.

Plots property by legal description of section maps to determine validity of waste fee assessments, pinpoint new developments under construction, and to verify number of improved properties being billed within certain blocks; requests property abstracts on name and title changes on questionable transactions.

Checks and updates account fee status, legal descriptions, use codes and payment history, and other items unique in the preparation for enforcement of waste fee cases in the courts.

Calculates excess charges from driver cards for monthly billing of commercial accounts as assigned; processes private hauler release forms for those commercial establishments requesting the services of a private contractor.

Checks and tabulates mortgage company payments during peak payment periods.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of standard office practices, methods and procedures.

Knowledge of legal descriptions, metes and bounds, and related means of locating property on sectional maps.

Knowledge of established procedures and work flow in the maintenance of customer waste account records.

Ability to meet and deal tactfully with property owners, attorneys and property closing agents.

Ability to learn and apply the operation of data processing terminal equipment and other office machinery as required.

Ability to clearly express and convey ideas in telephone or office communication.

Ability to follow written and oral instructions accurately.

Ability to complete assigned tasks with accuracy and speed.

NEW 10-79

#### Nature Of Work

This is specialized clerical and public contact work in the maintenance of waste account records for residential and commercial properties in a county waste collection service.

## Human Resources Department

### Waste Service Clerk 2 (006303)

#### Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience in building and zoning, solid waste, customer service, permit processing and/or license processing are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work in the creation, maintenance, and correction of waste account records for waste fees.

Employees in this class are responsible for establishing accounts, calculating refund amounts, cancelling payments and reapplying monies, and adjusting fees on waste service accounts. Duties require research into the property tax system, building and zoning records, section maps, and solid waste records. Incumbents exercise some independent judgment in identifying and clarifying complex problems and taking corrective measures. Supervision is received from an administrative superior who reviews work in progress and upon completion and assists with difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Establishes accounts, identified through audits, which require calculation of backbillings; distinguishes between duplicate accounts and account mix-ups or those which require research to identify the correct folio; verifies that addresses, folio numbers, and legal descriptions match tax folio information.

Determines if payments have been made by a different party and when additional accounts should be created.

Assists abstracters in researching Redi Books, Section Maps, and property tax records.

Reviews routine reports of accounts with billing errors; calculates the billing or credit amount and takes corrective action.

Makes adjustments to waste collection fees based on research of customer records, property tax records, building and zoning information, and waste system records.

Calculates refund amounts, cancels payments, and prepares refund requests.

Answers inquiries from residential customers regarding billings; receives waste collection fees and provides receipts; prepares routine correspondence in response to customer inquiries; explains county code requirements and departmental procedures to customers.

Prepares delinquent accounts for the legal judgment process; handles customer inquiries; prepares certified mailings and related documents.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the Dade County property tax system, building and zoning procedures, and the solid waste billing system.

Considerable knowledge of office systems, equipment, and procedures.

Knowledge of research techniques pertaining to property tax records.

Knowledge of public relations, principles, and techniques.

Knowledge of arithmetic.

Knowledge of established policies and procedures concerning the maintenance of waste account records.

Ability to analyze waste account discrepancies and errors and take appropriate corrective action.

Ability to assist in researching Redi Books, Section Maps, and property tax records.

Ability to perform arithmetic calculations rapidly and accurately.

Ability to prepare routine correspondence.

Ability to exercise tact and diplomacy in dealing with waste service customers.

NEW 7-92

#### Nature Of Work

This is advanced clerical work in the creation, maintenance, and correction of waste account records for waste fees.

## Human Resources Department

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### Waste Service Clerk Supervisor (006304)

**Minimum Qualifications**

High school. Three years of advance clerical experience in building and zoning, solid waste, customer service permit processing and/or license processing are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work supervising employees engaged in the creation, maintenance, and correction of waste account records for waste fees.



### Waste Radio Operator (006305)

#### Minimum Qualifications

High school diploma or GED. Six months of experience operating base station radio equipment in the dispatch and movement of a large volume of equipment in geographically dispersed areas are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized dispatch work operating radio and electronic transmitting equipment in a waste collection operation.

Employees in this class are responsible for operating radio and related equipment, dispatching work assignments and receiving reports from field employees. Duties include receiving telephone calls concerning waste service problems and requests, answering routine non-technical questions and performing related clerical duties on an assigned shift. Some independent judgment is required in handling waste service requests and coordinating efforts to resolve field problems. Supervision is received from an administrative superior who reviews work through personal observations and records for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Operates rotary telephone and two-way radio to coordinate communications between office and field units; coordinates the routing and scheduling of a large fleet of waste collection mobile units.

Maintains route maps and schedules of all vehicles; receives reports from field units concerning mechanical breakdowns; coordinates the dispatch of maintenance vehicles; records out-of-service time for disabled equipment and vehicles.

Receives reports of service problems and notifies the appropriate field units in order to resolve such problems.

Receives complaints concerning illegal dumping activity in unincorporated areas of the county and arranges for the inspection of such incidents by field enforcement employees.

Receives reports from field employees concerning disabled vehicles, accidents, emergencies, injuries and similar situations and relays information to the appropriate authority.

Prepares and maintains records of various information including vehicle and route assignments, availability of spare equipment, route completion times and unusual incidents occurring on assigned shift.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of radio transmitting techniques and procedures applied to the dispatch of mobile units.

Knowledge of departmental rules, regulations and procedures.

Knowledge of maps, routes, schedules and the areas serviced by the department.

Knowledge of recordkeeping procedures applicable to the area of assignment.

Ability to carry-out verbal and written instructions.

Ability to communicate effectively with office and field employees using telephone and two-way radio equipment.

Ability to discuss service requests with customers and explain departmental rules, regulations and procedures.

Ability to react quickly and calmly in emergency situations.

Ability to maintain records and prepare reports.

Ability to speak clearly using good diction in the expression of ideas and information.

NEW 1-85

#### Nature Of Work

This is specialized dispatch work operating radio and electronic transmitting equipment in a waste collection operation.

### Waste Attendant 1 (006308)

#### Minimum Qualifications

Eighth grade. Three months of experience as a general laborer or helper are required. Some positions may require a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is manual work involving limited skills in maintenance and refuse collection tasks at various waste disposal facilities and trash transfer stations throughout Miami-Dade County.

Employees in this class perform tasks in the general maintenance of the various off-site trash transfer stations and their surrounding landscapes. Duties may also include custodial and light maintenance duties at the centralized waste pit locations. Occasional operation of light automotive equipment may be required. Work involves the use of hand tools and power tools for picking up refuse and for landscaping the surrounding areas. Employees in this class are responsible for the upkeep and efficient operation of the tools or equipment used. Instructions are usually received orally and routine tasks are performed with considerable independence, while more difficult work is performed under the supervision of a foreman. All work is subject to inspection while in progress and upon completion.

##### ILLUSTRATIVE TASKS

Uses brooms, pitchforks, rakes, shovels and similar handtools in order to pick up refuse and trash; shovels and levels sand in holes in the parkway created by trash cranes.

Instructs citizens in backing their vehicles in order to dump their trash; assists older and handicapped citizens in unloading trash from their vehicles.

Informs the public as to the procedures for dumping at the trash transfer stations both orally and through the use of instruction pamphlets; enforces rules governing the operation of the trash transfer stations.

Prunes, waters and cares for landscaping at the trash transfer stations; cuts grass, trims foliage and rakes trimmings; polices surrounding areas.

Washes and cleans interior and exterior of waste equipment and other county vehicles at the centralized waste pit locations.

Sweeps, washes down the tipping floor at the incinerator; assists maintenance crews in cleaning the furnace and the precipitator.

Cleans the crane; checks crane cable clamps and tightens them if necessary; cleans crane panels and motors.

Sprays pit with odor repellents and insecticides.

Assists in cleaning sump pumps and pug mill.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the occupational hazards and necessary safety precautions applicable to laboring work.

Ability to understand and follow oral and written instructions.

Ability to secure a Florida Chauffeur's license if required.

Skill in the operation of hand tools and power tools.

## Human Resources Department

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### Waste Attendant 1 (006308)

Physical strength and agility sufficient to perform manual labor and occasionally under adverse weather conditions.

NEW 10-72

#### **Nature Of Work**

This is manual work involving limited skills in maintenance and refuse collection tasks at various waste disposal facilities and trash transfer stations throughout Miami-Dade County.

### Waste Attendant 2 (006309)

#### Minimum Qualifications

Eighth grade. Currently employed by Miami-Dade County as a Waste Attendant 1 with permanent status. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is manual labor with limited supervisory responsibilities involving the maintenance of various waste disposal facilities and trash transfer stations throughout Miami-Dade County.

Employees in this class lead small laboring crews in a variety of routine tasks related to the general maintenance of the off-site trash transfer stations and their surrounding landscapes. Duties may also include the supervision of and participation in custodial and light maintenance tasks at the centralized waste pit locations. Work requires the ability to lead other workers in the efficient accomplishment of assigned tasks. No responsibility involves the making of difficult or technical work decisions. Detailed assignments are received in all but routine tasks and the work is closely checked while in progress and upon completion by a foreman of higher grade or other superior.

##### ILLUSTRATIVE TASKS

Assigns, supervises and participates in the work of small crews engaged in the general maintenance of various trash transfer stations; uses hand tools in order to pick up refuse and trash; shovels and levels sand in holes in the parkway created by trash cranes; cuts grass, trims foliage and rakes trimmings; polices surrounding area.

Instructs citizens in backing their vehicles in order to dump their trash; assists older and handicapped citizens in unloading trash from their vehicles.

Informs the public as to the procedures for dumping at the trash transfer stations both verbally and through the use of instruction pamphlets; enforces rules governing the operation of the trash transfer stations.

Assigns, supervises and participates in the work of small crews engaged in cleaning the interior and exterior of waste equipment and other county vehicles at the centralized waste pit locations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the standard tools and practices used in general labor work.

Knowledge of the occupational hazards in laboring work and necessary safety precautions.

Ability to secure a Florida Chauffeur's license if required by assignment.

Ability to assign and supervise the work of several laborers.

Ability to understand and follow oral and written instructions.

Skill in the operation of common hand tools and power tools.

Physical strength and agility sufficient to perform manual labor, and occasionally under adverse weather conditions.

NEW 10-72

#### Nature Of Work

## Human Resources Department

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### Waste Attendant 2 (006309)

This is manual labor with limited supervisory responsibilities involving the maintenance of various waste disposal facilities and trash transfer stations throughout Miami-Dade County.

#### **Minimum Qualifications**

High school diploma or GED. Two years of advanced clerical experience to include the processing of financial transactions are required.

#### **Job Specifications**

#### **Nature Of Work**

This is independent clerical work providing administrative support services for various waste disposal and transfer station operations throughout Miami-Dade County.

### Waste Scale Operator (006312)

#### Minimum Qualifications

High school diploma or GED. One year of experience in handling money or related Community Work Experience Program (CWEP) experience is required.

#### Job Specifications

##### NATURE OF WORK

This is routine technical and clerical work in the operation of an automated or mechanical truck weighing system.

Employees in this class operate a truck weighing scale and perform a variety of related clerical duties. Work includes weighing vehicles containing solid waste materials, calculating and collecting disposal fees and keeping records of the number of loads and material types dumped on a daily basis. Employees work without close supervision on routine phases of work. Supervision is received from a supervisor who reviews work in progress and upon completion for satisfactory completion of assigned tasks.

##### ILLUSTRATIVE TASKS

Operates a truck weighing scale and weighs incoming vehicles carrying solid waste materials; provides gate control in allowing entrance and exit of vehicles and reroutes vehicles as necessary.

Calculates and collects disposal fees; prepares and balances cash and check receipts for bank deposit.

Determines the number of loads, transaction types, material weights and material types dumped on a daily basis.

Evaluates and balances reports generated by automated scale system to verify accuracy of data.

Posts charges, cash and coupon totals to ledgers; pre-audits scale tickets for completeness and accuracy.

Reports malfunctions of truck weighing system to supervisor, and prepares numerical summaries when equipment is inoperative.

Maintains stock records on scale tickets, diskettes and badges, and informs supervisor of need to reorder supplies.

Provides information to customers pertaining to daily operation, location of disposal sites, coupon purchases, dumping fees and operating hours.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple arithmetic.

Knowledge of elementary bookkeeping practices.

Knowledge of change making and skill in making change accurately and quickly.

Knowledge of weighing and measuring devices.

Ability to provide routine information to the public in a courteous and tactful manner.

Ability to operate automated and mechanical truck weighing systems.

Ability to keep records and prepare reports.

## Human Resources Department

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### Waste Scale Operator (006312)

#### MINIMUM QUALIFICATIONS

Graduation from accredited high school or equivalent. One year of experience in handling money is required.

NEW 10-81

#### **Nature Of Work**

This is routine technical and clerical work in the operation of an automated or mechanical truck weighing system.

## Human Resources Department

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### Waste Scale Operations Supervisor (006314)

#### Minimum Qualifications

High school diploma or GED. Four years of experience as a Waste Scale Operator or in large scale waste operations are required.

#### Job Specifications

#### Nature Of Work

This is professional administrative work with supervisory responsibility for waste scale operations in the Department of Solid Waste Management.



## Human Resources Department

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### SWM Fleet Maintenance Coordinator (006317)

#### Minimum Qualifications

High school. Six years of experience in vehicle maintenance to include vehicle maintenance scheduling and/or maintenance supervision in a large volume vehicle repair and maintenance operation are required. Additional education may substitute for the required experience and on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is responsible administrative, work in planning and coordinating automotive equipment repair and maintenance activities for the Department of Solid Waste Management.

An employee in this class is responsible for coordinating and overseeing all General Services Administration (GSA) repairs and maintenance work to light and heavy mobile equipment inventory for the Department of Solid Waste Management. Responsibilities include making decisions jointly with (GSA) on the advisability of distributing specialized repair work to outside vendors in accordance with established contractual agreements. Considerable independent judgment is exercised in prioritizing and coordinating repair and maintenance work according to the vehicle requirements, and the availability of (GSA) ability to complete repairs and maintenance. General supervision is received from an administrative superior who reviews work for efficiency and effectiveness in achieving departmental goals and objectives.

##### ILLUSTRATIVE TASKS

Serves as a liaison between Solid Waste Management, GSA and contractors in overseeing all repairs and maintenance work to light and heavy mobile equipment performed by (GSA) and outside contractors.

Reviews the decision making process for equipment replacement, paying particular attention to equipment with high maintenance costs.

Reviews and maintains monthly invoices from (GSA) that include service charges for maintenance services.

Reviews repair work with GSA to determine the distribution of specialized repair work to outside vendors in accordance with established contractual agreements; considers such factors as total cost bid contracts, warranty, vendor workload and availability, and make of vehicle.

Conducts studies of fleet maintenance work; reviews and analyzes labor costs, work scheduling and quality control factors.

Prepares bid specifications for all major items to include the technical proposal for the purchase of fleet purchases.

Monitors warranty tracking through an automated process to include entering and finalizing claims on manufacturer warranties, component warranties and commercial repair warranties.

Develops means to reduce costs, including developing automated systems, integrated inventory management systems, automation of support services, value analysis, and total management principles.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles and practices of mobile equipment repair and maintenance scheduling and planning.

Thorough knowledge of automotive equipment design, manufacturing and maintenance.

Considerable knowledge of large scale fleet maintenance management for diversified types of equipment.

Considerable knowledge of equipment purchasing methods and procedures including specification preparation and bid analysis.

## Human Resources Department

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### **SWM Fleet Maintenance Coordinator (006317)**

Considerable knowledge of the principles and practices of management.

Considerable knowledge of the operating, repair and maintenance characteristic of modern heavy and light mobile equipment.

Considerable knowledge of administrative policies and procedures, and contractual agreements utilized in a county mobile equipment repair facility.

Knowledge of current concepts and modern techniques used in vehicle utilization and replacement.

Knowledge of cost accounting methodology as applied to vehicular fleet maintenance.

Ability to understand technical repair diagnoses and estimate time and manpower required to complete repairs.

Ability to determine the advisability of distributing specialized repair work to outside vendors.

Ability to keep accurate and detailed cost and job records.

Ability to communicate clearly and concisely, both verbally and in writing.

#### **Nature Of Work**

This is responsible administrative, work in planning and coordinating automotive equipment repair and maintenance activities for the Department of Solid Waste Management.

## Human Resources Department

### Waste Supervisor 1 (006318)

#### Minimum Qualifications

Currently employed by Miami-Dade County with one year continuous acceptable full-time service as a Trash Crane Operator, Trash Truck Driver 1, Trash Truck Driver 2, Waste Equipment Operator, Waste Enforcement Officer 1, Waste Truck Driver, Waste Attendant 2, or Waste Plant Operator are required. Must possess a CDL/Class A.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the collection of waste and the enforcement of waste collection regulations in an assigned geographical district. Employees in this class are typically responsible for planning, assigning and supervising the work of a moderate sized group of employees engaged in trash and garbage collection activities over assigned routes within a district. Work includes responsibility for obtaining compliance with departmental waste collection regulations optimally utilizing crews and trucks, and for establishing satisfactory relations with the public served in the district. Incumbents exercise some independent judgment in establishing routes and making work assignments. Responsibilities may also include planning and coordinating the use of departmental mobile equipment for waste collection. Supervision is received from a technical superior by means of periodic field inspections, analysis of written reports and furnishing of assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Supervises all garbage or trash collection work in an assigned district; gives instructions and advice on difficult collection or enforcement problems; arranges for vacation and sick relief.

Checks frequently with collection crews to insure work is proceeding according to schedules and to resolve any problems that have arisen; makes regular and routine checks throughout the district to insure that maximum utilization is being obtained from assigned vehicles and personnel.

Maintains satisfactory relations with the public served; investigates complaints; takes corrective action; explains provisions of county waste collection regulations.

Prepares periodic routine and special reports as required relating to field operations in assigned district.

Coordinates intra-departmental allocation of waste collection mobile equipment; assigns replacements for defective trucks; maintains liaison with mobile equipment personnel in maintaining and repairing vehicles; records vehicle assignments and maintenance activity.

Performs related work as required.

Considerable knowledge of the methods, operating rules and equipment used in waste collection.

Considerable knowledge of rules and regulations governing the enforcement of waste collection.

Knowledge of the design, operating characteristics and maintenance requirements of all typical waste collection equipment.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of mobile equipment fleet maintenance, replacement and management.

Knowledge of supervisory methods and practices.

Knowledge of hazards and safety precautions of the work.

Ability to plan and schedule work and supervise employees in a manner conducive to full performance and high morale.

Ability to understand and transmit oral and written instructions.

Ability to maintain effective public relations.

Ability to enforce applicable regulations firmly, tactfully and impartially.

Ability to make necessary inspections and to ascertain facts through investigative procedures.

Ability to prepare simple records and reports.

REV 10-77

#### Nature Of Work

This is supervisory work in the collection of waste and the enforcement of waste collection regulations in an assigned geographical district.

### Waste Supervisor 1 (006318)

#### Minimum Qualifications

Continuous employment in the County service and one year of acceptable on-the-job performance as a Waste Supervisor 1 or Assistant Transfer Station Superintendent are required. Must possess a CDL/Class A.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory work in the countywide collection and disposal of refuse.

Employees in this class are responsible for supervising the work of personnel engaged in refuse collection and disposal activities. The employee is responsible for proper scheduling and effective distribution of work among a large number of collection crews, or the effective staffing, equipping and operating of sanitary disposal facilities. Considerable discretion is exercised in meeting ordinary problems of the unit within established rules and regulations. Supervision is received from a technical superior who reviews work for attainment of desired results by observation of work performed and conferences with the employee on difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Supervises and coordinates through subordinate route foremen the work of a large number of refuse collection crews throughout the county; confers with foremen and inspectors as to methods of operation, progress of work and special problems.

Assigns personnel and equipment between collection districts so that work load is properly distributed and maximum results are obtained.

Makes field inspections to determine that work is being performed in accordance with established standards.

Answers complaints with respect to omissions in waste pickups, new services required and new territories requiring service.

Supervises the operation of draglines, bulldozers and other equipment in operating sanitary fill dumps; makes regular and routine checks to determine that fill is being placed according to the master plan for the dump; confers with route foremen on problems encountered with their crews at the dump.

Inspects equipment and schedules repair and maintenance work to be done.

Maintains records of collection and disposal operations and prepares periodic reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of laws, rules and regulations effective in the county governing the enforcement of waste collection and disposal.

Considerable knowledge of the methods, operating rules and equipment requirements of waste collection.

Considerable knowledge of effective supervisory techniques.

Knowledge of the operation and equipment of sanitary fill refuse dumps.

Ability to plan, schedule and distribute work effectively among a large number of labor and equipment operations personnel in a manner conducive to full performance and high morale.

Ability to keep records and to prepare and submit reports.

Ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations.

Ability to understand, interpret and effectively carry out written or oral instructions.

REV 1-62

#### Nature Of Work

This is advanced supervisory work in the countywide collection and disposal of refuse.

## Human Resources Department

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### PW&WM Home Chemical Supervisor (006323)

#### Minimum Qualifications

Bachelor's degree. One year of experience in the handling, storing, and shipping chemicals, chemical waste or material is required. Must possess a Driver license. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### Nature of Work

This is specialized supervisory work with some Administrative responsibility in the operation of the Solid Waste Management Home Chemical Program.

Employees in this class are responsible for planning, assigning and review the work of subordinate technicians on an assigned shift. Duties include supervising and assisting in the operation of the SWM Home Chemical Program and Training subordinates in appropriate chemical and chemical waste material handling and control techniques. Work involves and element of personnel contact with the public at large, and requires tact in dealing with the public. Supervision is received from a technical supervisor who assign work schedules, assists in difficult cases, and observes daily operations and reviews written reports for adherence to departmental procedures and satisfactory completion of assignments.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technicians on an assigned shift performing work insures subordinates use proper techniques when handling materials at the Home Chemical Centers.

Prepares work schedules for technician if needed; inspects facilities daily and issues special order pertaining to the new shift

Respond to request for assistance by field technicians in cases where serious problems with materials may develop.

Provides supervision and guidance to subordinate in carrying out their responsibilities; makes random observations of subordinate performance; supervises and assists on assigned shift and provides trainings for inhome chemical management and governing laws and ordinances.

Advise the public by telephone or in the field regarding household chemical handling practices and ordinances.

Maintains contact with vendors, supervisors, and other departmental staff as needed.

Assembles data and prepares reports and records as required.

Makes recommendation regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employees performance.

Performs related work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of laws, ordinances practices and methods of modern, safe home chemical waste management.

Thorough knowledge of laws and ordinances and procedures as well as good engineering practices pertaining to Home Chemical Program with the County.

Considerable knowledge of the handling, storage, packing custody, and transportation techniques used in home chemical management work.

Considerable knowledge of chemical handling techniques and hazards to techniques and patrons.

## Human Resources Department

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### **PW&WM Home Chemical Supervisor (006323)**

Considerable knowledge of proper use and operation of chemical waste storage facilities.

Knowledge of the road network of the local geographical area, including municipalities and unincorporated county areas.

Knowledge of supervisory principles and practices.

Ability to plan, assign and supervise the work of subordinate in a manner conducive to full performance and high morale.

Ability to deal firmly, courteously, tactfully and impartially with the public.

Ability to assemble data and prepare required records and reports.

Ability to safely and effectively supervise the operation of as well as operate a temporary chemical waste storage facility.

Physical strength and agility sufficient to perform assigned duties.

#### **Nature Of Work**

This is specialized supervisory work with some administrative responsibility in the operation of the Solid Waste Management Home Chemical Program.

## Human Resources Department

### PW&WM Enforcement & Collection Clerk (006327)

#### Minimum Qualifications

High school. Two years of clerical or public contact experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work assisting in the enforcement of regulations pertaining to the storage, collection and disposal of solid waste.

Employees in this class are responsible for performing a variety of clerical duties in support of the enforcement of solid waste ordinances and regulations. Duties include researching property ownership records and titles, receiving telephone inquiries, entering enforcement information into a computer system, preparing certified mailings, and operating a base station radio to communicate with field enforcement personnel. Work requires detailed knowledge of public records and documents pertaining to the ownership of real property. Supervision is received from an administrative superior who reviews work for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Inspects and examines public records to locate information on real property ownership and titles utilizing a computer terminal, Redi Maps and Section Maps; verifies that addresses, folio numbers and legal descriptions match tax folio information; enters results of enforcement actions into computer system.

Receives telephone inquiries concerning enforcement cases, County Code requirements and departmental procedures; prepares and routes assistance or action requests based upon telephone information or information provided by waste enforcement personnel in the field.

Prepares certified mailings of warning notices and tickets.

Uses a base station radio to provide instructions and information to field enforcement employees.

Accesses the State Tag and Corporate Information Computer system to obtain driver's license records, auto tag information, corporate entities and fictitious names to ensure that correct entity or property is cited.

Presents data gathered through research to waste enforcement personnel to assist in enforcement proceedings including notices of violation, civil citations, preparation of criminal complaints, and felony arrests where timely identification through driver's license records is necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of legal processes and documents pertaining to the acquisition and transfer of real property, identification of the ownership of auto tags and corporate entities, and identification of fictitious names.

Knowledge of ordinances and regulations concerning solid waste storage, collection and disposal.

Knowledge of office practices and procedures.

Knowledge of public relations principles and techniques.

Knowledge of departmental policies and procedures pertaining to solid waste enforcement activities.

Ability to research a variety of public records to determine property ownership.

Ability to deal tactfully and diplomatically with the public.

Ability to access the State Tag and Corporate Information System to obtain relevant information on vehicle ownership and identify corporate entities.

Ability to operate a computer terminal and base station radio.

Ability to follow verbal and written instructions.

NEW 10-96

#### Nature Of Work

This is advanced clerical work assisting in the enforcement of regulations pertaining to the storage, collection and disposal of solid waste.

Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

### Waste Enforcement Officer 1 (006328)

#### Minimum Qualifications

High school diploma or GED. One year of code enforcement or two years of investigative experience are required; or Currently employed in the County service with one year of experience in solid waste operations complaint investigation are required. Trainees will be subject to an extensive background screening by the Miami-Dade Police Department and must successfully complete 40 hours of enforcement training. Must possess a Driver license. Must be able to work weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is field enforcement of regulatory ordinances pertaining to the storage, collection and disposal of solid waste.

Employees in this class are responsible for monitoring the storage, collection and disposal of solid waste by residential occupants, commercial establishments, private haulers and other individuals. Duties include performing field inspections, interpreting technical legal provisions and administrative directives pertaining to Solid Waste code enforcement, and preparing case summaries for civil actions. Incumbents exercise some independent judgment in the application and enforcement of regulations. Supervision is received from a superior who reviews work through personal conferences and written reports, and assists with difficult or unusual cases.

##### ILLUSTRATIVE TASKS

Receives complaints of violations of Solid Waste code regulations; conducts field inspections to determine and verify the nature of violations; prepares and serves notices to remove existing violations.

Determines responsible parties by legal abstracting of personal and private property; interprets legal description of parcels of land to accurately determine the precise location of platted and unplatted property.

Investigates code violations by identifying, locating, observing and collecting evidence in accordance with cumulative criteria defined by Solid Waste Codes and departmental policies and procedures.

Performs inspections and surveillance to secure compliance in relation to violations occurring in unincorporated areas.

Prepares code violation and investigation reports; issues civil citations; testifies at administrative and judicial hearings; prepares correspondence and official notices; prepares civil case summaries from work files.

Meets with individuals, groups and violators; convey verbal and written information concerning Solid Waste Code regulations.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Solid Management Waste Codes, regulations, and administrative practices relating to enforcement actions.

Considerable knowledge of the geography of Miami-Dade County including major road network and municipal boundaries.

Knowledge of legal procedures related to the enforcement of Solid Management Waste Ordinances and regulations.

Knowledge of modern office equipment, practices and procedures.

Knowledge of public relations principles and techniques.

Ability to explain and enforce regulations with firmness, tact and impartiality.



## Human Resources Department

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### Waste Enforcement Officer 1 (006328)

Ability to make inspections and determine facts through investigations.

Ability to explain enforcement processes clearly and concisely, verbally and in writing, to groups and individuals.

Ability to maintain records and prepare reports.

#### **Nature Of Work**

This is field enforcement of regulatory ordinances pertaining to the storage, collection and disposal of solid waste.

## Human Resources Department

### Waste Enforcement Officer 2 (006329)

#### Minimum Qualifications

High school diploma or GED. Two years of code enforcement experience are required; or currently employed by Miami-Dade County as a Waste Enforcement Officer 1 with permanent status are required.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work in the enforcement of regulatory ordinances pertaining to the storage, collection and disposal of solid waste.

Employees in this class are responsible for supervising subordinates engaged in monitoring the storage, collection and disposal of solid waste by residential occupants, commercial establishments, private haulers and other individuals. Responsibilities include determining actions required in emergency or complex enforcement situations, advising and training subordinates in enforcement and investigative techniques, providing information on regulatory requirements and procedures, securing transfer stations, landfill sites and disposal facilities, and preparing a variety of reports. Independent judgment is exercised in the application of the provisions of pertinent ordinances to enforcement and compliance activities. Supervision is exercised over a staff of subordinate security guards, waste service representatives and/or enforcement officers through assignment of responsibilities and review of work for compliance with established procedures and practices, and effectiveness of enforcement activities. Supervision is received from an administrative superior who reviews work through conferences and reports for satisfactory achievement of enforcement objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of security guards, waste service representatives and/or enforcement officers engaged in monitoring the activities of commercial establishments, private haulers, property owners, tenants and other individuals to assure proper storage, collection and disposal of solid waste.

Provides advice and assistance to subordinates in the enforcement of regulations, investigative methods and techniques, interpretation of ordinances and handling of complaints.

Supervises field inspections for compliance with administrative policies and procedures; reviews inspection reports for accuracy and completeness.

Reviews and investigates complex or difficult enforcement problems and recommends solutions; prepares court documents, attends court proceedings and testifies in cases where legal action is required.

Reviews security practices and procedures at transfer stations and landfill sites; develops and implements methods and procedures to assure proper security of assigned facilities; responds to emergencies and unusual occurrences after normal work hours.

Provides information to commercial establishments, private haulers, the general public and other governmental agencies concerning the storage, collection and disposal of solid waste; investigates alleged complaints, gathers information and evidence and determines if violations have occurred.

Prepares, maintains and submits a variety of narrative and statistical reports; completes various forms, schedules and correspondence.

Establishes and maintains effective working relationships with local police organizations, businesses and private waste haulers.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the ordinances, rules and regulations pertaining to the storage, collection and disposal of solid waste.

Considerable knowledge of the legal procedures related to the enforcement of solid waste storage, collection and disposal.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of investigative techniques and surveillance procedures used in the enforcement of local ordinances.

Considerable knowledge of public relations principles and techniques.

Knowledge of hazardous waste handling procedures and safety standards.

### Waste Enforcement Officer 2 (006329)

Ability to enforce provisions of local ordinances with firmness, tact and impartiality.

Ability to interpret and apply the provisions of the solid waste storage, collection and disposal ordinances and regulations.

Ability to supervise subordinates assigned to widely dispersed geographical locations in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with private haulers and officials of public and private organizations.

Ability to analyze complex enforcement problems and make effective recommendations for their resolution.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to ascertain facts through the application of investigative techniques.

Ability to prepare reports, forms, summaries, schedules and other documents.

REV 08/98

### Nature Of Work

This is administrative and supervisory work in the enforcement of regulatory ordinances pertaining to the storage, collection and disposal of solid waste.

## Human Resources Department

### Division Director 1, PW&WM (Maintenance) (006332)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering, Business or Public Administration or a related field. Five years of progressively responsible experience in the management of large scale industrial maintenance operations are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative work in directing activities of the Solid Waste Management Maintenance Division.

An employee in this class is responsible for supervising and directing work in heavy industrial maintenance, repair and supply services for all solid waste disposal and collection facilities. Emphasis of the work is on the large-scale coordination of employees, equipment and materials used to perform industrial maintenance on equipment used in waste disposal facilities and related physical structures. The incumbent analyzes, reviews and consults superiors on new construction and meets with engineering personnel on major maintenance projects for all equipment and facilities in the Solid Waste Management Department. Considerable independent judgement is exercised and professional knowledge applied in planning, implementing and monitoring a comprehensive and complex maintenance program. Supervision is exercised through subordinate supervisors, over a large staff of skilled trades employees, clerical staff, helpers and other employees. General supervision is received from a professional superior who reviews work through personal conferences and written reports and holds the incumbent responsible for the effective operation of the solid waste disposal and collection maintenance program.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisory, technical, skilled and semi-skilled employees engaged in the repair, maintenance and installation of heavy industrial, mechanical and electrical equipment in all solid waste disposal and collection facilities, including physical plants, bulky waste stations and satellites.

Supervises the receipt, storage and delivery of required solid waste supplies and materials.

Prepares budget documents and recommendations concerning requirements for equipment, materials, supplies and employees; prepares projections for maintenance schedules.

Approves work schedules and machinery overhaul downtime in accordance with recommendations formulated by subordinate supervisors and engineers.

Establishes and maintains a training program to communicate safety practices and procedures and to train employees in technical maintenance knowledges and use of mobile equipment.

Advises supervisors on the progress of extended maintenance and preventive maintenance programs.

Meets with manufacturers, designers, engineers, consultants and contractors to discuss problems and modifications to equipment, machinery and physical facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; meets with administrators and County legal staff to review personnel matters; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance

Approves maintenance purchase requisitions; requests new and adjusts contractual amounts of blanket purchase orders as needed; cooperates with procurement for deliveries and special handling of materials; cooperates with purchasing in writing technical specifications for materials and equipment.

Supervises the implementation of a computerized maintenance program.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and methods of large-scale and diversified maintenance management.

Thorough knowledge of maintenance operation of the Solid Waste Management Department.

Thorough knowledge of departmental policies, procedures and regulations.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the principles of personnel business management.

## Human Resources Department

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### **Division Director 1, PW&WM (Maintenance) (006332)**

Considerable knowledge of the occupational hazards and safety precautions applicable to industrial maintenance operations.  
Ability to apply professional knowledges of the principles of management to formulate divisional policy and control divisional activities.  
Ability to effectively plan, organize, staff, direct and control the work of a staff of subordinate employees.  
Ability to delegate the authority to subordinates necessary to complete responsibilities in varied division activities.  
Ability to exercise judgement and discretion in devising, installing and interpreting division, departmental and County policies, rules and regulations.  
Ability to evaluate results in achievement of division objectives and to redirect efforts and priorities as needed.

NEW 10-89

#### **Nature Of Work**

This is advanced responsible administrative work in directing activities of the Solid Waste Management Maintenance Division.

## Human Resources Department

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### PW&WM Permits Supervisor (006335)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

### SWM Contract Compliance Analyst (006336)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Business Management or related field. Two years of professional accounting of financial records or contracts experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional compliance auditing of internal and external work for the Public Works & Waste Management Department. Employees in this class perform audits assigned by the department. Incumbents may also be assigned to auditing private haulers' financial records to determine if the haulers are reporting all corresponding revenues subject to the Disposal Facility Fees as defined under Chapter 15, Section 25.2 of the Miami-Dade County Code; reviewing contracts between the County and private enterprises or other governmental agencies; conducting policies and procedures compliance examinations for the department; visiting haulers and contracting entities at their place of business frequently, to work closely with their personnel and to coordinate monitoring assignments with the contracting divisions. Emphasis of work is to operate with considerable independence of action and exercising professional judgment in auditing, monitoring, and other assignments. Supervision is received from a professional superior who reviews reports, letters and schedules, and evaluates work for quality of results and adherence to professional auditing standards and program guidelines.

##### ILLUSTRATIVE TASKS

Conducts internal and external compliance audits and reviews of private haulers' financial records, as well as other Collective and Disposal Operational functions.

Prepares reports, letters and schedules reflecting the results of audits and reviews.

Performs compliance examinations/evaluations of policy and procedures within the department and prepares a report of findings.

Reviews departmental contracts to determine if the contracts are in compliance with regulatory requirements.

Assists superior in the conduct of more complex assignments such as those of an investigative nature.

Performs related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of audit principles, practices, and procedures applicable to the audit of government accounting systems.

Thorough knowledge of Chapter 15 of the Miami-Dade County Code and the waste disposal and waste collection systems.

Thorough knowledge of the financial and operating activities of the Department of Solid Waste Management.

Considerable knowledge of established audit program guidelines applicable to audits assigned.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.

Considerable knowledge of audit procedures, principals and practices.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.

Considerable knowledge of accounting principles, practices and procedures employed by government and private entities.

Ability to prepare complete and accurate accounting reports and schedules including those of a complex nature.

## Human Resources Department

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### SWM Contract Compliance Analyst (006336)

Ability to understand and interpret contracts, ordinances, laws and regulations regarding the waste industry.

Ability to evaluate policies and procedures.

Ability to communicate effectively, both verbally and in writing.

Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems.

NEW 08/11

#### **Nature Of Work**

This is advance professional compliance auditing of internal and external work for the Public Works and Waste Management Department.



### Transfer Station Superintendent (006339)

#### Minimum Qualifications

High school. Five years of experience in waste operations including experience in a supervisory capacity are required. Must obtain Transfer Station Operator certification from the Florida Department of Environmental Protection (FDEP) during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is administrative and supervisory work in the operation of a solid waste disposal transfer station.

Employees in this class are responsible for supervising the operation of a large waste transfer facility, a fleet of mobile equipment and a revenue receiving scalehouse. Emphasis of the work is on supervising a staff of subordinates, and coordinating employees, equipment and materials used to receive, process and transfer solid waste materials. Incumbents exercise independent judgment in the organization of work activities, in assuring the effective and efficient processing of solid waste materials, and in the enforcement of operational policies and procedures. Supervision is exercised through a subordinate supervisor, over a staff of equipment operators, vehicle operators and attendants. General supervision is received from an administrative superior who reviews work through personal conferences, observations and written reports for satisfactory operation of the transfer station.

##### ILLUSTRATIVE TASKS

Supervises, through a subordinate supervisor the receiving of solid waste, loading of transfer vehicles and transporting to disposal facilities; plans and reviews the work of subordinates assigned to the station and coordinates activities in support of transfer station operations.

Establishes operation timetables for the processing of solid waste.

Makes on-road inspections of drivers to insure that transfer vehicles are being operated in accordance with departmental policies and established requirements.

Supervises a scalehouse operation and monitors cash and coupon flow; provides revenue reports and prepares projections of future revenues.

Responds to questions and concerns from local vendors and municipal agencies using transfer station facilities.

Maintains records of loads, volume and material received at the station and transported to disposal facilities; prepares periodic reports as required.

Makes recommendations concerning equipment, materials, supplies and employees required for transfer station operations.

Communicates and enforces established safety measures and regulations; instructs employees in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operation of a solid waste transfer station.

Thorough knowledge of the rules, regulations and procedures applicable to transfer station operations.

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Knowledge of the principles of accounting.

Knowledge of public relations principles and techniques.

Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to deal tactfully and persuasively with superiors, subordinates, and officials of municipalities and private companies.

Ability to supervise the efficient operation of a solid waste transfer station.

Ability to enforce departmental policies and procedures, and established safety procedures and precautions.

Ability to make effective recommendations for equipment, employees and supplies required for a solid waste transfer station.

Ability to maintain records and prepare reports.

## Human Resources Department

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### Transfer Station Superintendent (006339)

#### **Nature Of Work**

This is administrative and supervisory work in the operation of a solid waste disposal transfer station.

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in the development and implementation of routes and schedules or operations analysis are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is technical and administrative work in the management of Miami-Dade Solid Waste Management's Collections Operations Division.

## Human Resources Department

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### PW&WM Recycling Manager (006342)

**Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience in solid waste collection or disposal operations including one year in recycling operations are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work managing recycling operations for SWM.

### PW&WM Collection Specialist (006343)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or related field. Advanced clerical experience in lien processing, billing and collections may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical work in the processing of liens and collection of penalties and administrative costs for enforcement cases for the Department of Solid Waste Management.

Employees in this class are responsible for the billing and the collection of liens placed on private property cited for violation of Chapter 15 of the Miami-Dade County Code. Responsibilities include the processing, billing, and collection of enforcement penalties and costs; developing payment plans and monitoring payment schedules; dealing with public inquires concerning enforcement penalties and liens. Incumbents exercise independent judgment in the application of enforcement cost collection and procedures. Supervision is received from an administrative supervisor who reviews work for effective management of enforcement collection responsibilities and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Reviews case files for accuracy and consistency prior to sending notice of intent to lien.

Prepares notices of intent to lien, demand payment letters, satisfaction of liens in the billing and collection of enforcement cost for Chapter 15 of the Miami-Dade County code.

Develops payment plans with citizens and monitor payment settlements in administrative hearings.

Receives and responds to public inquires concerning administrative cost of lien payoff amounts.

Compiles figures for use in preparation statistical reports relative to the collection of enforcement costs and liens.

Assists in the development of lien policies and procedures, reviews requests to modify liens and drafts procedures to implement costs recovery fees.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of Chapter 15 of the Miami-Dade County Code, administrative orders and departmental policies and procedures applicable to the area of assignment.

Considerable knowledge of the functions, regulation and procedures relating to the work of the division.

Considerable knowledge of case management procedures.

Considerable knowledge of public relations principles and techniques.

Knowledge of office practices and procedures.

Knowledge of provisions documents relating to lien collections.

Knowledge of the function and procedures of the County Attorney's Office which relate to lien collection litigation.

Ability to analyze requests from the public and coordinate effective service delivery.

Ability to exercise tact and diplomacy in dealing with members of the public and with other public and private officials.

Ability to prepare lien records, forms, reports and correspondence.

Ability to review complex requests for assistance and identify opportunities for the enhancement of County service delivery.

Ability to deal effectively with the public by telephone and in personal contact.

Ability to communicate clearly and concisely, verbally and in writing.

#### Nature Of Work

This is advanced specialized clerical work in the processing of liens and collection of penalties and administrative costs for enforcement cases for the Department of Solid Waste Management.

## Human Resources Department

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### PW&WM Collection Specialist (006343)

**Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. One year of professional experience in credit investigation and collection work is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional work managing credit and collection activities for all private hauler, commercial and disposal accounts for SWM.

### Solid Waste Landfill Superintendent (006347)

#### Minimum Qualifications

Bachelor's degree in Engineering or a related field and two years of supervisory experience in large scale industrial operations, maintenance, landfill operations, solid waste operations earthwork or excavation operations are required. Must obtain a Sanitary Landfill Operation Certificate prior to the completion of the probationary period. Some positions may require a CDL/Class A or CDL/Class B; OR High School or GED five years of supervisory experience in large scale industrial operations, maintenance, landfill operations, solid waste operations earthwork or excavation operations are required. Must obtain a Sanitary Landfill Operation Certificate prior to the completion of the probationary period. Some positions may require a CDL/Class A or CDL/Class B; OR High School or GED and five years experience as a Waste Plant Mechanic, Waste Plant Electrician, Welder, Waste Supervisor 2, Waste Supervisor 1, Assistant Transfer Station Superintendent, Landfill Systems Mechanic, or a Waste Equipment Operator are required. Must obtain a Sanitary Landfill Operation Certificate prior to the completion of the probationary period. Some positions may require a CDL/Class A or CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is technical work supervising a major function of a solid waste disposal facility.

Employees in this class are responsible for supervising the multi-shift operation of a shredding and landfill function, hazardous materials incinerator activity, or other major function of a large solid waste processing plant. Responsibilities may include the coordination of employees, equipment and materials used to receive, process, transport and landfill large amounts of mixed municipal solid waste or coordination of the receipt, thermal processing and disposal of hazardous waste, or responsibility for other major activities of a solid waste disposal facility. Incumbents exercise some independent judgment in organizing work activities and in assuring efficient and effective waste processing within their area of responsibility. Supervision is exercised over technical, semi-skilled and unskilled employees through assignment and review of work. Supervision is received from an administrative superior who reviews work through personal conferences, observations and written reports for satisfactory operation of major functions of the facility.

##### ILLUSTRATIVE TASKS

Supervises the receiving of solid waste, shredding of separated material, loading of delivery vehicles and disposal at a landfill site.

Coordinates the activities of employees engaged in the operation of an advanced hazardous materials incinerator for the combustion of contaminated or hazardous waste.

Establishes processing and incineration requirements based on engineering specifications.

Assures that equipment is maintained in accordance with manufacturer's maintenance schedules.

Coordinates approval for use of the incinerator subject to regulatory agency guidelines.

Assists in establishing operation timetables for the processing of solid waste.

Communicates and enforces established safety measures and regulations; instructs employees in occupational hazards and safety precautions.

Establishes and maintains notification systems to identify backups in processing areas which may cause reduced processing or stoppage.

Maintains records and prepares reports concerning solid waste disposal activities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job related problems; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of raw material to finished product processing in a solid waste disposal facility.

Considerable knowledge of the operating characteristics and maintenance requirements of incineration and mobile equipment.

Considerable knowledge of hazardous waste handling and incineration.

Considerable knowledge of the rules and regulations concerning the operation of incineration equipment.

Knowledge of thermal processing disposal techniques, chemistry and combustion engineering.

### **Solid Waste Landfill Superintendent (006347)**

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relations with subordinates, superiors, department officials, and officials of private waste handling firms.

Ability to maintain records and prepare reports.

Ability to interpret and work from blueprints, diagrams, sketches and construction plans.

Ability to detect the source of production processing problems in a solid waste disposal system.

Ability to communicate and enforce established safety practices and procedures.

NEW 10-80

#### **Nature Of Work**

This is technical work supervising a major function of a solid waste disposal facility.

## Human Resources Department

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### Manager, PW&WM (Planning) (006350)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of administrative professional urban service planning, land use, comprehensive or strategic planning experience is required.

#### Job Specifications

#### Nature Of Work

This is highly responsible professional managerial work in planning and directing activities of the Planning Division of the Department of Solid Waste Management.



## Human Resources Department

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### Assistant Controller, PW&WM (006355)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Accounting or related field. A minimum of three to six years of progressively responsible experience in governmental, private industry or public accounting to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional and supervisory work assisting in planning and directing the activities of the Solid Waste Management Department's Accounting Division.

## Human Resources Department

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### Controller, PW&WM (006356)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is senior level financial management work responsible for all financial and accounting functions of the Solid Waste Management Department.

## Human Resources Department

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### Environmental Technician 2 (006361)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the environmental resources field to include the operation and maintenance of sampling instruments or similar data collection equipment is required.

#### Job Specifications

##### NATURE OF WORK

This is sub-professional technical work in a Department of Solid Waste Management environmental compliance program.

Employees in this class are primarily responsible for the operation and maintenance of scientific field equipment and construction of environmental monitoring sites. Duties include the application of basic engineering and scientific technical skills in carrying out routine or special environmental projects. Work may include basic data summary preparation, and instrument or ancillary facility assembly or construction. Assignments are received with specific instructions and duties are performed under the direct supervision of a scientist or engineer who reviews work in progress.

##### ILLUSTRATIVE TASKS

Assists engineers or scientists with the assembly of equipment, construction of monitoring platforms, and other specialized items.

Performs routine preventive maintenance of equipment and simple special maintenance as required.

Collects data from field instrumentation; operates equipment as required.

Performs simple mathematical calculations; transforms analog data (strip chart recorder data) to digital data; inputs digital data into computer spreadsheets and summarizes data in the form of graphs or charts.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the Department of Solid Waste Management environmental compliance program.

Knowledge of electronic data collection equipment related to meteorology and gas chromatography.

Knowledge of basic mathematics used for summarizing data, charting and graphing and for basic computer spreadsheet applications.

Knowledge of basic principles of electricity and electronics as related to analytical equipment.

Some knowledge of environmental regulations.

Ability to use hand and power tools necessary to assemble and maintain field monitoring and data collection equipment.

Ability to understand and follow verbal and written instructions.

Ability to perform preventive maintenance procedures on field monitoring and data collection equipment.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-93

#### Nature Of Work

This is sub-professional technical work in a Department of Solid Waste Management environmental compliance program.

## PW&WM Environmental Affairs Manager (006363)

### Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Engineering, Chemistry, Geology, Biology, Environmental Science or a related field. Four years of professional, administrative or engineering experience in a solid waste management and/or environmental regulatory program are required.

### Job Specifications

#### NATURE OF WORK

This is advanced responsible professional work in the management of environmental affairs for the Department of Solid Waste Management.

An employee in this class is responsible for supervising and managing SWM environmental affairs in areas of water quality, hazardous waste, ecology and air quality. Responsibilities include managing water quality activities to maintain departmental environmental permits, supervising a hazardous waste program, monitoring programs in the remediation and mitigation of South Florida ecosystems, and managing air quality programs for all solid waste facilities. The incumbent exercises considerable independent judgment in the management of departmental environmental programs and projects in accordance with established regulations and current environmental technological developments. Supervision is exercised over a staff of professional, technical and clerical subordinates with assigned responsibilities in various phases of environmental program management. General supervision is received from a professional superior who reviews work through personal conferences and written reports for achievement of departmental environmental affairs goals and objectives.

#### ILLUSTRATIVE TASKS

Supervises professional and technical subordinates in the management of a water quality program to maintain environmental permits and conditions at landfills, regional transfer stations, and trash and recycling centers in relation to surface water, groundwater and leachate; monitors sample collections, analysis of laboratory results, installation of new wells and monitoring equipment, and evaluation of soil contamination; administers laboratory contracts.

Develops and implements groundwater and surface water monitoring programs in accordance with permit conditions; provides final review and issues monitoring reports to environmental regulation agencies; supervises preparation and issue of contamination assessment plans; coordinates clean up activities of environmentally sensitive incidents.

Supervises subordinates in the management of a hazardous waste program including household chemical collection and waste oil collection programs, and a departmental collection center; oversees coordination of special collection events and fulfillment of disposal protocol.

Manages remediation, mitigation or other efforts pertaining to South Florida ecosystems through program monitoring; represents department in meetings concerning projects addressing environmental impact to flora and fauna.

Reviews and issues wildlife environmental impact reports on solid waste facilities and progress on mitigation.

Oversees environmental enhancement and mitigation projects pursuant to permit conditions.

Manages air quality efforts at all facilities, including odor and methane gas monitoring, sample collection, analysis of laboratory results, installation of monitoring equipment and review of engineering recommendations.

Oversees special projects and programs, environmental audits and research projects, as required.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles and practices of environmental administration.

Thorough knowledge of local, state and federal environmental regulations pertaining to solid waste management operations.

Thorough knowledge of scientific principles, theories and practices in environmental areas including, hydrology, water chemistry, toxicology and biology.

Considerable knowledge of techniques of scientific investigation and analysis.

Knowledge of supervisory principles and practices.

Ability to manage a variety of environmental programs pertaining to solid waste management operations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### **PW&WM Environmental Affairs Manager (006363)**

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials involved with environmental issues.

Ability to develop and implement environmental monitoring programs in accordance with permit conditions.

Ability to express ideas and information clearly and concisely, verbally and in writing.

NEW 10-93

#### **Nature Of Work**

This is advanced responsible professional work in the management of environmental affairs for the Department of Solid Waste Management.

## Human Resources Department

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### **PW&WM Intergovernmental Affairs Coordinator (006364)**

#### **Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience in developing and implementing emergency management plans, preparing and coordinating legislative or agenda items or coordinating intergovernmental relations with municipalities, to include supervisory experience are required,

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### PW&WM Maintenance Superintendent (006366)

#### Minimum Qualifications

Bachelor's degree. Three years of experience in industrial or solid waste operations maintenance to include supervisory experience are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is responsible administrative and supervisory work directing the operation of a solid waste disposal facility.

An employee in this class is responsible for supervising and coordinating the operation and maintenance of a major county solid waste disposal facility. Responsibilities include supervising the receipt, processing, transporting and landfill of large amounts of municipal solid waste, operation of a large shredding plant and hazardous materials incinerator, and supervising operation of a vehicle maintenance shop and scale house. The incumbent exercises considerable independent judgment and professional knowledge in assuring the smooth follow of solid waste from receipt through disposal in an environmentally safe and cost effective manner. Supervision is exercised through subordinate supervisors over a staff of technical skilled and unskilled employees engaged in various phases of facility operations. Supervision is received from a professional and administrative superior who reviews work through personal conferences and written reports, and holds the incumbent responsible for the efficient and effective operation of the solid waste disposal facility.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisory, technical, skilled and unskilled employees engaged in receiving solid waste, shredding of separated material, loading of delivery vehicles, disposing of solid waste at a landfill site, operation of an advanced hazardous materials incinerator, and other activities in support of the operation of a large solid waste disposal facility.

Supervises the operation and maintenance of facility mobile equipment and support employees.

Prepares budget documents and prepares recommendations concerning requirements for equipment, materials, supplies and personnel; prepares projections for utilization of facility.

Participates in conferences with commercial and municipal waste collection organizations to resolve problems and communicate changes in county policies and procedures.

Approves work schedules and machinery overhaul downtime in accordance recommendations formulated by subordinate supervisors.

Monitors incinerator afterburner and scrubber to assure release of a minimum of contaminants.

Establishes and maintains a continuous training program to communicate safety practices and develop technical knowledges of plant personnel to assist in the efficient and effective operation the facility.

Advises superiors on progress of machinery capacity usage, land area recovered by fill and incineration of unusual materials.

Meets with designers and contractors and discusses problems and modifications concerning off-road mobile transportation equipment, machinery, and physical facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of raw material to finished product processing solid waste disposal facility.

Thorough knowledge of the operating characteristics and maintenance requirements of incineration and mobile equipment.

Thorough knowledge of hazardous waste handling and incineration.

Considerable knowledge of the rules and regulations concerning the operation of incineration equipment.

Considerable knowledge of thermal processing disposal techniques, chemistry and combustion engineering.

Considerable knowledge of supervisory principles and techniques.

Knowledge of public relations principles and practices.

Knowledge of the principles of public and business administration.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relations with subordinates, superiors, department officials, and officials of private waste

## Human Resources Department

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### **PW&WM Maintenance Superintendent (006366)**

handling firms.

Ability to maintain records and prepare reports.

Ability to interpret and work from blueprints, diagrams, sketches and construction plans.

Ability to detect the source of production-processing problems in a solid waste disposal system.

Ability to communicate and enforce established safety practices and procedures.

NEW 10-80

#### **Nature Of Work**

This is responsible administrative and supervisory work directing the operation of a solid waste disposal facility.



## Human Resources Department

### Division Director 2, PW&WM (Trash) (006367)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of progressively responsible operations experience in refuse collection and/or disposal activities to include two years in a supervisory capacity is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in directing the Trash Division at the Department of Solid Waste Management.

An employee in this class is responsible for planning, directing, and supervising large-scale trash collection services for the residents of unincorporated Miami-Dade County. Responsibilities include the formulation of policies related to solid waste collections that ensure compliance with state and local laws regarding waste management activities, and the implementation of policy decisions and new regulations pertaining to solid waste collections. The incumbent exercises independent judgment and professional managerial knowledge in containing costs and maximizing utilization of equipment and personnel to provide appropriate collection service levels. Supervision is exercised through subordinate supervisors over an extensive staff of collection employees and equipment operator personnel. General direction is received from the Assistant Director who holds the incumbent responsible for the efficient and effective management of department trash collection and recycling activities.

##### ILLUSTRATIVE TASKS

Directs and supervises, through subordinate supervisors, large-scale operations providing trash collection services to the residents of unincorporated Miami-Dade County.

Plans operational strategies to ensure coordination of vehicles, equipment, materials, and supplies to maintain adequate service levels.

Develops policy and implements service strategies to achieve desired goals and objectives consistent with fiscal constraints.

Develops and recommends for appropriate capital equipment to meet departmental goals for service in trash collection activities.

Communicates and enforces established safety measures and regulations; instructs employees and supervisors in occupational hazards and safety precautions.

Directs development of divisional budgets and monitors expenditures for conformance to service and operational plans, goals, and objectives.

Coordinates trash and recycling collection, activities with other departmental divisions, including finance, information services, and service development.

Makes recommendations and decisions regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of management, public, and business administration.

Thorough knowledge of the organization and operation of trash collection and recycling activities in unincorporated Miami-Dade County.

Thorough knowledge of laws, rules, ordinances, and regulations pertaining to solid waste storage, collection, and disposal.

## Human Resources Department

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### Division Director 2, PW&WM (Trash) (006367)

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the occupational hazards and safety precautions applicable to large-scale trash and recycling collection activities.

Considerable knowledge of budget preparation, monitoring and reporting requirements.

Ability to direct and supervise a large staff of supervisors, equipment operators, and field labor employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing, and interpreting departmental and County policies, rules, and regulations.

Ability to plan, direct, and coordinate large-scale utilization of work crews and heavy equipment in geographically separated locations.

Ability to develop trash collection goals and objectives and evaluate effectiveness of performance.

Ability to establish and enforce safety practices and procedures.

Ability to communicate clearly and concisely, verbally and in writing.

#### **Nature Of Work**

This is advanced administrative and supervisory work in directing the Trash Division at the Department of Solid Waste Management.

## Human Resources Department

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### Division Director 3, PW&WM (Procurement & Contracts) (006368)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years years of experience in the procurement of goods and services and the administration of contractual obligations are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced responsible professional work in the management of procurement and contract activities for SWM.

## Human Resources Department

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### Division Director, PW&WM Budget and Performance Tracking (006371)

**Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of progressively responsible budget development; grants; legislative analysis; urban, regional or capital planning experience to include supervisory experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible professional work in the management of budget and performance tracking activities for SWM.

## Human Resources Department

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### Division Director, PW&WM Technical Services & Environmental Affairs (006372)

#### Minimum Qualifications

Bachelor's degree in Environmental Engineering, Mechanical Engineering, Chemical Engineering or Civil Engineering. A minimum of four to eight years of professional environmental monitoring and management or related experience is required.

#### Job Specifications

#### Nature Of Work

This is highly responsible professional managerial work in planning and directing activities of the Technical Services & Environmental Division of the Department of Solid Waste Management.

### Assistant Director, SWM Technical Services & Environmental Affairs (006394)

#### Minimum Qualifications

Bachelor's degree in Engineering or a related field. A minimum of five to ten years of progressively responsible administrative and engineering experience including five years in the solid waste field involving solid waste capital improvements, bond preparation and management, regulatory issues such as permitting of solid waste facilities and closure of superfund sites, planning and design of solid waste facilities, operation of waste-to-energy plants, and the development and implementation of recycling programs is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and professional and administrative work directing engineering, environmental compliance and related functions for the Department of Solid Waste Management.

An employee in this class is responsible for planning, directing and coordinating departmental activities in capital improvement programs, engineering, environmental compliance, policy issues relating to solid waste, and operation of the County's Resources Recovery Facility. Responsibilities include overseeing the general management of the Engineering and Environmental Compliance Divisions, implementing capital improvement projects, developing environmental compliance policies and procedures, and administering the County's contract for the operation of the Resources Recovery Facility. The incumbent exercises extensive independent judgment and professional managerial expertise in directing a variety of departmentwide capital improvement, engineering, environmental compliance and procurement functions. Supervision is exercised through subordinate levels of managers and supervisors over a staff of professional, technical and clerical employees with assigned responsibilities in various phases of operation. General direction is received from the Deputy Department Director who holds the incumbent responsible for the attainment of desired objectives and for efficient and effective professional management of divisional operations.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates the work of professional, technical and clerical employees through subordinate levels of supervisors and managers.

Administers the contract for the operation and improvement of the County's Resources Recovery Facility; advises and assists the Department on Resources Recovery Facility contract negotiation issues.

Plans and implements capital improvement programs for the Department's facilities; develops capital budgets; negotiates technical disputes with contractors of capital improvement projects; assists the County Attorney in negotiation and settlement of construction-related disputes. Advises the Department Director on applicability of solid waste technologies.

Establishes environmental compliance policies for the Department; represents the Department in negotiations with regulatory agencies.

Assists the County Manager's Office in negotiating agreements on energy from solid waste; manages the procurement program for energy from landfill gas.

Assists the Department in the presentation of technical, engineering, and environmental issues to the Board of County Commissioners.

Plans and projects workload requirements and budgets for the Environmental Compliance and Engineering Divisions; negotiates Scope of Work and budget for consultant work.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of waste management technologies, the operation of waste-to-energy plants, and the development and implementation of recycling programs.

## Human Resources Department

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### **Assistant Director, SWM Technical Services & Environmental Affairs (006394)**

Extensive knowledge of solid waste capital improvements, including bond preparation and management, and the planning and design of solid waste facilities.

Extensive knowledge of environmental regulations pertaining to waste management and regulatory issues such as permitting of solid waste facilities and closure of superfund sites.

Thorough knowledge of the contract for the operation and improvement of the County's Resources Recovery Facility.

Thorough knowledge of the engineering and environmental compliance operations of the Department of Solid Waste Management.

Considerable knowledge of supervisory principles and practices.

Ability to effectively direct capital improvement, engineering, environmental compliance, and other administrative programs and processes for the Department of Solid Waste Management.

Ability to plan, direct and coordinate the work of professional, technical and clerical employees through subordinate supervisors and managers.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 01/98

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing engineering, environmental compliance and related functions for the Department of Solid Waste Management.

## Human Resources Department

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### Assistant Director, PW & WM Engineering Services (006395)

#### **Minimum Qualifications**

Bachelor's degree in Civil Engineering or related field. A minimum of ten years of professional engineering experience in construction management, traffic or transportation engineering, roadway design, planning or design of solid waste facilities or environmental science to include supervisory experience is required. A State of Florida Professional Engineer license is required.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### Assistant Director, SWM(Operations) (006396)

**Minimum Qualifications**

Bachelor's degree. A minimum of five to ten years of responsible experience in solid waste operations to include five years in a supervisory capacity is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible executive level work in planning, directing and supervising all operational activities for the Department of Solid Waste Management.

## Human Resources Department

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### Assistant Director, Public Works & Waste Management (006397)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of six years of progressively responsible administrative and/or supervisory experience in public/or business administration is required. Experience in budget and capital improvement is preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Construction & Renovation Specialist (006424)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in the inspection of building construction, construction cost estimating, or supervising renovation projects or roofing work are required. Completion of 30 semester credits to include 25% of the semester credits in Engineering, Architecture, Construction Management or related field may substitute for one year of the required experience on a year-for-year basis to a maximum of two years.

#### **Job Specifications**

This is field work in the investigation, inspection, and cost estimating of minor renovation and repair projects.

Employees in this class are responsible for investigating, inspecting, and preparing cost estimates for minor renovation and repair projects of public facilities used by County Departments.

#### **Nature Of Work**

This is field work in the investigation, inspection, and cost estimating of minor renovation and repair projects.

## Human Resources Department

### Construction & Renovation Supervisor 1 (006426)

#### Minimum Qualifications

Bachelor's degree in Architecture, Engineering, Building Construction or a related field. Two years of experience in managing renovation and new construction projects are required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is professional and administrative work in the management of building construction and renovation for the County.

Employees in this class are responsible for coordinating and monitoring the work of contractors and County personnel engaged in small to medium scale construction and renovation in a variety of County buildings and related facilities. Responsibilities include the management of several projects simultaneously in various phases of development including estimating costs, obtaining materials, scheduling County personnel, selection of contractors, construction management, inspection, and warranty administration. Incumbents exercise independent judgement in the application of the principles and practices of architectural planning, design and construction related to engineering knowledge and in the administration of assigned construction projects. General supervision is received from an administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives during the building process.

##### ILLUSTRATIVE TASKS

Coordinates the development of building construction or renovation projects with one or more agencies that will occupy the structure; arranges and conducts walk-throughs of facilities with user agency personnel; keeps user agencies informed of status, progress on work orders.

Plans priority of work orders; develops and reviews cost estimates; monitors building construction/renovation progress; prepares work order and purchase order changes.

Determines if work will be done in-house or contracted out; coordinates, schedules and conducts pre-construction meetings with contractors; monitors contractor's performance to assure satisfactory work and compliance with applicable codes, regulations and procedures; prepares performance reports on contractors and arranges for correction of defects by contractor during warranty period; recommends final acceptance of contractors' work on behalf of the County; reviews and approves invoices for payment.

Coordinates all equipment, materials and trades personnel required for job, and performs worksite supervision and inspection of work forces engaged in excavating, concrete pouring, tying steel reinforcements, installing elevators, electrical and air conditioning equipment, dredging, installing sewers and pumps, surveying, pile driving, laying asphalt, and other construction activities.

Reads and interprets blueprints, diagrams, sketches and other written instructions; instructs subordinates in interpreting and realizing plans. Conducts field inspections to assure adequacy of work and compliance with construction design and applicable regulations; provides technical advise to contractors; provides project status data to supervisor; inspects work for substantial completion and investigates user agency and contractor complaints; prepare punch lists.

Obtains building permits and develops materials lists; arranges and schedules delivery of materials to job site and arranges for security of materials, as required.

Maintains contracts with professional mechanical and electrical engineers, and other departmental professional staff for efficient scheduling and coordination of various phases of projects.

Maintains project administration records and files.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles, practices and methods of architectural planning, design, construction and related engineering work.

Knowledge of structural design, and air-conditioning, plumbing and electrical systems.

Knowledge of building materials, methods and construction systems.

Knowledge of building codes, laws, regulations and County design standards.

Knowledge of contracts, forms and procedures relative to building construction activities.

Knowledge of current construction costs.

Ability to develop and analyze programs of space requirements for a variety of building types.

Ability to understand architectural and engineering drawings and specifications related to building construction projects.

## Human Resources Department

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### Construction & Renovation Supervisor 1 (006426)

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.  
Ability to maintain all projects under construction in conformance to contract documents, if any.  
Ability to establish and maintain effective working relationships with consultants, trades personnel, contractors, supervisors and departmental officials.  
Ability to simultaneously manage several projects in various phases of development.  
Ability to analyze bids and make recommendations for award of contract.  
Ability to conduct meetings with consultants, contractors and representatives of user agencies.  
Ability to express ideas clearly and concisely, verbally and in writing.

NEW 10-89

#### **Nature Of Work**

This is professional and administrative work in the management of building construction and renovation for the County.

### Construction & Renovation Supervisor 2 (006427)

#### Minimum Qualifications

Bachelor's degree in Engineering, Architecture, Building Construction or a related field. Four years of experience managing renovation and new construction projects are required. Additional experience may substitute for the required education on a year-for-year basis. Must present a Driver license during the interview selection process.

#### Job Specifications

##### NATURE OR WORK

This is advanced professional and administrative work in the management of building construction and renovation projects for the County. Employees in this class are responsible for authorizing and monitoring the work of contractors and County personnel engaged in medium to large scale construction and renovation in a variety of County buildings and related facilities. Work differs from that in the next lower class in that these positions require more advanced architectural and engineering knowledge, and incumbents are assigned a variety of projects involving complex structural, electrical or mechanical features. Responsibilities include the management of several projects simultaneously in various phases of development including estimating the cost, obtaining materials, scheduling County personnel, selection of contractors, construction management, inspection and warranty administration. Some employees in this class may also be responsible for overseeing a Carpentry Shop, in addition to project supervision responsibilities. Incumbents exercise considerable independent judgement in scheduling operation of varying complexity, determining methods and procedures to execute work orders and inspecting completed work at various sites. General supervision is received from a professional and administrative superior who periodically reviews work through personal conferences and reports for satisfactory attainment of goals and objectives during the building construction process.

##### ILLUSTRATIVE TASKS

Coordinates the development of complex and difficult building construction or renovation projects with one or more agencies that will occupy the structure; arranges and conducts walk-throughs of facilities with user agency personnel and keeps user agencies informed of status, progress on work orders.

Plan priority of work orders; develops and revises cost estimates; monitors building construction/renovation progress; prepares work order and purchase order changes.

Determines if work will be done in-house or contracted out; coordinates, schedules and conducts pre-construction meetings with contractors; monitors contractors' performance to assure satisfactory work and compliance with applicable codes, regulations and procedures; prepares performance reports on contractors and arranges for correction of defects by contractor during warranty period; recommends final acceptance of contractors' work on behalf of the County; reviews and approves invoices for payment.

Coordinates all equipment, materials and trades personnel requires for job, and performs worksite supervision and inspection of work forces engaged in excavating, concrete pouring, tying steel reinforcements, installing elevators, electrical and air-conditioning equipment, dredging, installing sewers and pumps, surveying, pile driving, laying asphalt, and other construction activities.

Reads and interprets blueprints, diagrams, sketches and other written instructions; instructs subordinates in interpreting and realizing plans. Conducts field inspections to insure adequacy of work and compliance with construction design and applicable regulations; provides technical advice to contractors; provides project status data to supervisor; inspects work for substantial completion and investigates user agency and contractor complaints; prepares punch lists.

Obtains building permits and develops materials lists; arranges and schedules delivery of materials to job site and arranges for security of materials as required.

Maintains contracts with professional mechanical and electrical engineers, and other departmental professional staff for efficient scheduling and coordination of various phases of projects.

Maintains project administration records and files.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of building materials, methods and construction systems.

Considerable knowledge of building codes, laws, regulations and County Design standards.

Considerable knowledge of contracts, forms and procedures relative to building construction activities.

Considerable knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work.

## Human Resources Department

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### Construction & Renovation Supervisor 2 (006427)

Considerable knowledge of structural design, and air-conditioning, plumbing and electrical systems.

Considerable knowledge of current construction costs.

Knowledge of County purchasing procedures.

Ability to develop and analyze programs of space requirements for a variety of complex building types.

Ability to understand complex architectural and engineering drawings and specifications related to complex building construction schedules.

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.

Ability to maintain all projects under construction in conformance to contract documents, if any.

Ability to establish and maintain effective working relationship with consultants, trades personnel, contractors, supervisors and departmental officials.

Ability to simultaneously manage several projects in various phases of development.

Ability to analyze bids and make recommendations for awards of contract.

Ability to conduct meetings with consultants, contractors and representatives of user agencies.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 10-89

#### **Nature Of Work**

This is advanced professional and administrative work in the management of building construction and renovation projects for the County.

### Real Estate Advisor (006432)

#### **Minimum Qualifications**

Bachelor's Degree from an accredited college or university. Master's Degree in Finance or Juris Doctorate is highly desirable. At least 5 years experience in the negotiation of commercial real estate development transactions, including extensive legal and financial expertise, is required. The ideal candidate should possess extensive experience in joint development projects involving built-to-suit, sale/leaseback and leveraged lease transactions; sale, lease or lease/purchase of County property; exchanges of County land and/or buildings for privately-owned real estate. Familiarity with the use of financial analysis software such as Argus would also be an asset. Proven knowledge of financing and construction of affordable housing projects with low income tax credits, interest free bonds. SHIP, HOME surtax etc. is highly desirable.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional commercial real estate development work negotiating major residential and/or commercial transactions, planning County joint-development projects with the private sector and conducting long term strategic planning of the County's real estate portfolio.



### Building Management Systems Operator 2 (006434)

#### Minimum Qualifications

Graduation from an accredited high school. GED or high school equivalence is acceptable. Two years of experience as a computer operator or in the operation of an automated building management system are required. OR Completion of 60 semester credits from an accredited college or university including a minimum of six semester credits in Computer Science may substitute for the required experience on a year-for-year basis. Shift work including evenings, weekends and holidays is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the operation of electronic building management equipment in a centralized control center. Employees in this class are responsible for the operation and monitoring of electronic building management equipment, assisting in the research and resolution of processing problems, and for providing information in system use to system users. Responsibilities include operating a computer console and peripheral equipment, editing high priority files, monitoring control panels and assisting system users in research and resolution of problems. Incumbents may devote time to programming applications or modifying specialized software. Employees in this class are responsible for training of operators, developing and maintaining a procedures manual and serving as contact person for system testing. Supervision is received from a technical superior who assigns and reviews work, and assists with solutions to difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Operates computer console keyboard, printers, disc drives, radio equipment, elevator control panels, cooling tower fan controls, intercoms, fire communications equipment and closed circuit television systems.

Receives data for processing in building management system and prepares computer for operation; operates a console keyboard and peripheral data processing equipment to process specified projects, and inspects completed products for accuracy, sequence and form.

Accesses and edits high priority files; programs applicants and modifies specialized software.

Assists systems users in research and resolution of problems.

Conducts training in equipment operation and in use of maintenance management systems components, procedures and applications.

Develops and maintains operating procedures manual.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the building management operating system, digital computer and HVAC building system.

Considerable knowledge of a building management fire alarm system and related emergency procedures.

Considerable knowledge of the geographical layout of the cultural center and central support facility.

Considerable knowledge of the various system applications and their capabilities.

Knowledge of the causes of data rejection or error and the action required for correction.

Ability to operate computer console and peripheral data processing equipment.

Ability to program equations and modify related software.

Ability to develop work procedures to process data processing projects.

Ability to instruct operators in equipment use and capabilities.

Ability to understand and carry out verbal and written instructions.

Ability to express ideas clearly and concisely, verbally and in writing.

Skill in the operation of complex data processing equipment.

NEW 10-88

#### Nature Of Work

This is advanced technical work in the operation of electronic building management equipment in a centralized control center.

## **Human Resources Department**

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### **Building Management Systems Operator 2 (006434)**

## Building Management Systems Superintendent (006436)

### Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Engineering, Business Administration, Public Administration, or a related field. Two years of experience in programming, operating and/or maintaining a computerized building management system are required. Additional experience in the advanced operation, maintenance and/or maintenance of a computerized building maintenance system may substitute for the required education on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work coordinating and supervising programming and systems applications for major service functions in a large computerized building management system.

An employee in this class is responsible for planning, assigning and reviewing the work of a staff of technical subordinates engaged in systems analysis, design, programming, and implementation of data gathering projects in support of a building management system. Responsibilities include the development of new or substantial modifications of existing building management systems and their methods and procedures, implementing of major changes in data gathering resources including equipment, staffing and organization, and development of basic changes in methods and techniques employed. Duties include developing and maintaining contacts with user departments, implementation of energy saving and building management applications without infringing on needs of cross-department users, reviewing specifications, setting computer controlled limits for operations and conditions throughout the jurisdiction of the central computerized management system, and establishing alarming criteria for conditions that fall outside parameters. The incumbent exercises considerable independent judgment in systems design, development, and problem resolution while using project management and engineering methodologies. General supervision is received from a technical and administrative superior who reviews work for achievement of goals and objectives.

#### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of a building management and data gathering unit consisting of building management operators and computer programmers engaged in the development of new computerized systems and/or the support of existing data gathering applications for an extensive computerized building management system.

- Prepares work plans and work schedules, and monitors progress of projects.

- Establishes and maintains effective communications with officials of other County departments.

- Coordinates building management system activities with other division units to ensure minimal disruption of existing production systems.

- Assists in the formulation of project objectives and system development requirements.

- Trains and assists programming staff with complex systems design problems and recommends remedial instruction and specialized training in advanced techniques; provides technical guidance and assistance to project staff.

- Assists in the development of test plans and analyzes results to direct or correct implementation of new or revised systems.

- Ensures that systems are designed and developed using the selected system development methodology and within established departmental standards.

- Keeps management and users informed on project progress and problems, including needed changes in schedule, resources, or product.

- Reviews control specifications to meet County requirements.

- Assists in the determination of budgetary requirements for programming unit and the applications for which the unit is responsible.

- Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

- Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

- Thorough knowledge of the theory and practice of computerized building management systems operations.

- Thorough knowledge of the design and capabilities of computer hardware and software as it relates to computerized building management systems.

- Thorough knowledge of systems analysis, computer programming, symbolic mathematics, business statistics and engineering.

- Thorough knowledge of control theory and practice.

### **Building Management Systems Superintendent (006436)**

Considerable knowledge of the principles of management.  
Knowledge of supervisory principles and practices.  
Ability to efficiently and effectively manage the operation of a complex computerized building management system.  
Ability to supervise a staff of technical subordinates in a manner conducive to full performance and high morale.  
Ability to design complex program logic and code in appropriate computer programming language.  
Ability to establish and maintain effective working relationships with subordinates, superiors and various County officials.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to train subordinate technical employees in complex systems design techniques.  
Ability to analyze the results of system tests and to correct the implementation of new or revised systems.  
Ability to assist in the development of project objectives and to ensure system development according to departmental standards.

NEW 10-93

#### **Nature Of Work**

This is advanced technical work coordinating and supervising programming and systems applications for major service functions in a large computerized building management system.

## Human Resources Department

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### Real Estate Analyst (006437)

#### Minimum Qualifications

Bachelor's degree. Two years of professional administrative experience in budget preparation, financial analysis and/or expenditure monitoring for real estate projects or affordable housing are required. Experience may substitute for education on a year-for-year basis. Experience in the preparation of real estate financial reports and federally funded affordable housing program reporting is highly preferred.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

### Building Management Assistant 1 (006438)

#### Minimum Qualifications

High school diploma or GED. One year of experience in monitoring building contract services or building maintenance or one year of clerical or public contact experience is required.

#### Job Specifications

##### NATURE OF WORK

This is field and office work assisting in the management of large and complex county operated buildings.

Employees in this class are responsible for assisting a building manager by performing duties in monitoring service contracts and contractor performance, and in preparing and maintaining related records and reports. Emphasis of the work is on the inspection of facilities, grounds and waste management and pest control conditions for compliance with contractual agreements, investigating tenant complaints and maintaining service contracts and files in accordance with departmental and county regulations. Work is performed in accordance with established practices pertaining to county owned and operated buildings. Supervision is received from a building manager who reviews work through inspection of facilities, conferences and review of written records and reports.

##### ILLUSTRATIVE TASKS

Responds to tenant complaints, contacts tenants to investigate complaints and determines corrective action needed; completes necessary records, explains procedures, and determines physical condition of property; provides reports to building manager; conducts follow-up visits to assure compliance with recommendations for corrective action as required.

Contacts tenants to develop schedules for pest control services.

Periodically inspects facility noting conditions of grounds, structural adequacy, general cleanliness and appearance of building interior and trash deposit areas; drafts deficiency reports of discrepancies and deviation from contract specifications; reports maintenance needs and contractor's deficiencies to building manager.

Inspects renewal areas, orders removal of refuse and schedules grounds and building maintenance activities.

Maintains service contract files and records; submits daily inspection reports and project status reports as needed.

Reviews and validates contractor invoices.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental policies, procedures and regulations governing building maintenance operations.

Knowledge of the basic maintenance requirements for large county owned or operated buildings.

Knowledge of landscape and waste management activities of large county owned or operated buildings.

Knowledge of county building codes as related to the operation and maintenance of safe structures.

Some knowledge of public and private agencies rendering assistance to the public.

Some knowledge of facility maintenance contractual agreements.

Ability to assist in the management of a variety of service contracts pertaining to building operations.

Ability to maintain property and tenant records including projected schedules.

Ability to achieve rapport and establish effective relationships with service contractors and tenants.

Ability to learn regulations and procedures used by tenant agencies.

Ability to perform assignments independently.

Ability to prepare clear and concise reports of field investigations.

NEW 10-86

#### Nature Of Work

This is field and office work assisting in the management of large and complex county operated buildings.

## Human Resources Department

### Building Management Assistant 2 (006439)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in monitoring building contract services or building maintenance are required.

#### Job Specifications

##### NATURE OF WORK

The is specialized work assisting in the management of operations and maintenance of the Metro-Dade County Stephen P. Clark Center.

An employee in this class is primarily responsible for coordinating deliveries and access to the building and food court from the loading dock during established operating hours. Responsibilities include coordinating delivery trucks into and out of the loading dock area, coordinating use of building moving equipment, controlling materials entering and leaving the building, maintaining dock areas, supervising "bus" personnel at the food court, performing some locksmith services, coordinating delivery and retrieval of recycling bins, responding to complaints by tenants, and inspecting completed work by contracted custodial, exterminating and landscape crews. Supervision is received from an administrative superior who reviews work through personal conferences and facility inspections for satisfactory assistance in building management activities.

##### ILLUSTRATIVE TASKS

Serves as dockmaster in charge of deliveries and access to the Stephen P. Clark Center and food court from the loading dock during established operating hours.

Plans and coordinates movements of delivery trucks into and out of the loading dock; coordinates use of building carting and moving equipment by delivery personnel or building tenants; notifies security guard at service elevator concerning deliveries to building floors.

Maintains control of materials entering and leaving the building in compliance with property removal pass policies.

Enforces parking time limits on delivery vehicles for building and food court tenants; maintains dock areas free of obstructions and arranges for temporary storage of goods as required.

Monitors and enforces compliance with flammable material handling precautions while handling loads in the loading dock area.

Monitors amounts of recycling materials being retrieved from the building and coordinates the delivery and retrieval of recycling bins.

Supervises "bus" personnel at the food court including payroll processing, and uniform, supply and chemical requirements;

Coordinates trash pick-up from the food court area, grease and fat disposal, and aluminum can recycling.

Performs some locksmith duties including re-keying locks, re-pinning cylinders, key issue and delivery, and key control.

Inspects completed work by contracted custodial, exterminating and landscape crews.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of loading dock operations, policies and procedures applicable to a large commercial office building.

Knowledge of departmental policies and procedures pertaining to building maintenance activities.

Knowledge of public and private organizations and agencies at the Stephen P. Clark Center.

Knowledge of security requirements and property removal policies pertaining to the Stephen P. Clark Center.

Knowledge of the occupational hazards and safety precautions required in loading dock operations including the safe handling of flammable materials.

Some knowledge of supervisory principles and practices.

Some knowledge of locksmithing.

Ability to coordinate complex loading dock operations to effect the smooth transition of deliveries to their receivers.

Ability to assist in the management of various service contracts pertaining to building operations.

Ability to effectively supervise food court service employees.

Ability to enforce compliance with loading dock policies and procedures.

Ability to inspect completed work by contracted custodial, exterminating and landscape crews.

## Human Resources Department

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### Building Management Assistant 2 (006439)

NEW 10-96

#### **Nature Of Work**

The is specialized work assisting in the management of operations and maintenance of the Miami-Dade County Stephen P. Clark Center.



### ISD Utility Plant Operator (006443)

#### Minimum Qualifications

High school diploma or GED. Two years of vocational or military trades experience with heavy industrial equipment related to refrigeration and power plants are required. Must possess a U.S. Environmental Protection Agency (EPA) Type 2 or 3 Universal Certificate or the ability to obtain a U.S. Environmental Protection Agency (EPA) Universal Certificate within 45 days of employment to handle chlorofluorocarbon (CFC) or hydrochlorofluorocarbon (HCFC) refrigerants. Must be able to perform arc welding and use an acetylene cutting torch.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the operation and maintenance of a cogeneration plant.

Employees in this class are responsible for the operation, maintenance and repair of machinery and mechanical and electrical equipment used in a large central utility plant. Emphasis of the work is on the operation of control panels and related equipment apparatus, repairing a variety of electrical and mechanical equipment and conducting preventive maintenance programs. Duties include the preparation and maintenance of various logs and records of utility plant operations. Supervision is received from a technical superior who reviews work for compliance with facility operational procedures and reviews operational records and reports.

##### ILLUSTRATIVE TASKS

Operates computer terminal to access data and information and command equipment on and off; operates high voltage switch gears, volt motors, starters and other electrical gears; operates electric and chilled water distribution networks as authorized and in accordance with prescribed procedures and efficiency standards for energy conservation.

Monitors and records instrument readings, power demand, fuel usage, alarms, equipment status and general operating conditions in the plant such as equipment failures and abnormalities.

Makes regular routine inspections of plant for leaks, hot spots or other abnormal occurrences; conducts casualty control repairs such as adjusting timers, solenoids, capacitors, resistors, rectifiers and related parts of industrial control systems; examines form and texture of parts to detect imperfections, inspects worn parts to determine changes in dimension requirements, uses rules, calipers, micrometers and similar measuring instruments; reads and interprets blueprints, adjusts functional parts of devices and control instruments; uses hand tools, levels, plumb bobs and straight edges.

Sets up and operates lathe, drill press, threading machine, grinder and similar metal working power tools; performs electric and acetylene welding, brazing and silver soldering; repairs, modifies and makes new installations of pipe fittings; performs plumbing work on steam and water

lines and related plumbing equipment; repairs and maintains a variety of equipment and machinery such as pumps, compressors, large control valves, overhead cranes and water treatment system.

Repairs short circuits and broken wires; installs and repairs electrical fixtures, electric motors, switches, relays, transformers and other electro-mechanical components; repairs water distribution systems and other electrical systems.

Conducts regular preventive and corrective maintenance on electric power generation and chill water machinery such as gas turbines, high pressure steam turbines, heat recovery boiler, large absorption chillers and auxiliary mechanical equipment such as pumps, motors and electrical apparatus.

Maintains operating logs, machinery history records and other reports pertaining to the operation of the plant.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation and maintenance of a gas turbine power generation plant, high pressure boiler plant and large industrial utility plant.

Knowledge of the principles of mechanics, electricity, thermodynamics and hydraulics.

Knowledge of the methods, materials, tools and practices used in mechanical and electrical trades.

Knowledge of the engineering and operations terminology and standard operating procedures of a power generating plant.

Knowledge of the occupational hazards and safety precautions of utility plant operations.

Knowledge of departmental policies and procedures.

### ISD Utility Plant Operator (006443)

Ability to operate utility plant equipment.

Ability to maintain accurate records of utility plant operations, repairs and preventive maintenance procedures.

Ability to use a variety of tools and equipment.

Ability to detect defects in machinery and equipment and to make necessary repairs and adjustments.

Ability to work from verbal and written instructions, simple diagrams, and to make simple time and material estimates.

Skill in the use of standard hand tools, machines and power equipment.

NEW 10-86

#### **Nature Of Work**

This is skilled technical work in the operation and maintenance of a cogeneration plant.

### Construction Cost Estimator 2 (006453)

#### Minimum Qualifications

Bachelor's degree in Civil Engineering, Building Construction, Construction Management or a related field. Two years of construction cost estimating experience are required. Additional construction cost estimating experience may substitute for education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is professional field and office work in the inspection and cost estimation of capital projects.

Employees in this class are responsible for reviewing estimates prepared by consultants, calculating preliminary cost estimates for budgetary consideration and reviewing claims submitted by consultants in the construction of capital projects. Responsibilities include reviewing construction cost estimates at various stages of design completion, preparing estimates of proposed capital projects, reviewing change orders submitted by contractors, and providing estimating support in the analysis of construction claims. Incumbents exercise considerable independent judgment and technical expertise in construction cost estimating through all phases of capital projects from preliminary estimating through actual construction. Supervision is received from a professional superior who reviews work through personal conferences and written reports for technical competence and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

- Reviews construction cost estimates submitted by design consultants at various incremental stages in the final design of capital projects.
- Prepares order-of-magnitude estimates of proposed capital projects for budgetary consideration prior to the selection of a consultant.
- Reviews proposals submitted by contractors for change order work in support of change order negotiations.
- Provides estimating support in the analysis of construction claims.
- Performs cost analysis of proposed changes in accordance with established regulations and procedures.
- Performs conceptual estimates of proposed major capital projects such as future extensions of the MetroRail system.
- Conducts cost reviews of monthly consultant invoices to determine the allowability and reasonableness of proposed changes.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Thorough knowledge of the principles and practices of architectural planning, design, construction and related engineering work.
- Thorough knowledge of construction estimating including labor, materials, equipment and design alternatives.
- Thorough knowledge of construction inspection techniques required to accurately estimate cost of proposed construction.
- Thorough knowledge of the methods and techniques of the building trades.
- Considerable knowledge of architectural and engineering plans and specifications.
- Knowledge of local building codes and regulations.
- Ability to evaluate cost estimates submitted by design consultants during the final design of capital projects.
- Ability to prepare detailed and complex estimates of proposed capital projects.
- Ability to review proposals submitted by contractors for change orders and make effective recommendations concerning their validity.
- Ability to examine consultant invoices and determine the allowability and reasonableness of proposed changes.
- Ability to read and understand architectural and engineering plans and specifications.
- Ability to perform complex calculations.

NEW 10-94

#### Nature Of Work

This is professional field and office work in the inspection and cost estimation of capital projects.

## Human Resources Department

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### ISD Security Management Inspector (006455)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in law enforcement, security, corrections or military service are required. Supervisory experience is highly desired. Must possess a Driver license. Must obtain a State of Florida Concealed Weapons permit within six months of the appointment. Must be able to do shift work and rotating schedule. Applicants will be subject to an extensive background investigation.

Preference: Bachelors degree is highly preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Console Security Specialist 1 (006456)

### Minimum Qualifications

High school diploma or GED. One year of experience in a military or security environment or operating and/or monitoring security console, central station, or surveillance systems is required. Must be able to work rotating shifts and prepare reports.

### Job Specifications

#### NATURE OF WORK

This is specialized security work in protecting public property at a large county controlled-access facility.

Employees in this class are responsible for enforcing established security procedures and implementing emergency procedures on an assigned shift at a major controlled-access building complex. Duties include controlling public access to facility interior, observing and operating closed circuit television monitors and monitoring a fire alarm control system, an intrusion alarm system and an uninterruptible power system to maintain building security and safety. Work involves some responsibility for obtaining, receiving and dispatching information by telephone involving county maintenance and security problems. Incumbents exercise some independent judgment in the absence of immediate supervision in reacting to emergency situations. Supervision is received from an administrative superior who establishes work schedules and reviews work through personal observation and written reports for efficiency of security operations.

#### ILLUSTRATIVE TASKS

Works an assigned shift at the main entrance of a large controlled-access facility; greets visitors upon entering building and requests information regarding purpose of visit; calls or pages building personnel; issues visitor's badges and obtains identification from visitor, allows visitors to enter facility; collects visitors' badges and returns identification upon visitors' departure from building; prevents the public and unauthorized personnel from entering restricted areas.

Monitors facility security by observing and operating a group of closed circuit television monitors; observes various parts of the interior and exterior of the facility; operates monitors to focus on selected parts of the facility and to observe suspicious activities; operates a video tape recorder to record actions of suspicious persons.

Summons law enforcement officers in security emergency situations; dispatches private security guards serving on established interior and exterior patrols.

Monitors a fire alarm control system; upon activation proceeds to indicated area of fire and either aborts automatic fire suppression discharge or allows discharge to occur; uses a fire extinguisher to put out small fires; proceeds to electrical panels to throw circuit-breakers for areas affected by fire; summons fire department personnel.

Monitors an uninterruptible power system; upon activation of alarm, follows established procedures to verify system status and identify source of problem; proceeds to emergency generator area to verify positions of electrical switches and start emergency generators.

Monitors an intrusion alarm system connected to burglar alarm systems of various county buildings; notifies law enforcement officers of alarms and dispatches maintenance personnel if building has sustained an intrusion and must be secured.

Receives telephone calls if fire alarms are received on other county buildings; confirms address with fire department; informs maintenance personnel if building has sustained fire damage and must be secured.

Receives maintenance complaints during non-regular working hours regarding other county buildings; determines if problem can wait until regular working hours or if maintenance employees should be dispatched immediately; dispatches maintenance employees if necessary.

Answers telephone calls at facility switchboard.

Operates gate and audio controls in order to control site access during non-regular working hours.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the security policies, procedures and regulations used in protecting public property at a large controlled-access facility.

Considerable knowledge of the geography of a large controlled-access facility.

Considerable knowledge of procedures and actions required in a fire emergency.

Knowledge of the operations and activities of a large controlled-access facility.

Knowledge of the operating characteristics of various electronic security and communications devices.

Ability to enforce facility security regulations with firmness, tact and impartiality.

### Console Security Specialist 1 (006456)

Ability to react promptly and correctly in security and fire emergency situations.  
Ability to understand and carry out written and oral instructions.  
Ability to determine the seriousness of maintenance complaints and take appropriate action.  
Ability to maintain logs and prepare simple reports.  
Ability to operate various electronic security and communications devices.  
Physical strength and agility sufficient to perform assigned duties.

NEW 10-80

#### **Nature Of Work**

This is specialized security work in protecting public property at a large county controlled-access facility.

### ISD Security Supervisor (006457)

#### Minimum Qualifications

Bachelors's degree. Three years of experience in law enforcement, security or loss prevention management to include supervisory experience are required. Must possess a Driver license. Must obtain a State of Florida Concealed Weapons permit within six months of the appointment. Additional security experience may substitute for the required education on a year-for-year basis. Must be able to do shift work and rotating schedule. Applicants will be subject to an extensive background investigation.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in protecting and patrolling public and multi-purpose county buildings.

An employee in this class is responsible for supervising a staff of contract security guards engaged in protecting county facilities and property primarily during night hours. Emphasis of the work is on supervising a staff of contract security guards assigned to various locations through personal inspection, responding to burglar alarm calls to admit police to search premises, and preparing reports of shift activities and incidents. Supervision is exercised over contract security guards through personal observation either on foot or by vehicle. Supervision is received from an administrative superior who reviews work through written reports and personal conferences for satisfactory efficiency and effectiveness of security operations.

##### ILLUSTRATIVE TASKS

Confers with superiors to receive shift instructions and to report incidents and activities from previous shift.

Supervises contract security guards assigned to protect county buildings, machinery, records and vehicles from theft and vandalism; continually checks all posts to assure that appropriate security measures are being implemented.

Assures that departmental security policies and procedures are appropriately implemented during night hours.

Responds to burglar alarm calls from various county buildings and admits police officials to search premises.

Responds to verbal reports of unusual incidents or problems and assists in their resolution; assists other law enforcement agencies in investigations and emergencies as needed.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of locations of various multi-purpose county buildings, the nature of building operations and their inherent security risks.

Knowledge of modern security practices, techniques and methods of law enforcement.

Knowledge of the policies, regulations and procedures used in protecting and patrolling public property and multi-purpose county buildings.

Knowledge of supervisory principles and practices.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinate contract guards, superiors and police officials.

Ability to prepare reports and maintain records.

Ability to react promptly and appropriately in emergency situations.

Ability to enforce security firmly and impartially and with respect for individual rights.

NEW-81

#### Nature Of Work

This is supervisory work in protecting and patrolling public and multi-purpose county buildings.

### Console Security Specialist 2 (006459)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in a military or security environment or operating and/or monitoring a security console, central station, or surveillance system is required. Must be able to work rotating shifts and prepare reports.

#### Job Specifications

##### NATURE OF WORK

This is specialized security work in protecting public property at a large county controlled-access facility.

Employees in this class are responsible for enforcing established security procedures and implementing emergency procedures on an assigned shift at a major controlled-access building complex. Duties include controlling public access to facility interior, observing and operating closed circuit television monitors and monitoring a fire alarm control system, an intrusion alarm system and an uninterruptible power system to maintain building security and safety. Work involves some responsibility for obtaining, receiving and dispatching information by telephone involving county maintenance and security problems. Incumbents exercise independent judgment in the absence of immediate supervision in reacting to emergency situations. This class is distinguished from that of the Console Security Specialist 1 classification in that employees in this classification provides functional supervision to the Console Security Specialist 1 and the contracted security guards on shift schedules. This responsibility includes coordinating and assigning work schedules, reviewing leave request and time sheets, ensuring adequate staffing for all shifts, providing training and counseling on security policies and procedures, conducting staff meetings, serving on interview panels, and reviewing incident reports submitted from security personnel for adequacy and consistency.

##### ILLUSTRATIVE TASKS

Works an assigned shift at the main entrance of a large controlled-access facility; greets visitors upon entering building and requests information regarding purpose of visit; calls or pages building personnel; issues visitor's badges and obtains identification from visitor, allows visitors to enter facility; collects visitors' badges and returns identification upon visitors' departure from building; prevents the public and unauthorized personnel from entering restricted areas.

Monitors facility security by observing and operating a group of closed circuit television monitors; observes various parts of the interior and exterior of the facility; operates monitors to focus on selected parts of the facility and to observe suspicious activities; operates a video tape recorder to record actions of suspicious persons.

Summons law enforcement officers in security emergency situations; dispatches private security guards serving on established interior and exterior patrols.

Monitors a fire alarm control system; upon activation proceeds to indicated area of fire and either aborts automatic fire suppression discharge or allows discharge to occur; uses a fire extinguisher to put out small fires; proceeds to electrical panels to throw circuit-breakers for areas affected by fire; summons fire department personnel.

Monitors an uninterruptible power system; upon activation of alarm, follows established procedures to verify system status and identify source of problem; proceeds to emergency generator area to verify positions of electrical switches and start emergency generators.

Monitors an intrusion alarm system connected to burglar alarm systems of various county buildings; notifies law enforcement officers of alarms and dispatches maintenance personnel if building has sustained an intrusion and must be secured.

Receives telephone calls if fire alarms are received on other county buildings; confirms address with fire department; informs maintenance personnel if building has sustained fire damage and must be secured.

Receives maintenance complaints during non-regular working hours regarding other county buildings; determines if problem can wait until regular working hours or if maintenance employees should be dispatched immediately; dispatches maintenance employees if necessary.

Answers telephone calls at facility switchboard.

Operates gate and audio controls in order to control site access during non-regular working hours.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the security policies, procedures and regulations used in protecting public property at a large controlled-access facility.

Considerable knowledge of the geography of a large controlled-access facility.

Considerable knowledge of procedures and actions required in a fire emergency.



### Console Security Specialist 2 (006459)

Knowledge of the operations and activities of a large controlled-access facility.  
Knowledge of the operating characteristics of various electronic security and communications devices.  
Ability to enforce facility security regulations with firmness, tact and impartiality.  
Ability to react promptly and correctly in security and fire emergency situations.  
Ability to understand and carry out written and oral instructions.  
Ability to determine the seriousness of maintenance complaints and take appropriate action.  
Ability to maintain logs and prepare simple reports.  
Ability to operate various electronic security and communications devices.  
Physical strength and agility sufficient to perform assigned duties.

NEW 10-80

#### **Nature Of Work**

This is specialized security work in protecting public property at a large county controlled-access facility.

## ISD Security Chief (006460)

### Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Police Science or a related field. Five years of management experience in commercial or industrial security operations or related police or military service are required. Must be certified as a protection professional or its equivalent or obtain certification within six months of employment.

### Job Specifications

#### NATURE OF WORK

This is responsible supervisory security work in protecting public and multi-purpose county buildings. An employee in this class is responsible for the development and operation of a county facility security and property protection program. Emphasis of the work is on the preparation of specifications for security guard services, administration of guard service contracts, evaluating electronic security systems for use in protecting county facilities, investigating security incidents, and maintaining working relationships with local law enforcement agencies. Duties involve the use of considerable independent judgment in the application of established security practices and procedures and in the development of recommendations for improved security operations. Supervision is exercised over subordinate county security employees and a large staff of contracted guards. Supervision is received from an administrative superior through personal conferences, observation of security operations and review of written reports and who holds the incumbent responsible for the development and implementation of an effective security program.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate county security employees and contracted guards engaged in protecting and patrolling county property and buildings.

Conducts research on security programs used by other governmental and private agencies; develops surveys and analyzes survey results for program features for applicability to county building security operations.

Develops and prepares written policies and procedures for the security program.

Prepares specifications for the contracting of guard and security services for county buildings.

Develops and prepares training programs for contract security service employees and for county security employees assigned to protect facilities.

Administers security guard service contracts applicable to multi-purpose county buildings; provides security services on all newly constructed county facilities after substantial completion of construction until takeover by using agency; provides security criteria for proposed new facility construction.

Evaluates the application of electronic security systems for county facilities, including the use of closed circuit television, sound detection equipment, smoke detectors, intrusion alarms and other related facility protection devices.

Assists building management personnel with security problems and the proper assignment of guard service personnel.

Assists local law enforcement agencies in the investigation of incidents such as burglaries and thefts occurring in county buildings; conducts internal investigations of security problems in shops, offices, stockrooms and warehouses; prepares reports of findings.

Develops special security arrangements as required for various activities that may be held in county facilities.

Provides advice to other county departments and agencies on security procedures such as building access and personal identification regulations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern security practices, techniques and methods of law enforcement.

Thorough knowledge of the policies, regulations and procedures used in protecting and patrolling public property and multi-purpose county buildings.

Considerable knowledge of the sources and availability of current information on modern security developments.

Considerable knowledge of locations of various multi-purpose county buildings, the nature of building operations and their inherent security risks.

### ISD Security Chief (006460)

Knowledge of supervisory principles and practices.

Ability to evaluate present and future security requirements and make effective recommendations for appropriate action.

Ability to develop and implement an effective security training program.

Ability to establish effective working relationships with superiors, public officials and the public.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce security firmly and impartially and with respect for individual rights.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to keep complete and accurate records and prepare reports.

NEW 10-80

#### **Nature Of Work**

This is responsible supervisory security work in protecting public and multi-purpose county buildings.

## Human Resources Department

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### Assistant Chief of Security, ISD (006461)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is professional security work assisting the Chief of Security in coordinating, monitoring and overseeing the day-to-day administration of the Security Section of GSA.

## Human Resources Department

### Pest Control Manager (006462)

#### Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Entomology or a related field. Two years of experience in structural pest control are required. Must possess State of Florida certifications in Limited Structural Pest Control and Limited Lawn and Ornamental; or Commercial General Household Pest and Rodent Control and Commercial Lawn and Ornamental Pest Control. Experience in the management or administration of a Structural Integrated Pest Management program is preferred.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work in the management and evaluation of pest control companies under contract to Metro-Dade County.

An employee in this class is responsible for organizing, implementing, and evaluating a comprehensive integrated pest management program for Metro-Dade County facilities designed for long-term pest suppression. Duties include coordinating work with facility managers, County officials, and pest control representatives to control insect and other pest infestations in County buildings, ensuring that County facilities are inspected to determine pest control needs, identifying structural features or personnel practices that may contribute to pest control problems, coordinating requests for pest control through contractors, investigating and solving pest control problems through Entomological or other consultation, and processing requisitions and invoices received from contractors. The incumbent exercises independent judgment in the application of knowledge of insect and pest identification, control techniques, and pesticide safety. Supervision is received from an administrative superior who reviews work for effective results in management of the comprehensive pest control program.

##### ILLUSTRATIVE TASKS

- Manages and evaluates various pest control companies under contract to Metro-Dade County.

- Establishes inspection programs for all buildings to evaluate pest control needs, ensures regular periodic building inspections, and establishes management plans for all facilities.

- Establishes an inspection and monitoring plan with contractors to locate infested areas using non-toxic methods such as traps to determine the existence of infestation problems.

- Establishes, maintains and evaluates a training program for building managers or custodians on integrated pest management techniques.

- Acquires and keeps insecticide labels and materials safety data sheets for all toxic products used in pest control in County buildings; keeps current on new concepts, methods and materials used in integrated pest management; provides contractors with lists of approved pesticides for use in County facilities.

- Maintains records and files of management plans for all buildings requiring service, work order requests, buildings serviced by pest control contractors, contractor inspections, purchase orders and invoices.

- Recommends and initiates corrective action for structural modifications necessary to exclude pests from entering buildings.

- Conducts monthly meetings with contractors to discuss problems and solutions to pest control problems.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of integrated pest management concepts and techniques.

- Considerable knowledge of the theories and principles of Entomology.

- Considerable knowledge of the identification of arthropods and rodents which cause nuisance and health problems in indoor facilities.

- Considerable knowledge of insecticides and rodenticides commonly used in pest control operations.

- Considerable knowledge of suppressive and non-chemical methods to deter and eliminate pests.

- Knowledge of the safe use of pesticides and rodenticides.

- Ability to manage an integrated pest management program to effectively control pests in Dade County facilities.

- Ability to establish and maintain effective working relationships with officials of County departments and private pest control contractors.

- Ability to evaluate the pest control needs of Metro-Dade County facilities.

## Human Resources Department

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### **Pest Control Manager (006462)**

Ability to design and manage a pest control training program for facility managers.  
Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-93

#### **Nature Of Work**

This is advanced professional and administrative work in the management and evaluation of pest control companies under contract to Miami-Dade County.

## Human Resources Department

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### ISD Parking Facilities Manager (006464)

**Minimum Qualifications**

Bachelor's degree. Two years of experience in parking facilities, building systems management or operations are required. Additional experience in parking facilities, building systems management or operations may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional work in the management and daily operations of GSA's parking operations.

### Technical Services Planner/Scheduler (Trainee) (006466)

#### Minimum Qualifications

Bachelor's degree. Must be able to work a permanent or rotating shift schedule to include nights, weekends, and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprints checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work planning and scheduling repair and maintenance work in a large-scale property management function. An employee in this class is responsible for planning, scheduling and coordinating large volume repair and maintenance work directed toward an extensive number of county facilities. Emphasis of the work is on analyzing workload and employee availability, prioritizing requests, establishing a work schedule and adjusting schedules to meet changing priorities. Considerable independent judgment is exercised in prioritizing a large volume of repair and maintenance work according to the user's immediate requirements, availability of facilities and repair employees with the appropriate skills. Supervision is received from an administrative and technical supervisor who reviews work for efficiency and effectiveness.

##### ILLUSTRATIVE TASKS

Determines scope of work such as repair, maintenance or new construction; analyzes workload and personnel availability on a shop wide perspective and confers with trades supervisors.

Prioritizes and assigns time estimates; rejects work under certain circumstances such as job is too small, shop unable to accomplish due to lack of expertise or job is too large; advises agencies on alternatives to shop work.

Schedules workload and adjusts schedule to meet changing priorities.

Maintains work in progress file; updates file as work is received and completed.

Attends meetings with section heads and superiors to discuss schedules and workload.

Makes field visits to check on work in progress and nearing completion.

Reviews completed work requests to evaluate shop operations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles and practices of maintenance scheduling and planning pertaining to large-scale property management repair and maintenance work.

Considerable knowledge of the tool, equipment and materials of the building trades.

Considerable knowledge of the principles of management.

Knowledge of the repair and maintenance characteristics of county structures and equipment.

Knowledge of administrative policies and procedures, and contractual agreements utilized in a county structural and equipment repair facility.

Ability to prioritize large volume repair and maintenance work to produce the fullest utilization of employee availability, equipment and space available.

Ability to understand technical repair diagnoses and estimate time required to complete large volume repair and maintenance work.

Ability to determine the advisability of distributing specialized repair work to outside vendors.

Ability to estimate costs in term of labor, supplies and equipment.

Ability to keep accurate records and to prepare and submit reports.

NEW 1-86

#### Nature Of Work



## Human Resources Department

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### Technical Services Planner/Scheduler (Trainee) (006466)

This is advanced administrative work planning and scheduling repair and maintenance work in a large-scale property management function.

## Human Resources Department

### Public Housing Maintenance Supervisor (006467)

#### Minimum Qualifications

High school diploma or GED. Must possess a Miami-Dade County Certificate of Eligibility in Building Maintenance, Plumbing Maintenance, Sub-Builder, Sub-General or General Contractor; or must possess a Miami-Dade County Certificate of Competency as a Journeyman in Electrical, Plumbing, Mechanical or Refrigeration/Air-Conditioning. One year of post-certification experience in general maintenance to include electrical, plumbing or refrigeration is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the maintenance, repair and landscaping of government owned or leased public housing facilities. Employees in this class plan, assign and supervise the work of a staff of employees engaged in the maintenance of buildings, grounds, utility distribution systems, furnishings and appliances in public housing projects. Work involves the use of knowledges in a variety of trades and abilities to perform difficult tasks. Supervision is exercised over subordinates by job assignment and inspection while work is in progress and upon completion. Supervision is received from a maintenance operations supervisor who reviews problems encountered on-site and who assures the completion of assigned work orders and preventive maintenance schedules.

##### ILLUSTRATIVE TASKS

Supervises and assigns subordinates engaged in the maintenance and repair of all buildings, grounds, appliances, and utility distribution systems for an assigned public housing project.

Performs inspections of housing units concerning work to be performed; confers with tenants on requests for repairs, new appliances and preventive maintenance; schedules work and discusses work priorities with maintenance crew.

Performs technical repairs on electrical power distribution system, boilers, incinerators, air conditioning units, water, gas and sewer lines; assists contractors performing major maintenance and modification of buildings and equipment.

Supervises the mowing, raking, simple pruning and related landscape activities.

Maintains complete records of all maintenance work performed, materials used, equipment or appliances replaced or repaired.

Prepares and submits requisitions for materials, maintains record of items received, estimates labor and material cost, obtains emergency supplies from vendors to make necessary repairs.

Counsels subordinates and provides instruction and assistance on work procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the building and mechanical trades as applied to maintenance and repair work.

Considerable knowledge of the building and mechanical trades as applied to maintenance and repair work.

Considerable knowledge of the tools, equipment and materials used in the building and mechanical trades.

Knowledge of preventive maintenance procedures used in housing facilities.

Knowledge of the occupational hazards and appropriate safety precautions applicable to building maintenance.

Knowledge of supervisory principles and practices.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to read and interpret blueprints, diagrams, sketches or simple construction plans.

Ability to estimate costs, labor and materials.

Ability to understand and transmit oral and written instructions.

Ability to keep basic records and make reports.

Skill in the use of a variety of hand tools, machines and other power equipment used in building and mechanical repair work.

REV 6-82

#### Nature Of Work

## Human Resources Department

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### Public Housing Maintenance Supervisor (006467)

This is supervisory work in the maintenance, repair and landscaping of government owned or leased public housing facilities.

### Maintenance Supervisor (006468)

#### Minimum Qualifications

High school diploma or GED. Five years of skilled trades experience to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in directing maintenance personnel in a variety of duties.

Maintenance Supervisors plan, assign and supervise the work of trades personnel, maintenance mechanics, repairers, and laborers and often participates in the more difficult maintenance tasks. Work in this class involves supervising building, grounds and equipment maintenance for a county facility. Employees in this class require a high degree of skill and a broad knowledge of various trades including carpentry, painting, refrigeration, mechanical, electrical and other related maintenance work. Supervision is exercised over subordinates by assignment and inspection of work while in progress and upon completion for adherence to departmental standards. All work is performed under the supervision of a maintenance superintendent or administrative superior, but the employee exercises independent judgment concerning job priorities and methods and materials to be utilized in completing assigned tasks.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises maintenance personnel in a variety of duties which includes plumbing, masonry, carpentry, painting, electrical, refrigeration and other related maintenance work.

Personally performs the more skilled tasks as necessitated by workload.

Assists superiors in planning and implementing work projects and work methods.

Estimates time and materials required for proposed jobs; keeps records and submits requisition forms for supplies and materials.

Determines manpower needs for maintenance crews and assigns work accordingly.

Completes performance reports on subordinates and may conduct a continuous training program for maintenance personnel.

Institutes preventive maintenance programs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of building, grounds and equipment maintenance.

Knowledge of the occupational hazards and appropriate safety rules and regulations applicable to maintenance work.

Knowledge of preventive maintenance procedures and techniques.

Knowledge of the tools, equipment, materials and practices of several of the building and mechanical trades.

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to follow oral and written instructions and work with a minimum of technical supervision.

Ability to keep records and prepare reports.

## Human Resources Department

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### Maintenance Supervisor (006468)

REV 9/99

#### **Nature Of Work**

This is supervisory work in directing maintenance personnel in a variety of duties.

## Human Resources Department

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### Building Maintenance Supervisor (006469)

#### Minimum Qualifications

High school diploma or GED. Two years of experience supervising building maintenance operations or four years of experience as a building maintenance mechanic in an office building in excess of 40,000 square feet are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the construction, maintenance and repair of county buildings.

An employee in this class is responsible for coordinating and supervising construction and maintenance crews assigned to various structures throughout the metropolitan area. Work involves the assignment and review of trades foremen, journeymen, helpers and laborers working on varied projects within a major departmental maintenance and construction program. Work requires the ability to interpret engineering and mechanical drawings in order to layout and supervise projects designed by architectural or engineering superiors. Supervision is exercised over subordinate skilled and unskilled tradesmen by assignment and inspection of work in progress and upon completion for adherence to prescribed construction standards and building codes. Work is subject to review by a maintenance superior who offers assistance on unusual or difficult projects and inspects completed jobs for workmanship and compliance with completion schedules.

##### ILLUSTRATIVE TASKS

Plans, lays out, and assigns projects which have been approved by administrative superiors; directs through subordinates varied physical plant maintenance, modification and construction in such trades as carpentry, painting, plastering, electrical, plumbing, air conditioning and general maintenance work.

Directs periodic preventive maintenance checks on a wide variety of mechanical and electrical machinery and equipment.

Recommends extent and nature of building repairs and improvements; estimates labor and material requirements, checks and approves supply orders; selects equipment to be purchased.

Requisitions materials; maintains records; prepares and submits reports; recommends budgetary requirements.

Makes periodic field inspections at work sites; reassigns crews from one job to another, and confers with occupants on work scheduling.

Works closely with architectural staff to coordinate work projects with inspections and completion schedules.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of maintenance, repair, alteration and construction procedures and practices.

Considerable knowledge of the tools, equipment and materials of the building and mechanical trades.

Considerable knowledge of the occupational hazards and safety precautions applicable to maintenance and construction work.

Ability to plan, layout and assign the work of skilled tradesmen in a manner conducive to full performance and high morale.

Ability to supervise and coordinate work projects.

Ability to estimate costs in terms of labor, supplies and equipment.

Ability to keep accurate records and to prepare and submit reports.

## Human Resources Department

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### Building Maintenance Supervisor (006469)

Ability to understand and assign work from plans, sketches and construction drawings.

REV 09/99

#### **Nature Of Work**

This is supervisory work in the construction, maintenance and repair of county buildings.

## Elevator Contract Specialist (006474)

### Minimum Qualifications

High school diploma or GED. Must possess a current valid State of Florida Certificate of Competency as an Elevator Inspector. Must present a valid Driver license during the interview selection process.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work in the management of County vertical and horizontal transportation equipment.

Employees in this class are responsible for assisting in the supervision and management of contract services for the repair, modernization and installation of vertical transportation systems, escalators, moving walks and other conveyance systems. Responsibilities include monitoring renovation and construction projects, assuring compliance of contractors with contract specifications and building codes, coordinating work to assure established schedules are met, assisting in the preparation of contract specifications, and preparing recommendations for improvements in equipment. Employees exercise considerable independent judgment and technical expertise in analyzing and resolving complex conveyance system problems. Supervision is received from a professional superior who reviews work for technical competence, effective contract management and satisfactory performance of related responsibilities.

#### ILLUSTRATIVE TASKS

Provides assistance in the management and supervision of contract services for elevators, escalators, moving walks, bridge cranes and other conveyance systems on County properties.

Monitors performance of contractors in the repair, installation, modernization and maintenance of conveyance systems; enforces adherence to contract specifications and applicable building codes; advises superiors of faulty workmanship and/or materials as needed.

Coordinates work of contractors to assure that schedules are met and recommends changes in work sequence to assure the projects are completed on a timely basis.

Assists in the preparation of contract specifications for elevator and escalator contracts to provide the lowest possible cost for the best possible equipment.

Maintains activity records on elevator and escalator repair, maintenance and inspection in accordance with County requirements and applicable Florida Statutes.

Testifies in court as an expert witness in cases involving accidents on elevators and escalators as required.

Reads and interprets engineering and mechanical drawings; analyzes and resolves complex technical problems with elevators and escalators to preclude recurrences.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating, repair and maintenance characteristics of various types and makes of elevators, escalators and other conveyance systems.

Considerable knowledge of local and state laws and regulatory codes pertaining to the design, construction, maintenance and repair of elevators and escalators.

Considerable knowledge of contract specifications for elevator and escalator repair, maintenance and installation.

Knowledge of the similarities and differences in elevator and escalator equipment provided by various manufacturers.

Knowledge of contract management and administration methods and techniques.

Ability to analyze and resolve complex repair and operational problems of elevators, escalators and other types of conveyance systems.

Ability to monitor contractors engaged in the repair, modification, maintenance and installation of conveyance systems to assure conformance with technical specifications and applicable laws and regulations.

Ability to assist in the preparation of technical contract specifications for elevator and escalator maintenance and installation contracts.

Ability to prepare activity reports and maintain records of elevator and escalator operations, maintenance and repairs.

Ability to testify in court as an expert witness.

Ability to read and interpret engineering and mechanical drawings.



## Human Resources Department

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### Elevator Contract Specialist (006474)

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is advanced technical work in the management of County vertical and horizontal transportation equipment.

## Human Resources Department

### Manager, Office of Elevator Safety (006476)

#### Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Mechanical Engineering or Electrical Engineering. Must be registered as a professional engineer with the State of Florida or be able to obtain registration within one year of appointment. Two years of responsible supervisory experience in elevator engineering and operational management are required. Completion of the State of Florida Elevator Inspector's Test is required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory professional mechanical and electrical engineering work in the management of county vertical and horizontal transportation equipment.

Employees in this class are responsible for reviewing the performance of contractual firms providing maintenance, repair, construction or modification services for vertical and horizontal transportation equipment. Emphasis of the work is on supervising subordinate employees engaged in periodic inspections of systems, monitoring existing contracts, developing contract specifications, responding to requests for services from county departments and serving as a consultant on major repair or construction projects. Responsibilities include developing and reviewing operational costs and reviewing bid requests for compliance with contract specifications. Incumbents exercise considerable independent judgment and make complex technical decisions referring difficult problems and matters of policy to a professional superior. Supervision is exercised over subordinate employees engaged in the periodic inspection of vertical and horizontal transportation equipment. Supervision is received from a professional superior who reviews work for conformity with departmental practices, county ordinances and regulations.

##### ILLUSTRATIVE TASKS

Supervises, assigns and reviews the work of subordinate employees engaged in periodic field inspections.

Prepares detailed specifications for elevator service, maintenance and bridge crane contracts; develops levels of service, response time to emergencies, frequency of service and related contractual requirements.

Responds to requests for modifications or new construction projects; provides direction on operational feasibility and type of equipment necessary; provides engineering cost estimates and related computations; makes recommendations on difficult and complex engineering problems.

Monitors existing contracts for compliance with contractual, safety and other code requirements; approves invoices and reviews and approves modifications to contractual agreements.

Conducts periodic inspections to insure safe and efficient operation of county elevators, escalators, bridge cranes, stage lifts, conveyor systems, moving sidewalks and related equipment; monitors rated speed of units, adjustments to electric circuits and sequence of operations for compliance with manufacturer specifications and code requirements.

Reviews bid requests and inspects contractor files and other records to determine ability to fulfill contract specifications such as acquisition of parts, critical and noncritical response time; makes recommendations for award of contracts.

Serves as consultant on all major repairs, modifications and upgrade of elevators, escalators, bridge cranes, stage lifts, conveyor systems, moving sidewalks and related equipment.

Serves as consultant on construction projects; organizes maintenance and inspection schedules; provides continual review of construction phases.

Prepares budget projections and provides review of operational costs for maintenance and repair services.

Maintains records and prepares periodic reports of maintenance and repair services; compiles data for use in developing specifications and exploring cost saving alternatives; prepares resolutions for Commission approval.

Develops and schedules preventive maintenance programs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of mechanical and electrical engineering.

Thorough knowledge of the operating characteristics, maintenance requirements and specifications of different types and makes of vertical

## Human Resources Department

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### Manager, Office of Elevator Safety (006476)

and horizontal transportation equipment.

Thorough knowledge of applicable regulatory codes pertaining to the construction, maintenance and installation of vertical and horizontal transportation equipment.

Considerable knowledge of computerized equipment utilized in vertical and horizontal transportation systems.

Knowledge of the principals and practices of modern office administration.

Knowledge of supervisory principles, practices and procedures.

Ability to perform advanced engineering work in the management of county vertical and horizontal transportation equipment and systems.

Ability to make engineering cost estimates and related computations.

Ability to draft a variety of plans and specifications for vertical and horizontal transportation equipment.

Ability to maintain records and prepare clear and concise reports of operational activities.

Ability to establish relationships with contractors, tradesmen and government officials.

Ability to supervise subordinate employees in a manner conducive to full performance and high morale.

NEW 10-86

#### **Nature Of Work**

This is supervisory professional mechanical and electrical engineering work in the management of county vertical and horizontal transportation equipment.

## Human Resources Department

### Manager, Signage & Design (006477)

#### Minimum Qualifications

Graduation from an accredited college or university with an Associate's degree in Graphic Arts, Interior Design or Architectural Design. Three years of experience in commercial arts, graphics, architectural or interior design are required.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and administrative work in the management of a Countywide signage program for public facilities and buildings.

An employee in this class is responsible for the design, manufacture and installation of signage and graphics in County facilities, to assure general conformance and proper appearance. Responsibilities include reviewing signage requirements for County owned facilities, manufacturing signs using machinery and tools, developing bid specification and recommending bid awards, and supervising a staff of technicians and outside contractors. The employee works with considerable independence and is responsible for coordinating work with County officials and private-sector contractors. Supervision is exercised over a staff of technical subordinates engaged in manufacturing and installing signage. Supervision is received from a professional superior who reviews work for technical and administrative effectiveness of the signage program.

##### ILLUSTRATIVE TASKS

Reviews signage requirements of County facilities and designs signs and graphics in accordance with architectural standards and statutory guidelines where appropriate; designs interior workstation, overhead and directory signage; designs exterior signage (including neon signs); develops floor numbering systems in conjunction with signage plan.

Interprets, designs and executes temporary signage and graphics for elected officials, County executives, and other County administrators upon request.

Manufactures signs using vinyl die-cutting machine, kroy lettering machine and other tools of the trade.

Reviews architectural drawings for new buildings and specifies signage (interior and exterior) needs; works with project managers to ensure adequacy and conformance with County standards and statutory requirements.

Develops bid specifications (verbiage, colors, size, materials, installation, etc.); evaluates bids and recommends vendor award; prepares requisitions, develops cost estimates and budget for purchase of signage systems and materials.

Supervises the work of technical subordinates and outside contractors, including the manufacturing and installation of signage, assuring adherence to specifications.

Performs special projects such as logo designs and graphic wall images for public areas within County facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of graphic arts design principles, practices and techniques.

Thorough knowledge of the architecture and location of County-owned facilities and buildings.

Thorough knowledge of the goals and objectives of a Countywide signage program.

Knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Knowledge of County procurement practices and procedures.

Knowledge of architectural and engineering plan and drawings.

Ability to supervise a Countywide signage program in conformance with applicable regulations and ordinances.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to review signage requirements of a wide variety of County facilities and design signs and graphics which meet architectural standards and statutory requirements.

Ability to prepare contract bid specifications and evaluate bid proposals.

Ability to express ideas clearly and concisely, verbally and in writing.

## Human Resources Department

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### Manager, Signage & Design (006477)

NEW 10-87

#### **Nature Of Work**

This is supervisory and administrative work in the management of a Countywide signage program for public facilities and buildings.

### Interior Design Specialist (006481)

#### Minimum Qualifications

Bachelor's degree in Interior Design, Architecture or related field. Two years of commercial interior design experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in interior design and office space planning for the county.

Employees in this class are responsible for development and management of complex interior design and space planning projects for newly constructed and renovated county buildings. Responsibilities include participating in the planning of interior construction, interior design, finishes and furnishings, preparation of specifications for interior treatments including the bidding process, processing of requisitions, and project supervision to assure proper delivery, construction or installation previously specified. Incumbents exercise considerable independent judgment and technical expertise in the management of interior design projects and in advising departmental officials on interior design concepts, quality and costs. Supervision is received from a professional superior who reviews work through conferences and reports for attainment of objectives during the various phases of the interior design process.

##### ILLUSTRATIVE TASKS

Confers with officials of operating departments to understand interior design requirements, clarify needs and develop solutions; develops recommendations for interior design projects.

Provides architectural design and working drawings with specifications and cost estimates; provides interior design layouts and color selection boards for design approvals.

Participates in planning of interior construction, finishes and furnishings complementary to designs, prepares specifications for the bidding process, processes requisitions based on design and finishes with cost estimates, and supervises interior design projects after award of bid to assure work is performed as specified or ordered; reviews and approves invoices after delivery, construction or installation.

Works with outside consultants on major projects and supervises projects from initial concept through completion of final design; conducts site supervision of construction activities, finishes and furniture installation.

Maintains knowledge of the most recent developments and future trends in interior design, finishes, color and spatial relationships, furniture and product availability and durability.

Develops quality standards for finishes and furnishings, carpeting, window treatments, vinyl wall coverings and other items for annual contracts.

Keeps agencies informed of the status of work and schedules for construction and interior finish completions, clean-ups, furnishing deliveries and project completion dates.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of interior design and office space planning principles, practices and techniques.

Considerable knowledge of contracts, forms, procedures and specifications related to interior design and space planning for county buildings.

Considerable knowledge of interior finishes and furnishings, lighting, color and spatial relationships, furniture, and electrical and communications locations.

Knowledge of building structures including interior construction, building systems, equipment and components.

Knowledge of interior design and office space planning costs.

Ability to design complex interior design and space planning projects and manage work to final completion.

Ability to prepare architectural drawings and specifications for interior design and office space planning projects.

Ability to conceptualize and create interior design systems to achieve effective use of office space and furnishings.

Ability to keep informed on current developments in interior design technology, finishes, and office products.

Ability to establish and maintain effective working relations with a variety of county officials and department personnel.

Ability to exercise independent professional aesthetic judgment in the creation of interior design concepts.

## Human Resources Department

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### Interior Design Specialist (006481)

NEW 1-85

#### **Nature Of Work**

This is advanced professional work in interior design and office space planning for the county.

## Human Resources Department

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### ISD Projects Manager (006483)

**Minimum Qualifications**

Bachelor's degree. A minimum of three years of professional administrative experience to include experience in the management of large building construction programs is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This professional administrative work coordinating the planning, design, construction and renovation of Miami-Dade County facilities.



## Human Resources Department

### Manager, ISD Design Services (006484)

#### Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Architecture or Interior Design. A minimum of three to six years of experience as an interior designer including three years in a supervisory capacity is required. Must be a State of Florida Registered Architect or a Registered Interior Designer.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible supervisory professional space planning work in the design and installation of office system furnishings in county buildings.

An employee in this class is responsible for coordinating and supervising varied interior remodeling and renovation projects concerning office system furnishings in existing, new and proposed county buildings. Emphasis of the work is on supervising professional and technical employees engaged in the preparation of drawings and specifications, coordinating purchasing and installation of office system furnishings and developing and maintaining as-built plans. Responsibilities include directing the Computer Aided Design System and planning remodeling and new construction projects with departmental representatives. Considerable independent judgment is exercised in making final decisions on technical problems and in participation in the determination of departmental policy. Supervision is exercised over subordinate professional, technical and clerical employees through assignment and review of work upon completion for attainment of desired objectives. General direction is received from a professional superior who reviews work for conformity with departmental policies.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate professional, technical and clerical employees engaged in preparing drawings and specifications for office system furnishings, coordinating purchasing and installation of furnishings, and developing and maintaining as-built plans.

Supervises and directs the design, preparation and sealing of plans for interior remodeling and renovation projects; directs the Computer Aided Design System including the initial design, configuration and reconfiguration of furnishings.

Attends meetings with departmental representatives to define, clarify and plan large remodeling projects; assigns work to subordinate professional and technical employees to insure continuity and compliance with work schedules.

Coordinates new construction projects with departmental representatives; provides assistance in the design and review of requested office system furnishings; reassigns staff from project to projects to meet changing conditions.

Maintains progress reports and records on projects; makes periodic, routine and special reports relating to the activities of the office system furnishings program.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of interior building design and construction.

Thorough knowledge of current methods, materials and literature regarding interior building design and construction.

Thorough knowledge of office system furnishings and space planning techniques employed in large and small buildings.

Thorough knowledge of facility remodeling and renovation activities including conception, design, architectural drawings, construction management and selection of interior furnishings.

Knowledge of the principles and practices of modern business procedures.

Knowledge of supervisory principles and practices.

Ability to supervise the planning and preparation of complete plans and specifications for office system furnishings for all types of buildings and structures.

Ability to supervise a staff of subordinate professional, technical and clerical employees in a manner conducive to full performance and high morale.

Ability to perform difficult computations and make comprehensive recommendations on architectural, engineering and interior space planning problems.

Ability to give technical and professional review to a wide variety and large volume of architectural, engineering and interior design plans,

## Human Resources Department

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### Manager, ISD Design Services (006484)

specifications and related documents.

Ability to maintain accurate records.

Ability to express ideas clearly and concisely, orally and in writing.

Skill in the use of architectural, engineering and interior design instruments and equipment.

NEW 10-86

#### **Nature Of Work**

This is advanced responsible supervisory professional space planning work in the design and installation of office system furnishings in county buildings.

### GOB Construction Coordinator (006486)

#### **Minimum Qualifications**

Bachelor's Degree in Architecture or Engineering, Construction Management or related field. Seven years experience in the design, monitoring, construction administration or management of construction projects are required. A license in any of the following may substitute for the required education: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County or State of Florida General Contractor's License, Miami-Dade County or State of Florida General Engineering Contractor, or Miami-Dade County or State of Florida Certificate of Eligibility in General Building or General Engineering. Supervisory experience is required. One year of experience in governmental capital improvement projects or capital contracts development, monitoring or administration is required. Additional experience in governmental capital improvement projects or capital contracts development, monitoring or administration may substitute for the required education.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional and administrative work with supervisory responsibility in the management of building construction projects for the county.

## Human Resources Department

### ISD Building Manager 1 (006488)

#### Minimum Qualifications

Bachelor's degree. Two years of experience in building and/or property management for a building in excess of 40,000 square feet to include supervisory responsibilities for tenant relations, building services contracts, and facility budgeting are required. Additional experience in managing an office building may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is specialized and responsible administrative and supervisory work in the operation and maintenance of moderately complex county owned buildings managed by the General Services Administration.

Employees in this class are responsible for the operation, management and maintenance of moderately complex and diversified multi-agency buildings. Responsibilities include supervision of preventive and corrective maintenance, service contract monitoring, budget preparation and administration, purchasing, satisfaction of tenants' operational requests and management of county buildings in accordance with departmental requirements and standards. Incumbents exercise independent judgment and professional managerial knowledge in performing building management and maintenance activities and in resolving operational problems. Supervision is exercised over a variety of administrative, supervisory skilled, semi-skilled, clerical and contract employees engaged in various aspects of building operations, maintenance and security tasks. Supervision is received from an administrative superior who evaluates building management techniques through periodic inspections and the review of reports.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises the work of subordinate supervising technical and clerical employees engaged in maintenance, security and clerical functions; reviews recommendations of subordinate personnel and determines course of action; evaluates security practices for achievement of established objectives.

Supervises some contract services for custodial, security, landscape, waste collection, water treatment, pest control and equipment maintenance, evaluates caliber of services and adherence to contract specifications; attends performance review meetings; provides input for or may prepare technical specifications and terms for contracts; may perform related contract administration duties.

Responds to a variety of tenant requests pertaining to their operations; provides maintenance custodial, security and related services; satisfies individual functional requirements such as uninterrupted electrical or air conditioning service or the maintenance of harmonious community relations; supplies necessary operational framework for special events.

Supervises a large preventing maintenance program at numerous buildings owned by county agencies; schedules monthly inspections, reviews inspection reports, estimates time and expense of repairs and evaluates completer work for the achievement of desired objectives; maintains records on building equipment and systems depicting maintenance activities; assures that departmental preventive maintenance procedures are implemented and adhered to.

Administers, reviews and analyzes operating budget; makes expenditure projections; monitors expenditures and authorizes payments; initiates and monitors purchasing activity; prepares reports and procedures relative to building operations; maintains all licenses, permits and certificates required by governmental and regulatory agencies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the building trades and their application to the maintenance of large buildings with varied uses.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of contract and leasing principles and practices.

Considerable knowledge of budget preparation and administrative policies and procedures.

Considerable knowledge of county personnel policies, procedures and practices.

Knowledge of building construction, operation, costs and building support systems.

Knowledge of the principles of business and public administration and their application to the management of extensive physical plant operations.

## Human Resources Department

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### ISD Building Manager 1 (006488)

- Ability to apply the principles of management and public administration to supervise physical plant and maintenance activities.
- Ability to supervise directly and through subordinate supervisors the activities of geographically dispersed building operations in a manner conducive to full performance and high morale.
- Ability to exercise judgment in interpreting departmental and divisional policies, rules and procedures.
- Ability to establish and maintain effective working relationships with subordinates, supervisors, contract employees, tenants and the general public.
- Ability to assist in the development of accurate operational building management costs and to analyze costs, revenues and expenditures.

NEW 10-87

#### **Nature Of Work**

This is specialized and responsible administrative and supervisory work in the operation and maintenance of moderately complex county owned buildings managed by the General Services Administration.

### ISD Building Manager 2 (006489)

#### Minimum Qualifications

Bachelor's degree in Property Management, Construction Management, Maintenance Management, Business Administration, Public Administration or a related field. Three years of experience managing an office building in excess of 40,000 square feet with supervisory responsibilities for tenant relations, building services contracts, and facility budgeting are required. Additional experience in managing an office building may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is specialized and responsible administrative and supervisory work in the operation and maintenance of highly complex county owned buildings managed by the General Services Administration.

Employees in this class are responsible for the operation, management and maintenance of highly complex and diversified multi-agency buildings characterized by sophisticated equipment and systems. Responsibilities include supervision and coordination of a variety of service contracts, budget preparation and administration, purchasing, satisfaction of tenants' operational requests, planning for a wide variety on non-routine activities and specialized functions and management of county buildings in accordance with departmental requirements and standards. Incumbents exercise independent judgment and professional managerial knowledge in performing building management activities, coordinating contractual services and special events, respondent to tenant needs and resolving operational problems. Work is distinguished from that found in the GSA Building Manager 1 classification in that more of the operational functions are contracted out to private organizations, there is a large number of non-routine special events held by County and non-County organizations and the building system and more advanced technologically. Supervision is exercised over a variety of administrative, supervisory, skilled, semi-skilled, clerical and contract employees engaged in various aspects of building operations, maintenance and security tasks. Supervision is received from an administrative superior who evaluates building management techniques through periodic inspections and the review of reports.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises the work of subordinate supervisory, technical and clerical employees engaged in maintenance supervision, specialized or clerical functions; reviews recommendations of subordinate personnel and determines course of action; evaluates security practices for achievement of established objectives.

Supervises and coordinates a wide variety of contract services such as preventive and corrective building and equipment maintenance, security, landscape, waste collection, water treatment, pest control, and retail space management; trains contract employees about the building and equipment, verifies contractors' assessment of problems and recommends action; evaluates caliber of services and adherence to contract specifications; attends performance review meetings; provides input for or may prepare technical specifications and terms for contracts; may perform related contract administration duties.

Responds to a wide variety of tenant requests pertaining to their operations; provides maintenance, custodial, security and related services; satisfies individual functional requirements such as uninterrupted electrical or air-conditioning service or the maintenance of harmonious community relations.

Plans and coordinates a variety of special events held by County and non-County organizations; arranges for additional support services such as janitorial, or security services, locates and transports necessary furniture and equipment, makes temporary alterations, increases electrical capability, arranges for audiovisual equipment, etc; attends function to monitor activity and resolve any problems that arise; insures that all property is returned and normal operating conditions are restored.

Administers, reviews and analyzes a large operating budget; makes expenditure projections; monitors purchasing activity; prepares reports and procedures relative to building operations; maintains all licenses, permits and certificates required by governmental and regulatory agencies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the building trades and their application to the maintenance of large complex buildings with varied uses.

### ISD Building Manager 2 (006489)

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of contract and leasing principles and practices.

Considerable knowledge of budget preparation and administrative policies and procedures.

Considerable knowledge of county personnel policies, procedures and practices.

Considerable knowledge of building construction, operation, costs and building support systems.

Considerable knowledge of the principles of business and public administration and their application to the management of extensive physical plant operation.

Ability to apply the principles of management and public administration to supervise physical plant and maintenance activities.

Ability to supervise directly and through subordinate supervisors the activities of geographically dispersed building operations in a manner conducive to full performance and high morale.

Ability to exercise judgment in interpreting departmental and divisional policies, rules and procedures.

Ability to establish and maintain effective working relationships with subordinates, supervisors, contract employee tenants and the general public.

Ability to assist in the development of accurate operational building management costs and to analyze costs, revenues and expenditures.

NEW 10-87

#### **Nature Of Work**

This is specialized and responsible administrative and supervisory work in the operation and maintenance of highly complex county owned buildings managed by the General Services Administration.

## Human Resources Department

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### ISD Assistant Physical Plant Manager (006490)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Engineering, Architecture or a related field. A minimum of three to five years of experience in facility management including financial and contract management, building maintenance and tenant relations is required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional work assisting the Physical Plant Manager in the management of the day-to-day operations of GSA owned and managed facilities.



## Human Resources Department

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### Manager, ISD Physical Plant (006491)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Engineering, Architecture or a related field. A minimum of three to six years of professional experience in facility management including financial and contract management, building maintenance and tenant relations is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work in the management of county buildings operated by the General Services Administration. An employee in this class is responsible for supervising through subordinate building managers the operation, management and maintenance of diversified multi-agency buildings. Responsibilities include supervising a service contract monitoring unit, budgetary preparation, proposal and administration, management of lease and contract functions, planning of capital and program improvements, monitoring of renovation and construction projects, and assuring that real property is managed in accordance with departmental requirements and standards. The incumbent exercises considerable independent judgment and professional managerial knowledge in planning and coordinating building management and maintenance activities and in resolving operational problems. Supervision is exercised through subordinate supervisors over an extensive staff of supervisory, technical and administrative employees engaged in various phases of building management and maintenance tasks. General supervision is received from a division director who holds the incumbent responsible for the efficient and effective management of assigned county building operations.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises the work of subordinate building managers engaged in the operation, management and maintenance of large and complex multi-agency buildings managed by the General Services Administration.

Manages and supervises the activities of a service contract monitoring unit engaged in administering contracts on elevators and escalators, custodial services, general building maintenance, solid waste removal and other areas.

Develops operating costs for buildings and financial and administrative procedures; analyzes periodic reports concerning expenditures and revenues; prepares, submits and administers annual budget.

Supervises and manages various leases and contracts involving building management, construction and renovations, custodial and pest control services, utilities and other contracts.

Assures that real and personal property is managed in accordance with departmental regulations, rules and procedures; assures appropriate action is taken to prevent loss, damage or destruction.

Prepares reports, correspondence and studies pertaining to building operations, tenant space management needs, agreements, contracts and leases.

Conducts inspections of facilities and buildings to assure compliance with departmental policies and procedures; coordinates work with other divisional, departmental and county offices to assure support requirements are met; keeps informed on modern developments in physical plant operation and management.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of business and public administration and their application to the management of extensive physical plant operations.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of contract and leasing principles and practices.

Considerable knowledge of budget preparation and administration policies and procedures.

Considerable knowledge of county personnel policies, procedures and practices.

Considerable knowledge of building construction, operation, costs and building support systems.

Ability to use professional knowledge of the principles of management and public administration to direct extensive physical plant

## Human Resources Department

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### Manager, ISD Physical Plant (006491)

operation, management and maintenance activities.

Ability to supervise directly and through subordinate supervisors the activities of geographically dispersed building operations in a manner conducive to full performance and high morale.

Ability to delegate authority to subordinates necessary to complete responsibilities in varied activities.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and divisional policies, rules and procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of various county offices and private business concerns.

Ability to develop accurate operational building management costs and to analyze costs, revenues and expenditures.

NEW 1-85

### **Nature Of Work**

This is advanced responsible professional work in the management of county buildings operated by the General Services Administration.

### Maintenance Repairer (006501)

#### Minimum Qualifications

Eighth grade. One year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required. Must possess a Driver license. Must be able to lift 50 lbs.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more of the trades areas.

Employees in this class perform a variety of general maintenance work which approaches the journeyman level but does not require as high a degree of skill. Employees are frequently called upon to perform rough maintenance and repair work covering several building and mechanical trades areas. Assignments are usually received verbally and may be accompanied by sketches. Instructions are usually very specific as to the nature of the work to be done. A maintenance repairman may devise his own methods for accomplishing assigned tasks and may work with some independence, but all work is subject to inspection in process and upon completion by craftsmen, foreman, or other supervisory personnel.

##### ILLUSTRATIVE TASKS

Replaces defective light bulbs throughout a large building; cuts, threads and bends conduit pipe to sizes and lengths as required by electricians; replaces burned out fuses; cleans and lubricates desk fan; checks brushes on fan motors.

Makes general minor repairs to wood fixtures, ramps, ladders, and frames; assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures; feeds lumber into power saws, planers, and joiners; operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures.

Mixes plaster, mortar, and cement; slakes lime; assists journeyman engaged in building or repairing brick, stone, or tile walls and structures. Does rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun; cuts glass to size and shape; inserts in windows using putty.

Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades.

Assists skilled automotive mechanics in taking down and reassembling automobiles, trucks, and tractors; makes minor repairs to automotive equipment under supervision of mechanics.

Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer.

Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities.

Erects scaffolding; loads and unloads materials, cleans tools and work area upon completion of project.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the standard tools, materials, methods, and practices of the trades areas to which assigned.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to understand and follow oral and written instructions and to interpret and work from rough sketches

Ability to make rough estimates of time and material requirements.

Ability to develop skill in the use and care of the tools, materials, and equipment of the trades areas concerned.

REV 1-73

#### Nature Of Work

This is semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more of the trades areas.

### Bridge Repairer (006502)

#### Minimum Qualifications

Eighth grade. One year of skilled experience in a construction trade is required. Must be able to swim. Must possess a CDL/Class B with a tanker endorsement.

#### Job Specifications

##### NATURE OF WORK

This is specialized manual work in a variety of tasks related to the maintenance and reconstruction of county bridges.

Employees in this class perform mechanical adjustments and repairs of bascule and fixed-span bridges. Work involves skilled use of a varied bridge equipment and tools. Duties require knowledge of safety measures and efficient work methods as well as ability to perform work under hazardous conditions. All work is supervised by foremen or other supervisors but employees are expected and required to be capable of performing work with a minimum of direct supervision.

##### ILLUSTRATIVE TASKS

Performs the more difficult tasks in bridge maintenance and construction; replaces or strengthens members; lays out, cuts, punches and drills new steel; scrapes, wire brushes and does other cleaning.

On concrete bridges, may demolish or repair existing structures; builds coffer dams; excavates and pours concrete, strips forms and finishes concrete.

Installs and repairs iron gates, hand rails, fences and expansion plates.

Does woodwork such as installing decking stringers, braces, hand rails, and headers on wooden bridges.

Rigs and erects scaffolding; works from special scaffolding over water at considerable heights.

Prepares surfaces for painting by use of sand blasting equipment, chisels and chipping hammers; mixes and applies red lead and heavy metallic base paint to bridge surfaces with brush or spray gun.

Loads and unloads materials and tools and performs a variety of other semi-skilled tasks as assigned.

Operates pumps, air compressors, electric hammers, paving breakers, electric drills; and operates saws, mechanical winches and hoists, and other tools and equipment of a similar nature as the job requires; splices wire and rope, repairs tackle, and does similar rigging work.

Repairs sump pumps; disassembles, cleans, replaces worn parts.

Repairs and adjusts bridge brakes, span locks, gate mechanisms, and drive linkage; changes bridge drive motors.

Applies lubrication to various mechanical parts of bridges with gun, can, spray, spatula and brush as required by particular mechanism.

Does a variety of road resurfacing on bridge approaches; resurfaces road edges; cleans grass from edges and aprons; cleans drain holes on bridges, and drains along right-of-way; fills expansion joints on bridges, aprons and curbs with tar; erects signs, posts and barricades where needed.

Operates power bridges on an emergency basis.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the materials, equipment and labor methods commonly employed in repairing, renovating or reconstructing wooden, concrete and steel bridges.

Considerable knowledge of the necessary precautions in rigging and in working at dangerous heights.

Knowledge of the methods, materials, tools and practices used in the painting of heavy timber and structural steel surfaces.

Ability to understand and carry out oral and written instructions.

Ability to swim.

Skill in the manipulation of ropes and equipment used in rigging.

Skill in the application of paint with brush or spray gun.

Skill in the use of common hand tools.

Sufficient physical strength and agility and freedom from disabling defects to do heavy manual work at heights.

REV 11-71

#### Nature Of Work

## Human Resources Department

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### Bridge Repairer (006502)

This is specialized manual work in a variety of tasks related to the maintenance and reconstruction of county bridges.

### Maintenance Repairer-Automotive (006504)

#### Minimum Qualifications

Eighth grade. One year of experience assisting in automotive maintenance and repair work is required. Must possess a Driver license. Must have own hand tools. Must obtain a CDL/Class A prior to completion of the twelve months probationary period.

#### Job Specifications

##### NATURE OF WORK

This is technical work which approaches the journeyman level in the diagnosis, repair and preventive maintenance of a wide variety of fixed and mobile mechanical equipment. Emphasis of the work is on performing complete vehicle preventive maintenance, repairs of moderate complexity on breakdowns, providing field service on a variety of trucks, construction equipment and fixed equipment, and assisting journeyman mechanics in the completion of complex maintenance work. Supervision is received from mechanics or shop supervisors who review work in progress and upon completion for satisfactory repair and maintenance activities, and satisfactory assistance in complex repair and maintenance tasks.

##### ILLUSTRATIVE TASKS

- Performs complete vehicle preventive maintenance involving chassis/body lubrication, oil changes, filter replacements and inspection/evaluation of all operational systems of the vehicle.
- Performs repairs on breakdowns of moderate complexity such as lights, wiring, belts, hoses, cab components, brakes and hydraulics.
- Provides field service on a wide variety of trucks, construction equipment and fixed equipment.
- Assists journeyman mechanics in the completion of complex maintenance tasks.
- Changes tires, wheels and tracks; performs wait jobs, as required.
- Assists stockroom employees with inventory and farm-out transport.
- Cleans and maintains shop tools and shop equipment; performs shop related non-mechanical tasks and completes paperwork, as required.
- Observes established safety practices and procedures.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of design characteristics of a wide variety of fixed and mobile equipment.
- Knowledge of vehicular preventive maintenance techniques and procedures.
- Knowledge of the repair and adjustment of mobile and fixed equipment parts, assemblies, components and operating systems.
- Knowledge of automotive tools, equipment and materials.
- Knowledge of the occupational hazards and safety precautions of automotive repair and maintenance work.
- Ability to use automotive repair tools and equipment to perform preventive maintenance and repairs of moderate difficulty.
- Ability to perform complete preventive maintenance procedures.
- Ability to change tires and wheels on mobile equipment.
- Ability to provide effective assistance to journeyman mechanics in complex repair tasks.
- Ability to follow verbal and written instructions.
- Skill in automotive mechanics.
- Skill in the care and use of automotive tools and equipment.

NEW 10-93

#### Nature Of Work

This is technical work which approaches the journeyman level in the diagnosis, repair and preventive maintenance of a wide variety of fixed and mobile mechanical equipment.

### Locksmith (006506)

#### Minimum Qualifications

Eighth grade. One year of experience as a locksmith is required. Must possess a Driver license. Completion of a certified locksmith trade school training program may substitute for three months of the required experience. Must be able to work rotating shifts, weekends and holidays, and respond to emergency call backs. Successful candidates must be bonded and possess own hand tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation and repair of locks and in making keys.

Employees in this class are responsible for the installation, alteration, servicing and repair of a variety of locks. Duties include the repair and opening of mechanical and electrical locks, making keys and changing lock combinations using a variety of handtools and special equipment. An additional responsibility includes the fabrication of parts for the repair of obsolete locks. Assignments may be received in the form of verbal or written instructions. Supervision is received from a maintenance superior who reviews work for the satisfactory performance of equipment installed or repaired.

##### ILLUSTRATIVE TASKS

Repairs and opens defective locks; changes lock combinations; disassembles door locks, padlocks, combination locks and handcuffs; replaces worn or broken parts; changes tumblers for new combinations.

Uses lockpick to open locks where no key is available.

Makes repairs to jail electrical lock system; adjusts timers, line brushes, solenoids, capacitors, resistors, rectifiers and related parts of lock system.

Fabricates parts for repair of obsolete locks using drill press, lathe, grinders and special handtools.

Installs master key floor and building lock systems; works with journeyman trades employees in the installation of locks in wood and metal doors.

Makes new and duplicate keys using key cutting machine.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the practices, methods, materials and tools of the locksmith trade.

Considerable knowledge of the occupational hazards and safety precautions of the locksmith trade.

Knowledge of the repair and maintenance characteristics of a wide variety of mechanical and electrical locks.

Knowledge of the necessary equipment for the fabrication or repair of locks and other locking devices.

Ability to install, alter, repair and maintain a variety of mechanical and electrical locks.

Ability to work from sketches, diagrams and plans.

Ability to understand and follow verbal and written instructions.

Ability to make simple estimates of time and materials.

Skill in the use and care of the tools, machinery and equipment of the locksmith trade.

REV 11-94

#### Nature Of Work

This is skilled work at the journeyman level in the installation and repair of locks and in making keys.

### Carpenter (006508)

#### Minimum Qualifications

Eighth grade. Two years of skilled carpentry experience are required. Must possess a Driver license and own hand tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the construction, maintenance and repair of concrete or wooden articles, equipment and structures.

Employees in this class are responsible for performing skilled carpentry tasks in accordance with standard trade practices. Work involves skilled hand and bench carpentry duties including the operation of power-driven wood-working machinery. Assignments may be made verbally or consist of written instructions, sketches, diagrams or blueprints. Supervision may occasionally be exercised over various trades helpers who assist in various phases of carpentry work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory application of carpentry skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Performs general carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, NEF and drywall partitions, plexiglass, doors, windows, screens, wood fixtures and furniture.

Repairs tables, shelves, benches and cabinets; builds concrete forms; lays sub-flooring and does sheathing.

Install partitions to include metal and wood framing members, hang and finish drywall.

Place reinforcing bars or welded wire mesh for concrete slabs, beams, and reinforced masonry.

Performs skilled bench work in a carpenter shop operating power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines; uses and maintains hand carpentry tools.

Prepares estimates of time and material requirements for assigned tasks; keeps simple records.

Reads and interprets blueprints, diagrams, sketches and other written instructions.

Observes established safety practices and procedures.

Supervises various semi-skilled and unskilled trades helpers assigned to assist with various phases of carpentry work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Considerable knowledge of the types, qualities and uses of various woods.

Considerable knowledge of the occupational hazards and safety precautions of the carpentry trade.

Knowledge of blueprints and construction plans.

Ability to prepare estimates of time and materials required for carpentry assignments.

Ability to operate a variety of power-driven wood-working machinery.

Ability to inspect lumber for grade and quality.

Ability to follow verbal and written instructions.

Ability to create forms for reinforcing concrete work and concrete slabs.

Ability to read and interpret blueprints, sketches and diagrams.

Ability to instruct and direct various semi-skilled and unskilled helpers in the performance of carpentry assignments.

Skill in the operation of carpentry tools and equipment.

Skill in carpentry.

REV 04-09

#### Nature Of Work

This is skilled work at the journeyman level in the construction, maintenance and repair of wooden articles, equipment and structures.



## Human Resources Department

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**Carpenter (006508)**

### Carpenter Supervisor (006509)

#### Minimum Qualifications

Eighth grade. Three years of experience as a skilled carpenter are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the construction, maintenance, alteration and repair of wooden articles, equipment and structures.

Employees in this class are responsible for planning, assigning and reviewing the work of journeyman carpenters and skilled and unskilled employees performing carpentry and related tasks in accordance with standard trade practices. Duties include determining work methods and procedures, frequent participation in carpentry assignments, and assuring the quality of completed work. Assignments may be verbal or consist of written instructions, sketches, diagrams or blueprints. Supervision is exercised over a staff of journeyman carpenters, and skilled and unskilled helpers through periodic inspection of work in progress and upon completion for satisfactory application of carpentry skills and adherence to job specifications. Supervision is received from a technical or administrative superior who reviews work through personal inspections, conferences and written reports for timely completion of carpentry projects, quality of work and adherence to job specifications and applicable codes and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of journeymen carpenters and skilled and unskilled helpers engaged in the construction, alteration, remodeling, maintenance and repair of buildings, partitions, floors, stairways, bleacher stands, concrete forms, furniture, doors, windows and other articles, equipment and structures.

Receives and reviews carpentry assignments; reads and interprets blueprints, diagrams, sketches and other written instructions; prepares written instructions for subordinates.

Prepares estimates of time and material requirements for assigned jobs; maintains time and work records and prepares and submits reports.

Inspects carpentry work in progress and upon completion for quality and for adherence to job specifications and instructions.

Supervises the receiving, storing and cutting of lumber; maintains records of the use of lumber and other materials; requisitions equipment, materials and supplies.

Performs skilled benchwork in a carpenter shop; operates power saws, joiners, planers, wood lathes and boring, mortising and sanding equipment; directs activities of craftsmen and helpers in the shop.

Provides advice and assistance to journeyman carpenters in work methods and procedures and in selection of materials.

Communicates and enforces established safety measures and regulations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Thorough knowledge of the types, qualities and uses of various woods.

Thorough knowledge of the occupational hazards and safety precautions of the carpentry trade.

Considerable knowledge of blueprints and construction plans.

Knowledge of supervisory principles and practices.

Ability to supervise journeyman carpenters and helpers in a manner conducive to full performance and high morale.

Ability to prepare accurate estimates of time and materials required for carpentry assignments.

Ability to operate a variety of power-driven wood-working machinery.

Ability to communicate and enforce established safety measures and regulations.

Ability to inspect lumber for grade and quality.

Ability to follow verbal and written instructions.

Ability to read and interpret blueprints, sketches and diagrams.

Skill in operation of carpentry tools and equipment.

Skill in carpentry.

## Human Resources Department

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### Carpenter Supervisor (006509)

REV 5-81

#### **Nature Of Work**

This is skilled supervisory work in the construction, maintenance, alteration and repair of wooden articles, equipment and structures.

### Electrician (006510)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Must possess a CDL/Class B and have own tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures.

Employees in this class are responsible for performing skilled electrical tasks in accordance with standard electrical trade practices. Duties include working independently with considerable latitude in determining methods of work and using specialized tools and testing instruments of the electrical trade. Assignments may be verbal or consist of sketches, blueprints and electrical diagrams. Employees are frequently assisted by various skilled and unskilled trades helpers who assist in various phases of electrical work. Supervision is received from a technical or administrative superior who inspects work upon completion for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Maintains and repairs sterilizers, heaters, fans, floor scrubbers, circulating pumps, kitchen machinery and equipment, electrical motors and generators, laundry machinery and equipment and other electrical equipment throughout various County operations.

Installs, repairs and replaces electrical conduit, electrical wire, transformers, switches, electrical panels, fixtures and other electrical equipment for buildings, security and area lighting.

Repairs motors, flasher units, time clocks, relays, switches, control boxes and fuse boxes.

Locates and corrects power failures and motor trouble on electrically operated machinery, apparatus and systems.

Occasionally performs electrical work on refrigeration equipment; repairs, reconditions, modifies, replaces and installs equipment to refrigerate air and water.

Performs electrical work on moveable bridges such as repairing electrical motors and controllers, installing traffic warning and gate lights, installing and repairing switch panels, lights and electrical circuits, and replacing worn-out conduit and wire.

Reads and interprets sketches, blueprints and electrical diagrams.

Observes established safety practices and procedures applicable to the electrical trade.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the electrical trade.

Considerable knowledge of the principles and theory of electricity.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work on high voltage electrical systems and equipment.

Knowledge of blueprints and electrical diagrams.

Knowledge of local electrical codes effective in the County.

Ability to install, repair, maintain and alter a variety of electrical equipment and systems.

Ability to follow verbal and written instructions.

Ability to read and interpret blueprints, sketches and electrical diagrams.

Skill in the care and use of standard tools, equipment and testing instruments of the electrical trade.

Skill in the diagnosis of electrical malfunctions.

Skill in the electrical trade.

REV 11-94

#### Nature Of Work

This is skilled work at the journeyman level in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures.

## Human Resources Department

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**Electrician (006510)**

### Electrician Supervisor (006512)

#### Minimum Qualifications

High school diploma or GED. Must possess a Miami-Dade County Certificate of Competency as a Master Electrician. Two years of experience as a licensed Journeyman Electrician are required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures. Employees in this class are responsible for planning, assigning and reviewing the work of journeyman electricians and trades helpers performing electrical and related duties in accordance with standard trade practices. Emphasis of the work is on providing technical direction to subordinates, planning work methods and procedures for small and large-scale projects, coordinating electrical work at a variety of geographically separated locations, and participating in electrical installation, modification and repair assignments. Work is performed with considerable independent judgment regarding project requirements and technical phases of electrical work. Large-scale and complex assignments are generally accompanied by electrical blueprints and diagrams. Supervision is exercised over a staff of journeyman electricians, and skilled and unskilled helpers through periodic inspection of work in progress and upon completion for adherence to job specifications and satisfactory performance of equipment installed, repaired or maintained. Supervision is received from a technical or administrative superior who reviews work through personal inspections, conferences and written reports for timely completion of electrical projects, quality of work and adherence to job specifications and applicable codes and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of journeyman electricians and skilled and unskilled trades helpers engaged in the installation, alteration, maintenance and repair of electrical systems and equipment; lays out and explains jobs to be done; recommends working procedures and instructs subordinates in new techniques; provides on-site supervision and inspects completed work for satisfactory performance of installed or repaired equipment and adherence to applicable electrical codes and regulations.

Participates as required in running conduit, pulling wire, installing circuits, repairing a wide variety of electrically operated equipment, and other electrical assignments.

Assists administrative and technical superiors in planning new construction and major modifications and repairs; provides technical advice concerning electrical phases of proposed projects; provides technical inspection and review of electrical work performed under contract.

Prepares electrical schematic wiring diagrams for electrical projects; consults with engineering personnel regarding new construction and advises on installations of electrical equipment and systems; analyzes electrical load factors and makes modifications to prevent faults.

Supervises and participates in the installation, maintenance and reconstruction of a large variety of specialized electrical equipment used in hospitals and other specialized county operations.

Develops schedules and supervises a preventive maintenance program; assures that all electrical apparatus and equipment is oiled, lubricated and serviced as required.

Estimates time and materials required for proposed jobs; keeps records and submits reports; requisitions equipment, materials and supplies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the standard practices, methods, tools and materials of the electrical trade.

Thorough knowledge of the occupational hazards and safety precautions of the electrical trade and of work on high voltage electrical systems and equipment.

Considerable knowledge of the principles and theory of electricity.

Considerable knowledge of electrical blueprints and diagrams.

Considerable knowledge of local electrical codes effective in the county.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of journeyman electricians and trades helpers in a manner conducive to full performance and high morale.

Ability to install, repair, maintain and alter a variety of electrical equipment and systems.

Ability to locate defects in electrical equipment and systems.

### Electrician Supervisor (006512)

Ability to coordinate work at various geographically dispersed locations.  
Ability to understand and follow verbal and written instructions.  
Ability to read and interpret electrical blueprints and diagrams.  
Ability to prepare accurate estimates of time and materials required for electrical assignments.  
Skill in the care and use of standard tools, equipment and testing instruments of the electrical trade.  
Skill in the diagnosis of electrical malfunctions.  
Skill in the electrical trade.

REV 5-81

#### **Nature Of Work**

This is skilled supervisory work in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures.

### Mason (006515)

#### Minimum Qualifications

Eighth grade. One year of skilled experience in general masonry work to include cement finishing and tile setting is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the construction, repair and maintenance of masonry buildings, structures and facilities.

Employees in this class are responsible for performing skilled masonry tasks in accordance with standard trade practices. Work involves constructing and testing forms for placement of concrete, pouring and finishing concrete, laying bricks, concrete blocks, glass block and applying and trimming mortar. Duties are performed with considerable independence in accordance with job specifications and work orders, and assignments are generally accompanied by sketches and diagrams. Employees may be assisted by various skilled and unskilled trade helpers who assist in various phases of masonry work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory application of masonry skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Measures distance from reference points and marks guidelines on working surface to lay out work; determines the vertical and horizontal alignment of course using specialized masonry tools and equipment.

Constructs and tests forms in preparation for pouring cement; assists in pouring quantities of concrete for foundations and reinforcements; operates a concrete pump device to apply spray as required.

Applies cement grout to patch surfaces; mixes mortar and points bricks; manipulates trowel, floats and screeds on poured concrete to secure a specified finish; operates vibrators or rotary finishers.

Lays bricks, stone, concrete blocks, glass block, and applies and trims mortar according to prepared drawings and plans.

Prepares surfaces for plastering; replaces broken metal or wooden lathes, chips out broken plaster, concrete or tile; mixes plaster according to standard formula.

Applies tile to walls, floors and ceilings according to specified designs; sprinkles dry cement on fresh concrete sub-floor and sets tile; replaces dislodged tile blocks; fills spaces between tiles by troweling grout over surface of set tile and cleans surface of finished tile; applies plaster coat and layer of cement to walls and taps tile blocks with trowel handle into mortar.

Prepares estimates of time and materials required for masonry assignments.

Performs a variety of unskilled and semi-skilled tasks in allied building trades.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the masonry trade including stone work, plastering, cement finishing and tile setting.

Considerable knowledge of the occupational hazards and safety precautions of the masonry trade.

Considerable knowledge of the various types of mortar.

Knowledge of masonry construction standards.

Ability to prepare estimates of time and materials required for masonry assignments.

Ability to follow verbal and written instructions.

Ability to read and interpret sketches and drawings.

Skill in the manipulation and operation of masonry tools and equipment.

Skill in masonry.

REV 04-09

#### Nature Of Work

This is skilled work at the journeyman level in the construction, repair and maintenance of masonry buildings, structures and facilities.



## Human Resources Department

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**Mason (006515)**

### Painter (006516)

#### Minimum Qualifications

Eighth grade. Two years of experience painting building structures or facilities are required. Must possess a Driver's license. Must be able to work from scaffolding at heights and near water hazards.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the painting of County buildings, fixtures and equipment.

Employees in this class are responsible for performing skilled painting tasks in accordance with standard trade practices. Work involves the preparation of surfaces and materials for painting, occasional hazardous assignments requiring the use of scaffolding, and application of paint to a variety of surfaces using a brush or spray gun. Duties require individual skilled performance in accordance with established trade practices and assignments may be verbal or consist of written job orders. Supervision is received from a technical or maintenance supervisor who periodically inspects work in progress and upon completion for satisfactory application of painting skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Prepares surfaces to be painted by removing dirt, scales, rust, old paint, grease, and other materials; scrapes, sands and applies sizing.

Mixes and matches paints and stains using the proper proportions of pigment, base and thinner.

Applies paint to interiors and exteriors of buildings and to special institutional, general building or other furniture and equipment; operates spray gun and uses brushes.

Occasionally does staining; uses brushes or rags, or dips objects into various stains; stains shelving, benches, tables and cabinets prior to lacquering or varnishing.

Rigs and erects scaffolding; hauls and erects ladders.

Occasionally performs a variety of other tasks closely related to painting assignments; applies waterproofing to building walls; cuts old caulking compounds and inserts new; cuts glass for windows, doors and picture frames, and removes and replaces broken glass.

Repairs bad spots in furniture; applies paint remover; neutralizes spots with alcohol, sands and makes minor repairs to equipment and apparatus.

Observes established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the painting trade.

Considerable knowledge of the types, qualities and uses of various paints and stains.

Considerable knowledge of the occupational hazards and safety precautions of the painting trade.

Ability to work at considerable heights on scaffolding.

Ability to understand and follow verbal and written instructions.

Ability to mix paints and stains in the proper proportions.

Skill in the use and operation of spray guns, paint brushes and other equipment of the painting trade.

Skill in mixing paints and matching and blending colors.

Skill in painting.

REV 11-94

#### Nature Of Work

This is skilled work at the journeyman level in the painting of County buildings, fixtures and equipment.

### Spray Painter (006517)

#### Minimum Qualifications

Eighth grade. Two years of painting experience to include spray painting of fixtures, furniture, structures, vehicles, parts, or mechanical equipment are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in spray painting fixtures, furniture, signs and mechanical equipment.

Employees in this class prepare, paint and reassemble a wide variety of surfaces and equipment. Work involves spray booth, paint shop and field assignments involving transportation of equipment and supplies to construction and maintenance job locations. Employees receive assignments both orally and through written job orders with work inspected by a foreman while in progress and upon completion.

##### ILLUSTRATIVE TASKS

Prepares surfaces to be painted; removes dirt, scales, rust, old paint, grease and other materials; scrapes and sands; applies sizing.

Fills cavities and dents with putty to attain smooth surface; selects and mixes coating liquid to produce desired color, according to specifications using paddle or mechanical mixer.

Work involves cleaning grease and dirt from surfaces, using materials such as lacquer thinner, turpentine, soap and water; applies masking tape over parts and areas that are not to be coated; fills cavities and dents with putty to attain smooth surface.

Applies paint by regulating sprayer valves and nozzle to obtain desired width and pressure of spray.

Cleans spraying equipment and brushes with solvent; makes minor repairs to equipment and other apparatus.

Coats areas inaccessible to hand sprayer, using brush.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, equipment, tools and practices involving spray painting.

Considerable knowledge of the preparation and work involved necessary for spray painting.

Considerable knowledge of the hazards and safety precautions of the work.

Knowledge of the methods used to mix, match and blend paints, enamels and other materials used in spray painting.

Ability to operate specialized paint equipment to obtain desired results according to established procedures.

Ability to understand and follow oral and written instructions.

Skill in the use and care of paint brushes, spray guns and other equipment of the painting trade.

REV 2-71

#### Nature Of Work

This is skilled work at the journeyman level in spray painting fixtures, furniture, signs and mechanical equipment.

### Painter Supervisor (006518)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in painting building structures of facilities are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the painting of county buildings, fixtures and equipment.

Employees in this class are responsible for planning, assigning and reviewing the work of journeyman painters and skilled and unskilled helpers performing painting and related tasks in accordance with standard trade practices. Emphasis of the work is on providing technical direction to subordinates, planning work methods and procedures for a variety of painting assignments, coordinating work at a variety of geographically separated locations, and participating in various painting assignments. Duties are performed with independent judgment regarding technical phases of work, and in assuring that painting methods and practices adhere to established standards. Assignments may be verbal or consist of written job orders. Supervision is exercised over a staff of journeyman painters, and skilled and unskilled helpers through periodic inspection of work in progress and upon completion for satisfactory application of painting skills and adherence to job specifications. Supervision is received from a technical or administrative superior who reviews work through personal inspections, conferences and written reports for timely completion of painting projects, quality of work, and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of journeyman painters and skilled and unskilled trades helpers engaged in preparing surfaces and materials for painting, mixing paints and stains, and applying paint to interiors and exteriors of buildings, and furniture and equipment. Supervises the inspection and preparation of surfaces for painting; lays out and explains jobs to be done; recommends working procedures; provides on-site supervision and inspects completed work for satisfactory application of painting skills and adherence to job specifications; personally performs skilled work in interior and exterior painting.

Supervises the mixing and matching of paints and stains to conform with existing or specified colors, and the glazing, varnishing and staining of furniture.

Communicates and enforces established safety practices and procedures.

Prepares accurate estimates of time and materials required for proposed jobs; keeps records of labor and material costs; requisitions equipment, materials and supplies.

Develops, mixes and submits for approval color and finish samples of materials to be used in various painting projects.

Operates a motor vehicle to transport subordinates, materials and supplies to various job locations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the standard practices, methods, tools and materials of the painting trade.

Thorough knowledge of the types, qualities and uses of various paints and stains.

Thorough knowledge of the occupational hazards and safety precautions of the painting trade.

Knowledge of supervisory principles and practices.

Ability to supervise subordinate journeyman painters and helpers in a manner conducive to full performance and high morale.

Ability to prepare accurate estimates of time and materials required for painting assignments.

Ability to coordinate work at various geographically dispersed locations.

Ability to understand and follow verbal and written instructions.

Ability to work at considerable heights on scaffolding.

Ability to mix paints and stains in proper proportions.

Skill in the use and operation of spray guns, paint brushes and other equipment of the painting trade.

Skill in mixing paints and matching and blending colors.

Skill in painting.

## Human Resources Department

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### Painter Supervisor (006518)

REV 5-81

#### **Nature Of Work**

This is skilled supervisory work in the painting of county buildings, fixtures and equipment.

### Plasterer (006525)

#### Minimum Qualifications

Eighth grade. Two years of experience in plastering are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the alteration, maintenance and repair of plastered surfaces.

Plasterers repair and maintain plastered surfaces and plaster ornaments throughout county properties. Duties require the ability to lay out work from building plans and involve frequent work from scaffolding. Assignments are received in oral or written form and are frequently accompanied by rough sketches or complete building plans. Work is done under general supervision and is usually inspected by a maintenance superior for adequacy and for conformance with instructions or specifications.

##### ILLUSTRATIVE TASKS

Prepares surfaces for plastering; replaces broken metal or wooden lathes; chips out broken plaster, concrete or tile; mixes plaster according to standard formula.

Applies plaster to walls and ceilings; spreads plaster over lathes with trowel; smooths plastered surfaces to desired finish.

Molds and installs ornamental plaster panels and turns, shaping them by hand, using templates or fabricated molds; applies coat of plaster to wall and presses trim into position.

Does plaster patching where walls or ceiling are cracked or deteriorated; and prepares surface for painters.

Occasionally does other masonry work such as repairing broken and worn out asphalt tile floors, cement finishing, concrete repairing and brick laying.

Installs asbestos insulation and acoustic blocks.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of methods, materials, tools and practices used in the plastering trade.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Ability to estimate time and materials required for specific assignments.

Ability to understand and follow oral and written instructions, sketches and building plans.

Ability to work from ladders and scaffolds.

Ability to work with and from templates and molds.

Skill in the use and care of the tools and materials of the plastering trade.

#### Nature Of Work

This is skilled work at the journeyman level in the alteration, maintenance and repair of plastered surfaces.

### Plumber (006527)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Plumber. Must possess a Driver license and own hand tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, maintenance and repair of plumbing systems, fixtures and accessories. Employees in this class are responsible for performing skilled plumbing tasks in accordance with standard trade practices. Duties include determining work methods and required materials, cutting and installing pipes, performing a variety of plumbing repair and maintenance tasks, and utilizing specialized tools and testing instruments of the plumbing trade. Assignments may be verbal or consist of blueprints, sketches or diagrams. Employees are frequently assisted by various skilled and unskilled trades helpers who assist in various phases of plumbing work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory performance of equipment, compliance with job specifications and adherence to applicable codes and regulations.

##### ILLUSTRATIVE TASKS

Cuts openings in walls for pipes; bends pipes to needed contours; cuts, reams and threads pipe; cuts and installs pvc pipe and polyethylene tubing to specifications.

Installs, maintains and repairs valves, faucets, bathtubs, sinks, lavatories, sewers, vents, drinking fountains, water heaters and other fixtures.

Installs irrigation systems including pumps, pressure tanks, sprinklers, sprinkler controls and connectors.

Pours molten solder over joints and spreads and tapers solder.

Maintains piping systems by opening clogged drains with plungers or other devices; snakes-out pipes and fixtures; replaces washers on leaky faucets; tests for leaks by filling pipe with water under pressure and checking fall pressure with gauges.

Installs pipe and hoses on fire trucks, spray trucks and other specialized equipment and apparatus.

Repairs, replaces and checks high and low pressure steam boilers; blows down and flushes boilers; checks, repairs and replaces safety devices and controls as necessary; flushes and cleans boilers, storage and return tanks, hot water heaters and similar equipment.

Reads and interprets blueprints, sketches and diagrams.

Prepares estimates of time and materials required for plumbing assignments.

Observes established safety practices and procedures.

Operates and uses specialized plumbing tools and equipment such as ratchet cutters, reamers, electric and gasoline powered sewer snakes, pipe wrenches, chain wrenches and pipe vices.

Assigns tasks to various skilled and unskilled helpers assisting in various phases of plumbing work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the plumbing trade.

Considerable knowledge of the flows, pressures and capacities of water tanks and lines.

Considerable knowledge of applicable local plumbing codes effective in the county.

Considerable knowledge of the occupational hazards and safety precautions of the plumbing trade.

Knowledge of blueprints and plumbing diagrams.

Ability to install, repair and maintain plumbing systems, fixtures and accessories.

Ability to locate defects in plumbing fixtures, systems and equipment.

Ability to follow verbal and written instructions.

Ability to read and interpret blueprints, sketches and diagrams.

Ability to prepare time and material estimates for plumbing assignments.

Skill in the care and use of standard tools, equipment and testing devices of the plumbing trade.

Skill in the diagnosis of plumbing malfunctions.

Skill in the plumbing trade.

## Human Resources Department

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### Plumber (006527)

REV 11-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, maintenance and repair of plumbing systems, fixtures and accessories.



### Plumber Supervisor (006528)

#### Minimum Qualifications

High school diploma or GED. Must possess a Miami-Dade County Certificate of Competency as a Master Plumber. Two years of experience as a licensed Journeyman Plumber are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the installation, maintenance and repair of plumbing systems, fixtures, equipment and accessories. Employees in this class are responsible for planning, assigning and reviewing the work of journeyman plumbers and trades helpers performing plumbing and related duties in accordance with standard trade practices. Emphasis of the work is on providing technical direction to subordinates, planning work methods and procedures for small and large-scale projects, coordinating plumbing work at a variety of geographically separated locations, and participating in plumbing installation, repair and maintenance tasks. Assignments may be verbal or written, and accompanied by blueprints, sketches and diagrams. Work is performed with considerable independent judgment regarding project requirements and technical phases of plumbing work. Supervision is exercised over a staff of journeyman plumbers and trades helpers through periodic inspection of work in progress and upon completion for adherence to job specifications and satisfactory performance of equipment repaired, installed or maintained. Supervision is received from a technical or administrative superior who reviews work through personal inspections, conferences and written reports for timely completion of plumbing projects, quality of work and adherence to job specifications and applicable codes and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of journeyman plumbers and skilled and unskilled trades helpers engaged in the installation, maintenance and repair of plumbing systems, fixtures, equipment and accessories; lays out and explains jobs to be done and recommends working procedures; provides on-site supervision and inspects completed work for satisfactory performance of installed or repaired equipment or fixtures, and adherence to applicable plumbing codes and regulations.

Participates as required in skilled tasks in laying out, installing, repairing and maintaining plumbing fixtures and systems.

Supervises the installation, maintenance and repair of valves, faucets, bathtubs, sinks, lavatories, closet valves, bowls, urinal tanks, flush pipes, drinking fountains, water heaters, irrigation systems and other systems, equipment and fixtures.

Supervises a wide variety of plumbing and steam fitting maintenance and reconstruction work at county hospitals and other county institutional operations; supervises the maintenance and repair of specialized equipment and apparatus.

Receives and resolves complaints concerning water service and plumbing problems.

Assists administrative and technical superiors in planning new construction and major modifications; provides technical advice concerning plumbing phases of proposed projects.

Estimates time and materials required for proposed jobs; keeps records and submits reports; requisitions equipment, materials and supplies.

Communicates and enforces established safety practices and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the standard practices, methods, tools and materials of the plumbing trade.

Thorough knowledge of the flows, pressures and capacities of water tanks and lines.

Thorough knowledge of applicable local plumbing codes effective in the county.

Thorough knowledge of the occupational hazards and safety precautions of the plumbing trade.

Considerable knowledge of blueprints and plumbing diagrams.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of journeyman plumbers and trades helpers in a manner conducive to full performance and high morale.

Ability to install, repair and maintain plumbing systems, fixtures, accessories and equipment.

Ability to locate defects in plumbing fixtures, systems and equipment.

Ability to read and interpret blueprints, sketches and diagrams.

### Plumber Supervisor (006528)

Ability to follow verbal and written instructions.

Ability to coordinate plumbing work at various geographical locations.

Ability to prepare accurate estimates of time and materials required for plumbing assignments.

Skill in the care and use of standard tools, equipment and testing devices of the plumbing trade.

Skill in the diagnosis of plumbing malfunctions.

Skill in the plumbing trade.

REV 5-81

#### **Nature Of Work**

This is skilled supervisory work in the installation, maintenance and repair of plumbing systems, fixtures, equipment and accessories.

### Refrigeration-AC Mechanic (006532)

#### Minimum Qualifications

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or Journeyman in Air-Conditioning. Must possess a Type II or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration equipment.

Employees in this class are responsible for servicing air conditioning systems and units, cold storage plants, chillers, refrigerators, water cooling systems and related equipment utilized in a wide variety of County facilities and buildings. Employees work independently using handtools, power tools and various precision measuring and testing instruments. Assignments may be in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning equipment. Work is reviewed by a maintenance supervisor who inspects work occasionally in progress and upon completion for compliance with instructions and for satisfactory operation of equipment repaired, installed or maintained.

##### ILLUSTRATIVE TASKS

Overhauls and services air conditioning and refrigeration units by repairing, replacing or adjusting worn or broken parts on condensers, compressors and water and vacuum pumps; tests equipment for refrigerant leaks.

Repairs or adjusts valves, piping connections, fittings and couplings by bolting, riveting, welding, soldering and brazing, using hand tools, acetylene torch, prestolite torch and drill press.

Removes motors and pumps, replaces shafts and bearings, repacks and reinstalls; replaces, repairs and recalibrates thermostats and humidistats; adjusts expansion valves; adjusts or changes belts; replaces gaskets, hinges and hardware.

Sets airflow controls to suit occupants by adjusting splitters, dampers, diffusers and fan speeds; removes, cleans and replaces strainers and filters; rebuilds, repairs and paints wood and metal cooling towers and fans; adds appropriate chemicals to water towers to prevent rust and corrosion.

Starts equipment, observes operation and reads gauges and instruments such as volt-ohm meters; determines temperature, velocity and humidity factors using air and water temperature gauges; adjusts mechanisms such as valves, controls and pumps to control level of fluid, pressure and temperature; bleeds contaminants from system and charges with specified amount and type of refrigerant; checks gauges and makes periodic preventive maintenance inspections.

Assists supervisor in planning modifications and new installation projects, preparation of specifications, and in major overhauling and reconditioning jobs utilizing blueprints, engineering specifications and knowledge of refrigerant systems.

Maintains simple job records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the practices, methods, materials, test instruments and tools commonly utilized in the repair and service of various types of heating, air conditioning and refrigeration equipment.

Considerable knowledge of the mechanical operation and repair characteristics of various kinds of cooling equipment.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Knowledge of the principles of mechanics.

Ability to detect defects in machinery and to make the necessary repairs or adjustments.

Ability to work from verbal or written instructions, simple diagrams and sketches.

Skill in the care and use of tools and equipment essential for the repair of food, water and air refrigerating equipment.

### Refrigeration-AC Mechanic (006532)

REV 1-95

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration equipment.

### Refrigeration/Air-Conditioning Mechanic Supervisor (006533)

#### Minimum Qualifications

Eighth grade. Must possess a Universal Certificate of Completion in a Refrigerant Transition and Recovery Certification Program recognized by the Environmental Protection Agency (EPA). Must possess a Miami-Dade County Certificate of Competency as a Master Mechanic in Refrigeration and/or Air-Conditioning. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the operation, maintenance and repair of varied types of refrigeration equipment.

The Refrigeration Mechanic Foreman plans, coordinates and supervises work incidental to the installation, repair, maintenance and servicing of refrigerators and refrigeration equipment and component parts in food refrigeration, air conditioning units and plants, and water cooling systems. Duties may include the supervision of a cold storage plant providing space allocations for a variety of perishable products. The Foreman consults with the users of the equipment to determine the exact nature of services required or malfunctions noted. Supervision and assistance are given to subordinate mechanics in diagnosing and planning repair and installation work. Job assignments are received in oral or written form from a maintenance superintendent or from an administrative superior. Completed jobs are primarily supervised through the satisfactory performance of the equipment and satisfaction of the clientele served.

##### ILLUSTRATIVE TASKS

Lays out, assigns and directs the work of mechanics on overhaul and repair work to air conditioning, water cooling, and food refrigeration systems and equipment; maintains records and submits reports of materials, costs and charges.

Supervises the operation of a cold storage plant including the maintenance of the mechanical equipment, allocation of locker space and dealing with business representatives using the services of the plant.

Consults with administrative and supervisory personnel regarding new installations and modifications of existing systems; and in the preparation of specifications for work to be done on contract; consults with nursing and medical personnel regarding the special requirements of surgery, maternity, nursery and other specialized medical units.

Inspects all products to be stored to ascertain condition and quantity.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the practices, methods, equipment, materials and tools of the refrigerating and air conditioning trades.

Thorough knowledge of the mechanical operation and repair characteristics of various brands and kinds of refrigeration equipment.

Thorough knowledge of the interrelationship of other trades to the work of refrigeration and air conditioning.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Knowledge of the spoilage characteristics of a variety of perishable products.

Knowledge of effective supervisory techniques.

Ability to make effective sketches of work to be done.

Ability to initiate invoices for services provided.

Ability to plan, lay out and supervise the work of skilled mechanics in a manner conducive to full performance and high morale.

Skill in the use and care of the tools and equipment of the refrigeration trade.

## Human Resources Department

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### Refrigeration/Air-Conditioning Mechanic Supervisor (006533)

REV 4-62

#### **Nature Of Work**

This is skilled supervisory work in the operation, maintenance and repair of varied types of refrigeration equipment.

## Landfills System Mechanic (006536)

### Minimum Qualifications

Three years of experience in the repair, maintenance and operation of pumping systems, generators, leachate or irrigation systems are required.

### Job Specifications

#### NATURE OF WORK

This is skilled work at the journeyman level in the installation, repair and maintenance of complex mechanical landfill systems.

Employees in this class are responsible for the installation, repair and maintenance of complex mechanical landfill systems used for purposes of irrigation, odor control, gas recovery, dust control, leachate collection and litter control. Duties involve installing, repairing and maintaining equipment including pumps, electrical motors, industrial sprinklers, pipes, fences and all component parts of landfill systems. Related work includes operating vehicular equipment such as bulldozers, backhoes, front-end loaders, dump trucks, water trucks and fire trucks. Supervision is received from a technical and administrative superior who reviews work through conferences, personal observations and written reports for satisfactory completion of assigned responsibilities.

#### ILLUSTRATIVE TASKS

Installs, maintains and repairs complex mechanical landfill systems including industrial vacuum pumps, electric motors, industrial sprinklers and pipes; greases, changes oil and filters; overhauls pumps; replaces components including timers, electric motors, pumps, gauges and valves.

Monitors leachate in manholes, valves and pumps; checks levels and activates valve system to control level as necessary.

Monitors landfill irrigation systems and gas recovery systems; positions industrial sprinklers on and around landfill; ensures rotation of water canon; checks working face of landfill for dust control and moves sprinklers as necessary by disconnecting hoses, attaching to vehicular equipment, moving to the next area and reconnecting; checks gas pipes for flame and re-lights as necessary.

Reads meters and pressure gauges pertaining to landfill systems; determines breakdowns or malfunctions, leachate levels, rain gauge levels, pump hour usage, and general operating conditions of electrical and mechanical equipment; generates reports.

Monitors and maintains odor control system in the shredder facility and on the landfill; refills drums with chemicals; assures that electric timer motor and blower are in proper operating condition.

Installs, maintains and repairs litter control fences at the landfill and other locations.

Maintains, cleans and repairs tools and equipment used in the performance of assigned duties.

Assists in extinguishing landfill or other fires through placement of industrial sprinklers, or operating fire truck or other heavy equipment.

Observes established safety practices and procedures pertaining to landfill systems repair and maintenance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of tools, equipment, methods and materials of the mechanical and electrical trades.

Considerable knowledge of the design and operating characteristics of complex mechanical landfill systems.

Considerable knowledge of the repair and maintenance of various types, makes and models of heavy duty industrial pumps, gauges and other secondary components of landfill systems.

Considerable knowledge of the occupational hazards and safety precautions applicable to the repair, installation and maintenance of industrial equipment used in landfill operating systems.

Knowledge of the records, forms and reports required in the area of assignment.

Ability to install, repair and maintain a variety of complex landfill systems equipment.

Ability to operate a variety of heavy equipment.

Ability to detect by inspection worn, defective, or improperly adjusted parts or assemblies used in landfill operations.

Ability to read and follow diagrams, blueprints and schematics.

Ability to tabulate numerical information and prepare reports.

Ability to understand the environmental impact of landfill systems failures.

Ability to plan material requirements for simultaneous repair and routine maintenance work.

## Human Resources Department

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### Landfills System Mechanic (006536)

Skill in the repair and maintenance of complex landfill systems equipment.

NEW 10-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the installation, repair and maintenance of complex mechanical landfill systems.



### Waste Plant Mechanic (006537)

#### Minimum Qualifications

High school. Two years of experience in the installation, repair and maintenance of large stationary industrial motors and other mechanical equipment are required. Must possess a CDL/Class B. Must possess own hand tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled journeyman level work in the maintenance, repair and installation of a variety of heavy industrial mechanical equipment in a large waste disposal plant and in waste transfer facilities.

Employees in this class are responsible for the repair, maintenance and installation of heavy industrial mechanical equipment associated with shredder mills, conveyors, compactors and fixed waste mechanical equipment. Equipment includes pumps, compressors, duct work, pipe line, hydraulic components, gear boxes and facility mechanical equipment at waste disposal and waste transfer facilities. Duties include working with Waste Plant Electricians in the installation of electrical motors and proper shaft alignment. Employees work independently or oversee a crew of subordinate maintenance employees and use specialized hand tools, power tools and precision measuring and testing equipment. Supervision is received from a technical and administrative superior who makes general assignments and more detailed assignments when tasks involve new or difficult problems, and reviews work in progress and upon completion for satisfactory operation of equipment repaired, maintained or installed.

##### ILLUSTRATIVE TASKS

Maintains, repairs and replaces components of shredder mills, conveyors and compactors, including conveyor rollers, conveyor belts, bearings, sprockets, chains, motors, shredder hammers, shredder hammer pullers and shredder fogging systems.

Inspects, replaces and installs new valve seats in pumps, pistons and valves in hydraulic equipment associated with compactors and facility mechanical equipment, reduction gears and air compressors.

Diagnoses, inspects and repairs bearings, centrifugal pumps and keeps seal rings in proper condition; oils bearings, makes and maintains proper alignment of pumps and motors; inspects and repairs rubber connections in couplings, gear reducers and chain drives.

Inspects, maintains and repairs mechanical equipment associated with the physical plant at waste disposal and transfer facilities including fire sprinkler system lines, heads and pumps, air conditioning equipment, plumbing, and emergency power generation equipment motors.

Oversees a crew of subordinate maintenance employees in the accomplishment of complex and difficult assignments; directs, leads and performs tasks with assigned maintenance crew.

Performs assigned preventive maintenance on facility and plant equipment in accordance with maintenance directives.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the construction, design and adjustment of heavy industrial mechanical equipment used in a large waste disposal plant and in waste transfer facilities.

Considerable knowledge of the methods and techniques used in the installation, repair and maintenance of heavy industrial equipment.

Considerable knowledge of the tools, equipment and supplies used in the installation, adjustment, repair and maintenance of mechanical equipment uses in a large waste disposal plant and in waste transfer facilities.

Considerable knowledge of the occupational hazards and safety precautions applicable to the repair, maintenance and installation of heavy industrial mechanical equipment.

Considerable knowledge of the operating characteristics and maintenance requirements of mechanical equipment in the area of assignment.

Considerable knowledge of the principles of mechanics and hydraulics.

Ability to detect by inspection, worn, defective or improperly adjusted part or assembly in a large variety of machinery.

Ability to work from blueprints, pencil sketches and other written instructions.

Ability to follow verbal instructions.

Ability to repair, maintain, adjust, and install a large variety of mechanical equipment.

Ability to keep work records and make reports of materials used and work performed.

Ability to repair, maintain, adjust and install a large variety of mechanical equipment.

Skill in the diagnosis of equipment malfunctions.

Skill in the use of hand tools, power tools, precision test equipment and shop equipment.

### Waste Plant Mechanic (006537)

REV 5-86

#### **Nature Of Work**

This is skilled journeyman level work in the maintenance, repair and installation of a variety of heavy industrial mechanical equipment in a large waste disposal plant and in waste transfer facilities.

### Waste Plant Electrician (006538)

#### Minimum Qualifications

Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Two years of experience at the journeyman level in the maintenance and repair of electronic and electrical systems or equipment are required. Must possess a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled journeyman work in the maintenance, repair and installation of both high and low voltage electrical and electronic systems and equipment in a modern solid waste disposal facility.

Employees in this class perform skilled electrical and electronic repair tasks in accordance with standard practices of the electrical and electronic trade, including responsibility for performing special work required for high voltage electrical equipment and controls. Work requires a knowledge of the mechanical and operational aspects of equipment and its installation. Incumbents use special electrical tools such as voltmeters, ammeters, insulation testing meters, industrial analyzers, ground testers and also use special equipment necessary for the maintenance of large electrical motors. Assignments are made either orally or through written orders and may be accompanied by diagrams and blueprints. Technical supervision is received from a superior on unusual or difficult operational problems and work is evaluated by satisfactory performance of equipment repaired or maintained.

##### ILLUSTRATIVE TASKS

Installs, maintains and repairs a variety of electronic controls such as current/voltage scale indicators and controllers, computer set stations, solid state modular controls, single case recorders, servo drive systems, servo amplifiers, temperature indicator panels and sending units; inspects and monitors all components for leakage and impending breakdown.

Installs, maintains and repairs electronic controls for electrostatic precipitators, including primary and secondary live voltage and amperage, printed circuit modules, transformers, collector plates and discharge wires.

Installs, maintains and repairs bridge crane components including control contractors, rectifier panels, continuity sensing units, signal converters, tachometer continuity and limit panels, pneumatic and hydraulic timing controls; removes, reclines and adjusts holding and closing of bridge and trolley brakes.

Installs, maintains and repairs both high and low voltage electric motors, motor starters, contractors and all types of industrial wiring and lighting.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of standard practices, methods, tools and materials of the electrical and electronic trade.

Considerable knowledge of the installation, alteration, repair and maintenance of both high and low voltage electrical and electronic systems and equipment in modern solid waste disposal facilities.

Knowledge of local and national electrical codes.

Knowledge of the hazards of the trade and of appropriate precautionary measures, particularly as they pertain to work on high voltage electrical systems and equipment.

Knowledge of the operating principles and repair techniques applicable to electronic equipment.

Ability to locate and adjust defects in electrical and electronic systems and equipment.

Ability to work from electrical diagrams and blueprints, and to understand and effectively carry out oral and written instructions.

Ability to make appropriate estimates of time and materials.

Ability to follow electrical wiring diagrams on low and medium voltage motor controllers and circuit breakers.

Skill in the care and use of standard and special electrical tools and testing equipment.

NEW 10-78

#### Nature Of Work

This is advanced skilled journeyman work in the maintenance, repair and installation of both high and low voltage electrical and electronic

### Waste Plant Electrician (006538)

systems and equipment in a modern solid waste disposal facility.

#### Minimum Qualifications

Eighth grade. One year of experience as a skilled sign painter to include experience with computerized sign making and silk screen procedures is required.

#### Job Specifications

##### NATURE OF WORK

This is skilled manual work at the journeyman level in the design and lettering of signs, posters, show cards and various pictorial displays. Employees in this class are responsible for a variety of sign painting and lettering. Work involves the use of freehand lettering, stencils, silk screens and other painting processes. Additional work includes the cutting of mitre boards for use in silk screen frames, sanding and preparing surfaces for painting. Work assignments are received in the form of sketches, oral or written instruction from a maintenance supervisor who reviews work upon completion for satisfactory appearance and conformance with specifications.

##### ILLUSTRATIVE TASKS

Hand letters a variety of signs, laying out and cutting film for silk screen processing; cutting mitre boards for silk screen frames. Makes original drawings, cutting paper stencils for hand lettering used in gold leaf lettering, signs for building and parking signs, desk plates and special signs and posters. Prepares signs for advertising displays for resale merchandise, murals, cartoon work, cut-outs for displays and other related painting work. Letters and numbers automobile equipment, boats, concession trailers, using striping brush and masking tape. Makes a variety of informational and directional signs; letters office doors and signs for affixing to buildings and equipment. Does some commercial art work in designing special signs and posters. Mixes, matches and blends paints, enamels and other materials used in sign painting. Maintains records of supplies used in daily work; requisitions materials and supplies as needed. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods and materials used in the sign painting trade.  
Considerable knowledge of the proper methods of preparing surfaces for painting.  
Considerable knowledge of the equipment and techniques used in sign painting such as silk screen, air brush, spray gun, sanding machine and vacuum applicators.  
Ability to design signs and do hand lettering.  
Ability to interpret request work from sketches; cut special stencils for a variety of signs, posters and pictorial displays.  
Ability to design and build frames to be used in silk screen processing.  
Ability to arrange opaque letters for desired design of photographic stencils.  
Skill in the blending and mixing of paints for desired colors.  
Skill in the use of hand tools and other equipment used in sign painting.

REV 10-69

#### Nature Of Work

This is skilled manual work at the journeyman level in the design and lettering of signs, posters, show cards and various pictorial displays.

## Human Resources Department

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### Power Systems Supervisor (006549)

**Minimum Qualifications**

High school. Four years of experience in the repair and overhaul of large internal combustion engines, engine electric systems, solid state electrical controls or automatic electric power transfer devices are required. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is skilled and supervisory work in the maintenance and repair of large stationary diesel engines, generators, and auxiliary equipment.

## Power Systems Technician (006550)

### Minimum Qualifications

High school diploma or GED. Three years of experience in the repair and overhaul of large internal combustion engines, engine electric systems, solid state electrical controls or automatic electric power transfer devices are required. Must possess a CDL/Class A.

### Job Specifications

#### NATURE OF WORK

This is skilled journeyman level work in the maintenance, repair, overhaul and operation of large stationary diesel engines and auxiliary equipment.

Employees in this class perform specialized mechanical work in the maintenance, repair, overhaul and operation of large diesel engines on an assigned shift at a county facility which requires an uninterruptable power supply. Employees work independently using specialized tools and various testing instruments specially suited to diesel repair. Supervision may occasionally be exercised over a small group of semi-skilled employees engaged in repair and overhaul work. Supervision is received from an administrative superior who reviews work through maintenance records and personal observations for effectiveness of maintenance and operation of equipment.

#### ILLUSTRATIVE TASKS

Diagnoses, adjusts, repairs and overhauls large stationary diesel engines, generators and auxiliary equipment.

Repairs, pump-tests and gauges injection nozzles; repairs and adjusts fuel pump governors, compression valves, engine governors, clutches, right angle drives and other related equipment.

Checks, replaces and fits new camshaft bearing and timing gears; inspects and replaces worn accessory spring drive gears, springs and guides.

Replaces, cleans and overhauls engine lubricating oil pumps, water pumps, turbocharger, lube oil pumps and speed increaser lube oil pumps; cleans, inspects and overhauls turbochargers.

Checks shaft alignment; repairs and cleans air starting distributor systems; maintains starting batteries, battery charging systems and status; obtains and records hydrometer readings, adds water and checks connections.

Keeps records of engine maintenance work performed, operation time and other related activities; requests and maintains supplies of replacement parts.

Starts, operates, stops and adjusts large diesel engines and their auxiliaries according to load demands and characteristics; reads meters, gauges and other recording and indicating devices showing operating conditions.

Makes adjustments to provide most satisfactory engine and auxiliary equipment operation; makes continual inspections of the engines and auxiliaries to which assigned.

Checks fuel supply, cooling water, exhaust temperatures and lubricating oil consumption; makes operating adjustments, keeps machinery clean and maintains a continuous operating record of each engine and auxiliary.

Assures diesel engines interface with emergency generators and air-conditioning chiller units.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the construction, design, repair, adjustment and operation of large diesel engines and their auxiliaries.

Considerable knowledge of the usual types of mechanic's tools and equipment as well as special tools used in the repair and maintenance of diesel engines.

Considerable knowledge of the operation of electric generators, motors, large blowers, air-compressors and large pumps and valves.

Knowledge of the operation of air-conditioning chiller systems.

Ability to recognize unsatisfactory operating conditions as shown by meters, gauges, indicating and measuring devices, and abnormal engine sounds.

Ability to act quickly in making necessary changes or adjustments as needed.

Ability to detect by inspection any worn, defective or improperly adjusted diesel part or assembly.

Ability to follow oral and written instructions.

Ability to keep accurate records of repair, maintenance and operation of diesel engines and their auxiliaries.

Skill in the diagnosis of defects and failures of large diesel engines and their auxiliary equipment.

## Human Resources Department

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### Power Systems Technician (006550)

Skill in the use of specialized diesel repair tools and testing instruments.

NEW 10-79

#### **Nature Of Work**

This is skilled journeyman level work in the maintenance, repair, overhaul and operation of large stationary diesel engines and auxiliary equipment.

### Security Alarm Specialist (006551)

#### Minimum Qualifications

High school diploma or GED. Must possess a Miami-Dade County Certificate of Competency as a Burglar Alarm Electrical Specialist. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the installation, alteration and repair of intrusion and fire alarm systems in county buildings. An employee in this class is responsible for performing specialized skilled electrical tasks in accordance with standard trade practices pertaining to intrusion and fire alarm systems. Duties include working independently with considerable latitude in determining methods of work, and using specialized tools and testing instruments of the electrical trade. Assignments may be verbal or consist of sketches, blueprints and electrical diagrams. Employees are frequently assisted by various skilled and unskilled trades helpers who assist in various phases of work. Supervision is received from an administrative superior who holds the incumbent responsible for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Installs, maintains and repairs a variety of intrusion and fire alarm systems in a variety of county buildings.  
Studies county buildings and facilities and prepares recommendations concerning the development of the best methods of intrusion protection.  
Analyzes intrusion detection systems in county buildings and facilities and identifies and corrects faults in installation.  
Supervises the activities of various skilled or unskilled trades helpers who assist with various phases of work.  
Utilizes various tools of the electrical and electronic trade in the performance of assigned duties.  
Reads and interprets sketches, blueprints and electrical diagrams.  
Observes established safety practices and procedures applicable to the electrical trade.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the modern equipment and technology of the intrusion detection and fire alarm system industry.  
Considerable knowledge of the standard practices, methods, tools and materials of the electrical trade.  
Considerable knowledge of the principles and theory of electricity.  
Considerable knowledge of the occupational hazards and safety precautions of the electrical trade.  
Knowledge of blueprints and electrical diagrams.  
Knowledge of local electrical codes effective in the county.  
Ability to install, repair, maintain and alter a variety of intrusion and fire alarm systems.  
Ability to locate defects in a variety of intrusion and fire alarm systems.  
Ability to follow verbal and written instructions.  
Ability to read and interpret blueprints, sketches and electrical diagrams.  
Skill in the care and use of standard tools, equipment and testing instruments of the electrical trade.  
Skill in the diagnosis of electrical malfunctions.  
Skill in the electrical trade.

NEW 10-81

#### Nature Of Work

This is skilled work at the journeyman level in the installation, alteration and repair of intrusion and fire alarm systems in county buildings.



### Security Alarm Specialist Supervisor (006552)

#### Minimum Qualifications

Graduation from an accredited high school. GED or high school equivalence is acceptable. A current valid Master Burglar Alarm Installer's Certificate or a current valid Dade County Certificate of Competency as a Master Electrician is required. Must possess a valid Driver license. Knowledge and experience with burglar alarm systems are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the installation, alteration, maintenance and repair of electronic intrusion alarm systems, equipment, fixtures and receivers.

An employee in this class is responsible for planning, assigning and reviewing the work of journeyman alarm technicians and private contract assistants engaged in electrical alarm system installation and maintenance. Emphasis of the work is on providing technical direction to subordinates, participating in electrical assignments, advising administrative superiors on the most effective type of burglar alarm system, and determining security alarm system needs and project requirements. The employee designs blueprints and specifications as the nature of the job-site requires, and trains, assists and monitors reports of support staff responsible for recording alarm responses. Supervision is exercised over skilled craftsmen, unskilled helpers and contract assistants through inspection of work in progress and upon completion, for satisfactory performance of alarm systems, equipment, fixtures and receivers installed, repaired or maintained. Supervision is received from an administrative superior who reviews work through personal inspections, systems' effectiveness to prevent burglaries, cost, and project completion time.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of journeyman alarm technicians and trades employees engaged in the installation, alteration, maintenance and repair of intrusion-alarm systems; lays out and explains jobs to be done; recommends working procedures and instructs employees in new techniques; provides on-site supervision, and inspects completed work for proper installation and function of alarm system.

Applies for construction permits when applicable.

Participates as required in installation and maintenance work.

Attends police and security seminars to keep abreast of the latest technical innovations in security work.

Advises administrative supervisors in planning new alarm systems, both in existing facilities and those under construction; provides technical advice and inspects alarm construction done under contract.

Designs blueprints and specifications as the nature of the job-site requires.

Supervises and participates in the installation and maintenance of a large variety of specialized equipment associated with the safety and security of a County building including card-reader locks, intercoms, electric door-releases, and closed-circuit television.

Develops systems that assure all equipment remains in good working condition and continues to communicate with the Central Station.

Estimates time and materials required for proposed jobs; keeps records, submits reports and prepares requisitions.

Reviews activity sheets, service tickets and unit time sheets of alarm technicians for accuracy; makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Writes letters of certification to local police departments confirming that alarm systems meet city "false alarm" standards.

Communicates with Southern Bell telephone installers to arrange interface of alarm controls and telephone switchboards.

Trains Console Security Specialists responsible for manning receivers at the end of all intrusion alarms; devises forms used to record alarms and responses; reviews forms to assure that all alarms are reporting accurately.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of standard practices, methods, tools and materials of the electrical trade.

Thorough knowledge of the principles and usage of all types of alarm sensors, and methods of alarm transmission by line-seizure, direct-wire, or McCullough-loop systems.

Considerable knowledge of Fire Department life-safety codes for fire exit doors for various municipalities.

Knowledge of architectural drawings, floor plans and blueprints.

### Security Alarm Specialist Supervisor (006552)

Knowledge of the duties of Console Security Specialists in the Central Station where alarm signals are received.

Knowledge of supervisory principles and practices.

Ability to supervise a staff of journeyman alarm installers in an efficient fashion, in widely scattered locations.

Ability to design simple forms for Console Security Specialists to use in listing signal activity.

Ability to design an effective burglar alarm system for a particular building, and to accurately estimate the cost, in labor and materials, to install it.

Ability to troubleshoot any alarm system, and locate and repair malfunctions.

Ability to return to duty at any hour of the night to repair an intrusion alarm in a burglarized building.

Skill in the use of all hand tools of the electrical trade.

NEW 10-88

#### **Nature Of Work**

This is skilled supervisory work in the installation, alteration, maintenance and repair of electronic intrusion alarm systems, equipment, fixtures and receivers.

## Human Resources Department

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### Security Alarm Systems Supervisor (006553)

#### **Minimum Qualifications**

Graduation from an accredited high school. GED or high school equivalence is acceptable. One year of experience in the correctional security and life safety systems is required. A current valid Master Burglar Alarm Installer's Certificate or a current valid Dade County Certificate of Competency as a Master Electrician is required. Must possess a valid Driver license. Knowledge and experience with burglar alarm systems are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced specialized supervisory work in the protection of public and private property within a county facility.

### Welder (006560)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in gas, electric and tungsten inert gas welding in the horizontal, vertical, overhead and flat positions including layout and fabrication are required. Must possess a certificate issued by affiliates of and/or by the American Welding Society. Must possess a CDL/Class B. Must possess own hand tools. Must be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment.

Employees in this class are responsible for the application of trade skills to a variety of welding, brazing and metal cutting tasks on ferrous and non-ferrous metals. Duties include the fabrication of some metallic items, maintaining and performing minor repairs to welding equipment, and occasionally operating a motor vehicle to perform field work. Assignments may be received verbally or through written instructions, blueprints or diagrams. Incumbents exercise considerable independent judgment in the selection of methods and procedures to produce desired results. Supervision is received from a technical or administrative superior who reviews work in progress and upon completion for satisfactory application of welding skills and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Preheats and cleans metals; lays out, cuts and fits materials for welding; selects proper welding heat and proper types and sizes of electrodes for correct penetration and strength of welded metals.

Operates acetylene or electric arc welding equipment in the performance of cutting and welding tasks on machinery and equipment such as truck and automotive bodies, steam and plumbing systems, pump and engine parts, dragline buckets, dozer blades and tracks, loader buckets and other similar machinery and apparatus; performs horizontal, vertical, overhead and flat welding.

Operates various tools and equipment used in welding repair procedures including air wrenches, sheet metal shears and brakes, hoist, drill presses and lift trucks.

Participates in the manufacture of specialized machinery and apparatus for various construction and repair activities.

Brazes, solders and coats non-ferrous metals; performs silver and lead soldering.

Assists in the design of a variety of specialized equipment and builds equipment according to job specifications.

Occasionally does blacksmithing including the manufacturing of eye bolts, braces, angle brackets and similar items.

Occasionally operates a motor vehicle to transport portable welders and acetylene burning-welding equipment to field construction sites.

Cleans, stores, maintains and makes minor repairs to welding equipment.

Adheres to established safety practices and procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of methods, practices and techniques of welding.

Considerable knowledge of the care and use of the tools of the welding trade.

Considerable knowledge of the occupational hazards and safety precautions required in the operation of acetylene or electric arc welding equipment.

Considerable knowledge of the properties of ferrous and non-ferrous metals used in welding work.

Ability to understand and follow verbal and written instructions.

Ability to read simple sketches, diagrams and blueprints.

Ability to operate welding equipment and to perform a variety of welding assignments.

Skill in welding.

Skill in the operation of welding equipment.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### Welder (006560)

REV 12-94

#### **Nature Of Work**

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment.

### Electronic-Electrical Equipment Technician 1 (006572)

#### Minimum Qualifications

Eighth grade. One year of experience in the installation, maintenance, troubleshooting, and repair of electronic equipment is required.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the installation, adjustment, maintenance, modification and repair of traffic signals, electronic control mechanisms, radio and related communications equipment.

Employees in this class are responsible for the maintenance and repair of a variety of stationary and mobile radio transmitting and receiving equipment, traffic signals and various electronic control mechanisms. Work involves application of the principles and techniques of electronic and electrical repairs and adjustments on automatic and electronic traffic control devices, radio and associated communications equipment. Employees follow prescribed methods and procedures but are expected to exercise independent judgment regarding the more routine phases of repairs and adjustments. Instructions relating to work assignments may be oral or written and may be accompanied by sketches, blueprints and electrical diagrams. Supervision is received from a technical superior who reviews work by the satisfactory performance of the equipment installed, maintained or repaired.

##### ILLUSTRATIVE TASKS

Maintains and repairs a variety of electronic and automatic traffic control devices, including controllers, informational signs, neon signs, pedestrian signals, vehicle pressure detectors, radar detectors, radio transmitters and receivers, and other specialized devices.

Installs conduit and duct work and electrical cable of various types in the operation of traffic control signals; assists and supervises in the installation of concrete, steel, aluminum and wood poles for use of automatic and electronic traffic control devices.

Performs on-site maintenance and repairs to traffic signals, including bulb changes, controller lubrication, checking of points and pads for proper working order; times or re-times traffic signal controllers; does troubleshooting work relative to the maintenance of transmission and distribution lines.

Installs, adjusts and maintains medium high and ultra high frequency alternating and direct current radio receivers, transmitters and auxiliaries according to diagrams, drawings and sketches; installs and tests special equipment such as antennae, frequency monitors, microphones, cables and electrical interference suppressors.

Installs and repairs two way radio, public address, intercomms, closed circuit television, automatic control clock systems, airport weather instruments, toll gate equipment and special fire and police alarm systems.

Tests faulty equipment and applies knowledge of functional operation of electronic-electrical units and systems to diagnose cause of malfunction.

Tests electronic components and circuits to locate defects using instruments such as oscilloscopes, signal generators, ammeters and voltmeters.

Replaces defective components and wiring and adjusts mechanical parts using handtools and soldering iron.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and theories of electronic equipment as applied to the operation and maintenance of radio receiving and transmitting equipment.

Considerable knowledge of the principles and theories of electrical equipment as applied to traffic controllers, count summators, analog computers and other automatic and electronic traffic control devices.

Considerable knowledge of the standard tools, materials, methods and practices of the electrical trade.

Considerable knowledge of the practices, methods, tools, equipment and materials used in the repair, testing, maintenance and replacement of radio receiving and transmitting equipment.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of the work with high voltage.

Knowledge of precision test equipment such as digital frequency measuring equipment, oscilloscopes and precision voltage and current measuring devices.

Knowledge of the proper types of splicing used for both overhead and underground circuiting.

Knowledge of the weights and strains permissible and amount of rake required in traffic signal poles, based on pole size and loading

### Electronic-Electrical Equipment Technician 1 (006572)

conditions.

Some knowledge of the principles of microwave radio transmission.

Ability to interpret and work from technical sketches, blueprints and electrical circuitry diagrams.

Ability to identify causes of malfunctions and to repair or replace faulty parts and equipment.

Ability to climb considerable heights.

Skill in the care and use of standard tools, equipment and testing devices of the electrical-electronic trade.

NEW 10-69

#### **Nature Of Work**

This is skilled technical work in the installation, adjustment, maintenance, modification and repair of traffic signals, electronic control mechanisms, radio and related communications equipment.

### Electronic-Electrical Equipment Technician 2 (006573)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the installation, troubleshooting, maintenance and repair of electronic equipment and systems to include automated control panels and the calibration and maintenance of electronic and pneumatic instruments are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

#### Job Specifications

##### NATURE OF WORK

This is limited supervisory or independent technical work in the installation, adjustment, maintenance, modification of traffic signals, electronic control mechanisms, radio and related communications equipment.

Employees in this class supervise, layout, assign and participate in the work of skilled technical subordinates involving a variety of stationary and mobile radio transmitting and receiving equipment; traffic signals and various electronic control mechanisms. Work involves advanced application of the principles and techniques of electronic and electrical repairs and adjustments on automatic and electronic traffic control devices, radio and associated communications equipment. Employees exercise independent judgment in determining systems and job requirements regarding the various technical phases of repair, installation, modification and maintenance. Instructions are received in the form of work orders, with the job detailing and planning left to the discretion of the incumbent. Work is performed under the general direction of a technical superior who occasionally inspects work during process and upon completion for compliance to specifications and standards.

##### ILLUSTRATIVE TASKS

Supervises subordinates in the use of a variety of traffic signal equipment including electronic testers, radar testers, computers, master controllers, shop tools and other specialized devices.

Supervises the installation of conduit and duct work and electrical cable of various types in the operation of traffic control signals; supervises the installation of concrete, steel, aluminum and wood poles for the use of automatic and electronic traffic control devices.

Supervises on-site maintenance and repairs to traffic signals, planned maintenance and service programs; checks for operation, determines operational needs; installs special equipment such as electro-mechanical, solid state, detection devices, time clocks and special relays.

Supervises, lays out, assigns work of subordinate technicians, and personally participates in the more difficult phases of installation, adjustment, repair and maintenance of medium high and ultra high frequency alternating and direct current radio equipment, public address systems, closed circuit television, automatic control clock systems, airport weather instruments and special fire and police alarm systems.

Makes complete overhauls of signal timers, including adjusting, repairing and replacing parts and converting obsolete equipment to conform with present traffic engineering design and construction standards.

Performs periodic frequency checks as required by the Federal Communications Commission to insure that transmitting equipment is broadcasting within the limits of assigned frequencies.

Installs timing and phasing on traffic signals per specifications, investigates timing and phasing complaints, makes minor modifications to equipment as necessary.

Tests tubes, using an oscilloscope, for correct wave forms; checks alignment using signal and audio generator; makes voltage and resistance checks on electronic controllers; manually synchronizes traffic lights by setting dials at predetermined points.

Makes recommendations to superiors for the improvement of radio and sound communications systems.

Estimates time and materials required for proposed jobs; maintains records and submits various reports; requisitions for supplies and equipment.

Prepares and maintains operating and special reports as required by the Federal Communications Commission.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity, radio and sound as applied to the operation and maintenance of radio receiving and transmitting, sound, and closed circuit television equipment and systems.

Thorough knowledge of the principles and theories of electricity as applied to traffic controllers, count summators, analog computers, radar detectors and electrical circuitry and other automatic and electronic traffic control devices.



### **Electronic-Electrical Equipment Technician 2 (006573)**

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and work with high voltage.  
Considerable knowledge of the practices, methods, tools and equipment used in the repair, testing, maintenance and replacement of radio receiving and transmitting, sound and closed circuit television equipment and systems.  
Considerable knowledge of the standard tools, materials, methods and practices of the electrical trade.

Knowledge of precision test equipment such as digital frequency measuring equipment, oscilloscopes and precision voltage and current measuring devices.

Knowledge of the principles of microwave radio transmission.

Knowledge of the weights and strains permissible and amount of rake required in traffic signal poles, based on pole size and loading conditions.

Ability to supervise the repair, testing, maintenance and installation of a variety of radio receiving, transmitting and related equipment.

Ability to plan, assign, review and supervise the work of skilled technicians in the repair, maintenance, construction and installation of traffic control devices.

Ability to interpret and work from technical diagrams, schematics and blueprints.

Ability to prepare and maintain records and reports pertaining to the installation, maintenance and repair of work performed.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Skill in the use and operation of tools and equipment used in traffic signal and sound system repair work.

NEW 10-69

#### **Nature Of Work**

This is limited supervisory or independent technical work in the installation, adjustment, maintenance, modification of traffic signals, electronic control mechanisms, radio and related communications equipment.

### Electronic-Electrical Equipment Supervisor (006574)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the installation, troubleshooting, maintenance and repair of electronic equipment and systems (such as UHF and VHF radio communications equipment, CATVs, CCTVs, public address systems, synchronized clocks or electronic traffic control devices) are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in coordinating and inspecting the installation, modification and repair of traffic signals, electronic control mechanisms, and radio receiver-decoder units.

Employees in this class plan, assign and coordinate the work of skilled technical subordinates servicing a variety of traffic signals, controllers, radio-decoder units, and other electronic control mechanisms. Work involves the planning, supervising and technical direction necessary for traffic signal installation, modification, maintenance and repair of automatic and electronic traffic equipment. Additional responsibilities may include contact with representatives of public utility companies, state officials and contractors to coordinate repairs and new installations. Employees exercise considerable independent judgment in determining systems and job requirements regarding technical phases of repair, installation, modification and maintenance. Instructions are received in the form of blueprints and work orders, with detailed planning and review of completed projects the responsibility of the incumbent. Work is reviewed by a technical superior through the satisfactory completion of work schedules and the satisfactory operation of equipment.

##### ILLUSTRATIVE TASKS

Coordinates activities of all subordinate work crews in planning and giving technical direction involving traffic signal installation, modification, maintenance and repair.

Gives on-site supervision to hazardous or unusual work assignments; may participate as needed in installation involving unusual or difficult technical problems; works with superiors in planning new construction and major modification of equipment.

Assigns and directs crews to job sites; reads and checks blueprints before distribution to crews; assists technicians with any technical problems that might arise involving assigned project.

Plans daily work schedules; suggests working procedures; instructs in new techniques and use of rental equipment such as cranes, ditching machines, and paving equipment.

Coordinates with public utility companies regarding priority of installation of concrete poles and traffic signalizations; calls meetings of utility personnel at the time installations are to be made; notifies companies when installations are completed.

Assists in special circuitry designs for more complex signal installations; interprets blueprints for changes in or planning of special circuitry. Develops, schedules and supervises the performance of a preventive maintenance program providing for servicing, cleaning, synchronizing and testing of traffic signal equipment.

Estimates time and materials required for proposed jobs; reviews time sheets and work reports, trouble reports and service calls; as needed prepares progress reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity as applied to traffic controllers, count summators, analog computers, radar detectors and electrical circuitry and other automatic and electronic traffic control devices.

Thorough knowledge of the occupational hazards and safety precautions of the electrical trade and work with high voltage.

Thorough knowledge of the practices, methods, tools and equipment used in the repair, maintenance, testing and replacement of automatic and electronic traffic signal equipment.

Considerable knowledge of precision test equipment such as digital frequency measuring equipment, oscilloscopes and precision voltage and current measuring devices.

Considerable knowledge of the weights and strains permissible and amount of rake required in traffic signal poles.

Knowledge of recent developments, current literature and sources of information in the field of traffic signalization.

Ability to interpret and work from technical sketches, blueprints and electrical circuitry diagrams.

## Human Resources Department

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### Electronic-Electrical Equipment Supervisor (006574)

Ability to estimate costs, labor and materials necessary to perform the work.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to deal effectively with representatives of other government jurisdictions and county departments.

Ability to maintain complete records and to prepare and submit comprehensive reports.

Skill in the detection, determination and elimination of malfunctions in traffic signal equipment.

NEW 10-69

#### **Nature Of Work**

This is skilled supervisory work in coordinating and inspecting the installation, modification and repair of traffic signals, electronic control mechanisms, and radio receiver-decoder units.

## Construction Field Representative (006601)

### Minimum Qualifications

Bachelor's degree in Architecture, Building Construction, Engineering or a related field. Three years of experience inspecting, reviewing or supervising the construction of commercial architectural projects are required. A State of Florida Professional Engineer license or State of Florida General Contractor's license may substitute for required education.

### Job Specifications

#### NATURE OF WORK

This is professional and technical work in the field inspection of building construction projects.

Employees in this class review construction documents and inspect the construction of major building projects from the design phase through completion of construction and guarantee period. Primary responsibilities include assuring that the work being inspected is constructed in accordance with the requirements of the contract documents, reviewing plans and specifications, preparing field inspection reports and monitoring construction progress. Employees exercise considerable independent judgment in the application of architectural principles and practices and related engineering knowledges. Supervision is received from a professional and administrative superior who reviews work through written reports, joint on-site inspections and personal conferences for conformance with departmental policies and technical quality.

#### ILLUSTRATIVE TASKS

Reviews construction drawings and specifications, from the design phase through final completion, to become thoroughly familiar with the plans and specifications for the work to be inspected, and to recommend changes, additions and corrections which may be advantageous to the design and/or use of materials.

Attends pre-construction meetings and assists in review of Schedule of Values and Construction Progress Charts.

Observes contractor's work to assure compliance with contract documents, approved shop drawings, all applicable building codes, standards and approved practices for quality control; writes inspection reports that include recording the day's events, events that took place since the last inspection report, contractor's activities, instructions given the contractor, and any agreements made.

Issues field orders, if required, to clarify drawings and specifications of work that will not increase or decrease the contract amount; rejects work for non-conformance.

Monitors all testing performed in the field including soil test borings and compaction tests, and concrete slump tests; monitors special testing in the laboratory, if required.

Monitors project progress in relation to construction schedule, and reports all unacceptable work before it develops into an expensive and time consuming operation; follows up and reports on the correction of defective work to be corrected by the contractor.

Monitors maintenance of as-built drawings and verifies variations in the work from the latest drawings and specifications.

Assists in scheduling and conducting field meetings with project consultant, contractor and County personnel.

Assists in the evaluation of the cost of materials and labor for revisions, additions and changes to the contract; assists in solving minor field design problems through recommendation and coordination with the Project Management Team.

Assists in requisition meetings, and verifies amount of work completed for conformance to Contractors' Request for Payment.

Prepares and maintains a Project Record Book containing the description of each field inspection visit, time, site, and weather conditions.

Assists in inspections at Substantial Completion, Final Completion and One-Year Guarantee Periods; assists in the preparation of

Consultants' and Contractors' Performance Evaluation Reports.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of architectural planning, design, construction, and related engineering work.

Considerable knowledge of applicable building codes, laws, regulations, and County design standards.

Considerable knowledge of building materials and methods of construction.

Considerable knowledge of County standards, contracts, forms, and procedures, relative to construction management.

Knowledge of structures, air conditioning, plumbing, and electrical systems.

Knowledge of current construction costs.

Ability to read and comprehend the contract documents and recognize if construction work inspected conforms to such documents.

Ability to recognize existing construction conditions, anticipate problems in advance of their occurrence, and report errors, violations, or

### Construction Field Representative (006601)

problems for corrective action.

Ability to concurrently inspect several projects in various phases of construction for conformance with contract documents.

Ability to comprehend and interpret construction schedules.

Ability to express ideas clearly and concisely, verbally and in writing, and maintain continuity of project inspection records to fully reflect inspections performed.

Ability to establish and maintain effective working relationships with supervisors, consultants, representatives of using agencies and contractors.

NEW 1-84

#### **Nature Of Work**

This is professional and technical work in the field inspection of building construction projects.

## Construction Manager 1 (006610)

### Minimum Qualifications

Bachelor's degree in Architecture, Engineering, Construction Management, or related field. Three years of experience in the design, construction or management of construction projects are required. A State of Florida Professional Engineer license, State of Florida Registered Architect license, certificate issued by State of Florida or Miami-Dade County as a General Contractor's, General Building Contractor or General Engineering Contractor's, or Certificate of Eligibility in General Engineering or General Building may substitute for the required education. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

### Job Specifications

#### NATURE OF WORK

This is professional and administrative work in the management of building construction projects for the county.

Employees in this class are responsible for authorizing and monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of county buildings and related facilities. Emphasis of the work is on the management of various projects through all phases of development including planning, consultant selection, design management, selection of contractor, construction management, inspection and warranty administration. Incumbents exercise independent judgment in the application of the principles and practices of architectural planning, design, construction and related engineering knowledges. Supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives during all phases of the building construction process.

#### ILLUSTRATIVE TASKS

Assists consultants and county agency officials in the development of building construction projects; issues work orders to consultants, surveyors and testing labs; verifies consultant's invoices and recommends payment; reviews consultant's plans and specifications at various stages of development for conformance to program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultant's cost estimates; schedules, attends and writes reports of meetings with consultants and county agency representatives.

Coordinates bid advertisements, printing and distribution of plans and specifications to bidders; schedules and assists in conducting pre-bid conferences; assists in evaluating bids and making recommendations for award of contract.

Assists in coordinating the signing of contracts with contractors; schedules and assists in conducting pre-construction meetings with consultants, contractors and sub-contractors.

Originates Notices to Proceed to contractors and work orders to consultants and testing labs; reviews and recommends approval of periodic requisitions, invoices and supporting data from contractors, consultants and testing labs; reviews field inspection reports.

Assists in the preparation of schedules and monitors construction progress; keeps user agencies informed; assists in the preparation of change orders to contract; keeps records of contingency allowance and consultant's payments.

Assists in the inspection of projects for substantial completion and prepares list of any deficiencies; prepares performance reports on contractors and consultants; arranges for correction of defects by contractor during warranty period; schedules and conducts inspection at end of warranty period and assures correction of defects.

Qualifies the department as general contractor and obtains building permits

Maintains project administrative records and files.

## Construction Manager 1 (006610)

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work.

Considerable knowledge of structural design and air-conditioning, plumbing and electrical systems.

Considerable knowledge of building materials, methods and construction systems.

Considerable knowledge of building codes, laws, regulations and county design standards.

Considerable knowledge of contracts, forms and procedures relative to building construction activities.

Knowledge of current construction costs.

Ability to develop and analyze programs of space requirements for a variety of building construction projects.

Ability to understand architectural and engineering drawings and specifications related to building construction projects.

Ability to review and suggest changes, additions and corrections in the plans and specifications of construction projects.

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.

Ability to inspect projects under construction for conformance to contract documents.

Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 10-80

REV. 04/00

### **Nature Of Work**

This is professional and administrative work in the management of building construction projects for the county.

### Construction Manager 2 (006611)

#### Minimum Qualifications

Bachelor's degree in Architecture, Engineering, Construction Engineering, or related field. Five years of experience in the design, construction, or management of construction projects are required. A license in any of the following may substitute for the required education: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County or State of Florida General Contractor's, Miami-Dade County or State of Florida General Building Contractor, Miami-Dade County or State of Florida General Engineering Contractor's, or Miami-Dade County or State of Florida Certificate of Eligibility in General Building or General Engineering.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work in the management of building construction projects for the county.

Employees in this class are responsible for authorizing and monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex county buildings and related facilities. Work differs from that found in the Construction Manager 1 class in that these positions require more advanced architectural and engineering knowledges and incumbents are assigned a variety of complex and difficult building construction projects involving complex structural, electrical or mechanical features. Responsibilities include the management of several projects simultaneously in various phases of development including planning, consultant selection, design management, selection of contractor, construction management, inspection and warranty administration. Incumbents exercise considerable independent judgment in the application of the principles and practices of architectural planning, design and construction, related engineering knowledges and in the administration of assigned building construction projects. General supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives periodically during the building construction process.

##### ILLUSTRATIVE TASKS

Assists consultants and county agency officials in the development of complex and difficult building construction projects; issues work orders to consultants, surveyors and testing labs; reviews and verifies consultant's invoices and approves payment; reviews consultant's plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultant's cost estimates; schedules, attends and writes reports of meetings with consultants and county agency representative.

Coordinates the development of building construction projects with several agencies that will occupy the structure; develops conceptual plan which resolves conflicts between agencies over space allocations; resolves conflicts with individual agencies over budgetary costs and relative space that would be provided; resolves conflicts between consultant's plans and plans of the several agencies.

Coordinates bid advertisements, printing and distribution of plans and specifications to bidders; schedules and conducts pre-bid conferences with contractors and consultants on complex building construction projects; evaluates bids and makes recommendations for award of contract; attends pre-bid conferences.

Coordinates signing of contracts with contractors; schedules and conducts pre-construction meetings with consultants, contractors and sub-contractors.

Originates Notices to Proceed to contractors and work orders to consultants and testing labs; reviews and approves periodic requisitions, invoices and supporting data from contractors, consultants and testing labs; reviews field inspection reports.

Monitors building construction progress; keeps user agencies informed; prepares change orders to contract; keeps records of contingency allowance and consultant's payments.

Inspects projects for substantial completion and prepares list of any deficiencies.



### Construction Manager 2 (006611)

Prepares performance reports on contractors and consultants; arranges for correction of defects by contractor during warranty period; schedules and conducts inspection at end of warranty period and assures correction of defects; recommends final acceptance of facility on behalf of the county.

Qualifies the department as general contractor and obtains building permits.

Maintains project administrative records and files.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work.

Thorough knowledge of structural design, and air-conditioning, plumbing and electrical systems.

Thorough knowledge of building materials, methods and construction systems.

Thorough knowledge of building codes, laws, regulations and county design standards.

Thorough knowledge of contracts, forms and procedures relative to building construction activities.

Considerable knowledge of current construction costs.

Ability to develop and analyze programs of space requirements for a variety of complex building types.

Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects.

Ability to review and suggest changes, additions and corrections in detailed plans and specifications of construction projects.

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.

Ability to inspect complex projects under construction for conformance to contract documents.

Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials.

Ability to simultaneously manage several complex projects in various phases of development.

Ability to analyze bids and make recommendations for award of contract.

Ability to conduct meetings with consultants, contractors and representatives of user agencies.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 10-80

Rev. 04/00

#### **Nature Of Work**

This is advanced professional and administrative work in the management of building construction projects for the county.

## Human Resources Department

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### Construction Manager 2 (006611)

## Human Resources Department

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### Construction Manager 3 (006612)

#### Minimum Qualifications

Bachelor's degree in Engineering, Architecture, Construction Engineering, or a related field. Seven years of experience in the design, construction or management of construction projects are required. A State of Florida Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County or State of Florida General Contractor's certificate, Miami-Dade County or State of Florida General Building Contractor certificate, or Miami-Dade County or State of Florida General Engineering Contractor certificate, a Certificate of Eligibility in General Building or General Engineering may substitute for the required education.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work with supervisory responsibility in the management of building construction projects for the county.

Employees in this class are responsible for planning, assigning and reviewing the work of a professional staff of Construction Managers. Emphasis of the work is on the development and implementation of policies and procedures to assure success in the monitoring of the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex county buildings and related facilities. Responsibilities include analyzing special conditions or circumstances which arise on projects, assisting subordinates with unusual or difficult solutions to complex building construction problems and assisting in the establishment of division objectives. Incumbents exercise considerable independent judgment in the application of the principles and practices of architectural planning, design and construction, related engineering knowledges and in the administration of a variety of building construction projects. General supervision is received from a professional and administrative superior who holds incumbents responsible for effective work planning and progress and for the quality of professional results through personal conferences and performance reporting.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of subordinate Construction Managers engaged in monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex county buildings and related facilities; establishes policies and procedures for processing consultants' invoices, requisitions and purchase order contracts and for use of testing laboratories; establishes guidelines for reviewing consultants' plans and specifications; conducts meetings with consultants, user agencies and contractors; establishes design guidelines and construction standards for projects; assists subordinates with unusual or difficult solutions to complex building construction problems.

Develops policies and procedures to receive, analyze and incorporate construction suggestions from various county departments and the user agency for building construction projects.

Establishes policies and procedures to satisfy required conditions prior to advertising for bids; determines if pre-bid conferences are required, and if so, explains to bidders specific conditions which may affect bid prices such as site conditions, other contracts and existing buildings; evaluates bids and makes recommendations for award of contract.

Assists subordinates in unusual circumstances where special commitments are required of the contractor prior to contract signing.

Insures compliance with policies and procedures prior to execution of change orders; reviews change proposal requests and advises on establishing priorities for the initiation of change orders.

Establishes standards and procedures for substantial completion and final acceptance inspections and reviews inspections; assists in final determination of project completion and recommends final acceptance of facility on behalf of the county; reviews projects for positive and negative features for benefit of future projects.

Formulates policies for warranty administration; screens complaints during the warranty period and delegates assignments for correction; consults with subordinates on solutions to special problems during warranty periods that are not the responsibility of the contractor and must

### Construction Manager 3 (006612)

be solved by means outside the original contract.

Performs special investigations, sites analyses and feasibility studies as required.

Qualifies the department as general contractor and obtains building permits.

Participates in the development of policies to select competent and responsible consultants and contractors; recommends consultant and contractor performance suitability based on previous evaluations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance/

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work.

Thorough knowledge of structural design, and air-conditioning, plumbing and electrical systems.

Thorough knowledge of building materials, methods and construction systems.

Thorough knowledge of building codes, laws, regulations and county design standards.

Thorough knowledge of contracts, forms and procedures relative to building construction activities.

Thorough knowledge of current construction costs.

Considerable knowledge of the principles of management, public and business administration and their application to the administration of government activities.

Considerable knowledge of supervisory principles and practices.

Ability to plan, organize and supervise the work of a staff of subordinate professional employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising and installing policies and procedures for the administration of building construction projects.

Ability to delegate the authority to subordinates necessary to complete responsibilities in building construction projects.

Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects.

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.

Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials.

Ability to analyze bids and make recommendations for award of contract.

Ability to conduct meetings with consultants, contractors and representatives of user agencies.

### Construction Manager 3 (006612)

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 10-80

REV. 04/00

#### **Nature Of Work**

This is advanced professional and administrative work with supervisory responsibility in the management of building construction projects for the county.

## Library Building Maintenance Specialist (007101)

### Minimum Qualifications

Bachelor's degree. One year of contract management experience is required. Additional experience in building maintenance or trades to include contract management may substitute for the required education on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is advanced technical and administrative building maintenance work for the Library Department.

An employee in this class is responsible for performing inspections of library buildings to identify potential maintenance problems, supervising all contracted maintenance service contracts, contacting outside agencies and other County departments to arrange for contracted services, and determining contract specifications for preparation of contract bids. Related duties include developing a database of library buildings for the preparation of long-range capital refurbishment plans, and developing preventive maintenance plans for library facilities and installed equipment. The incumbent exercises independent judgment and applies technical building maintenance knowledges to the management of departmental maintenance activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for the satisfactory management of the departmental building maintenance program.

#### ILLUSTRATIVE TASKS

Conducts field audits and inspections of library buildings and their mechanical and electrical systems to identify areas of potential maintenance problems.

Supervises all contracted maintenance service contracts; prepares reports describing outstanding maintenance, repairs and replacements needed to comply with contract requirements.

Contacts outside agencies and other County departments to arrange contract services for the Library Department.

Contacts outside agencies and equipment manufacturers for copies of drawings, equipment manuals and record data required for contract specifications needed for preparation of contract bids.

Develops a database of library buildings from information obtained from field audits and inspections to prepare and administer a long-range capital refurbishment plan for each building.

Reviews, monitors, and develops preventive maintenance plans for library facilities and installed equipment.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of physical plant maintenance principles, practices and techniques.

Considerable knowledge of the various building trades including construction, modification and repair methods and techniques.

Knowledge of facilities maintenance, repair, and preventive maintenance requirements of Library Department buildings.

Knowledge of building maintenance inspection techniques sufficient to detect faulty workmanship or materials and compliance with plans and contract specifications.

Knowledge of County procurement practices and procedures.

Knowledge of methods and techniques of contract specification preparation.

Ability to accurately access physical plant maintenance characteristics through field inspection techniques.

Ability to supervise contracted maintenance services and ensure all work is in compliance with contract specifications.

Ability to develop preventive maintenance plans for a variety of public facilities and installed equipment.

Ability to obtain relevant contract specification information for the preparation of contract bids.

Ability to manage and administer contracts for the maintenance and repair of public buildings and building equipment.

## Human Resources Department

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### Library Building Maintenance Specialist (007101)

#### **Nature Of Work**

This is advanced technical and administrative building maintenance work for the Library Department.

### Library Attendant (007103)

#### Minimum Qualifications

High school diploma or GED. One year of experience in clerical, public contact or security work is required.

#### Job Specifications

##### NATURE OF WORK

This is routine work in safeguarding staff, patrons, property, equipment and materials in the Miami-Dade Public Library System.

Employees in this class are responsible for guarding and protecting property from possible loss by fire, theft and vandalism, and ensuring the safety of staff and patrons at a library facility, including escorting them to their vehicles if necessary. Duties include making periodic inspections of the building and grounds to ensure that facilities are properly secured and assisting the Branch Manager with the opening and closing of the facility. Assignments may involve providing patrons with general information, answering the telephone, performing routine circulation functions, receiving shipments and a variety of routine tasks. Independent judgement or discretion is required, with non-routine matters being referred to the immediate supervisor. General supervision is provided by a branch or department manager who reviews work for conformance to established policies and procedures.

##### ILLUSTRATIVE TASKS

Maintains close observation of patrons and determines that they are conducting themselves in accordance with library policies and procedures; in cases of violation or disturbances, attempts to effect a settlement or notifies supervisor on duty; examines library materials to determine that they have been authorized for removal.

Makes routine inspections of all parts of the building including roof, windows, doors, equipment and library grounds to insure they are properly secured and in good working condition. Assists in the opening and closing procedures.

Assists branch manager in dealing with emergency situations as outlined in the library system's Policies and Procedures Manual.

Assists patrons by providing routine information and directions; conducts routine circulation functions; empties outside book drops and returns materials to the library building for processing.

Sorts, distributes and processes incoming/outgoing mail, receives shipments of library materials, equipment and supplies; assists in setting-up and straightening up program areas.

Performs related lower level duties as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of security and safety procedures applicable to the area of assignment.

Knowledge of public relations principles and techniques.

Some knowledge of library circulation procedures.

Some knowledge of office practices and procedures.

Ability to conduct physical inspections of library facilities to ensure the safety of staff and patrons.

Ability to operate common fire equipment and recognize fire hazards.

Ability to deal tactfully, courteously and diplomatically with patrons of the library system.

Ability to react calmly and quickly in emergencies.

Ability to keep simple records and make routine reports.



## Human Resources Department

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### Library Attendant (007103)

Ability to follow verbal and written instructions.

Sufficient physical strength and agility to perform assigned duties.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited high school, G.E.D. or equivalent is acceptable. One year of experience in public contact or security work is required. Must be able to work nights and weekends.

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#### **Nature Of Work**

This is routine work in safeguarding staff, patrons, property, equipment and materials in the Metro-Dade County public library system.

### Bookmobile Operator (007105)

#### Minimum Qualifications

High school. One year of customer service or public contact experience is required. Must possess a CDL/Class B and a good driving record. Must be able to work weekends and nights and be able to lift and handle items weighing up to 50 pounds.

#### Job Specifications

##### NATURE OF WORK:

This is routine vehicle operation and minor clerical work for the Miami-Dade Public Library System.

An employee in this class is responsible for driving a library bookmobile to several library service sites throughout Miami-Dade County and fueling and performing minor vehicle maintenance work. Additional responsibilities include assisting patrons with circulation related functions; issuing library cards; accessing and updating patron records; collecting fines for materials and fees from patrons; maintaining inventory of materials, equipment and supplies, operating audio-visual equipment and assisting with specialized library programs. Work requires some manipulative skill and dexterity in operating mobile equipment safely and independent judgment is required while attending to patrons. General supervision is received from an administrative superior who reviews work for conformance to established policies and procedures.

##### ILLUSTRATIVE TASKS:

Assists patrons with circulation related functions, such as, issuing library cards; accessing and updating patron records; barcodes and links materials; collecting fines for materials and fees from patrons residing outside of the library taxing district; and other routine record keeping and processing duties.

Drives a library bookmobile to several service sites throughout Miami-Dade County; maintains bookmobile by fueling and providing minor maintenance work, such as, checking and correcting fluid levels, checking tires and inspecting vehicle body for corrosion and damage; maintaining a schedule of preventive maintenance services; maintains cleanliness of bookmobile interior and inspects safety equipment; assists with minor emergency road service.

Maintains library materials and equipment; maintains supplies and equipment inventories and requisitions new supplies as needed; operates audio-visual equipment; assists with specialized library projects and programs.

Performs related work as required.

##### KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the general rules and regulations of the library system.  
Knowledge of the road network of Miami-Dade County library system.  
Knowledge of local traffic regulations.  
Knowledge of defensive driving methods and techniques.  
Knowledge of basic library procedures, methods and techniques.  
Knowledge of library circulation and cataloging.  
Knowledge of customer service principles and techniques.  
Ability to file alphabetically and numerically.  
Ability to understand and follow verbal and written instructions.  
Ability to learn routine tasks within a reasonable time period.  
Ability to deal with library patrons in a tactful and courteous manner.

#### Nature Of Work

This is routine vehicle operation and minor clerical work for the Miami-Dade Public Library System.

## Human Resources Department

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### Library Exhibition & Archival Supervisor (007110)

#### **Minimum Qualifications**

Bachelor's degree in Fine Arts, Art History or related field. One year in the planning, installing, coordinating, and art handling fine art exhibitions to include experience in archival, curatorial, conservation, and framing techniques is required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is professional work in the management of an artwork collection for the Miami-Dade County Art in Public Places program.

## Human Resources Department

### Library Transportation Supervisor (007111)

#### Minimum Qualifications

High school or GED. Four years of experience in diversified automotive fleet maintenance, fleet management or fleet procurement. Completion of coursework may substitute for the required experience on a year-for-year basis. Must possess a CDL/Class B with Air-Brake Test.

#### Job Specifications

##### NATURE OF WORK

This is responsible mobile equipment management work involving fleet purchasing, maintenance and cost accounting for a county department.

The incumbent in this class is responsible for the effective planning, coordination and administrative utilization of all mobile equipment for the department. Work involves developing policies and procedures to be used in procuring and maintaining mobile equipment. Duties require the use of technical skill and independent judgment in analyzing mobile equipment management techniques and in recommending procedures to increase efficiency and economy. Supervision is exercised over subordinate personnel engaged in cost accounting and record maintenance. General supervision is provided by an administrative superior who reviews work primarily for conformity with departmental policy and management objectives.

##### ILLUSTRATIVE TASKS

Researches and evaluates modern trends in mobile equipment management including design and manufacture of special purpose vehicles. Develops preventive fleet maintenance programs utilizing manufacturers' specifications; reviews the purchase of all mobile equipment. Prepares contract specifications and assists in the analyzing of bids of the purchase of standard types of automotive equipment. Maintains records for all mobile equipment purchases with careful analysis of expenditures for respective budget codes. Provides intra-departmental allocation of vehicles, transfer of vehicles, and assignment for emergency situations. Provides liaison with mobile equipment division to maintain an efficient preventive maintenance program. Assists the insurance and safety unit on an accident review board involving departmental vehicles. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of all phases of large scale mobile equipment management.  
Thorough knowledge of automotive equipment design, manufacturing and maintenance.  
Thorough knowledge of large scale fleet maintenance management for various types of mobile equipment.  
Considerable knowledge of current concepts and modern techniques used in fleet utilization and replacement.  
Considerable knowledge of cost accounting as applied to vehicular fleet maintenance.  
Ability to develop operating procedures and management systems to improve efficiency.  
Ability to illustrate automotive engineering data and to prepare contract specifications.  
Ability to communicate ideas effectively orally and in writing.  
Ability to research technical information, evaluate data and prepare reports on findings.

NEW 10-72

#### Nature Of Work

This is responsible mobile equipment management work involving fleet purchasing, maintenance and cost accounting for a county department.

## Human Resources Department

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### Library Media Project Coordinator (007115)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

### Library Page (007120)

#### Minimum Qualifications

High school diploma or GED.

#### Job Specifications

##### NATURE OF WORK

This is routine manual work in the Miami-Dade Public Library System.

Employees in this classification are responsible for discharging, sorting and placing library materials on shelves or in files. Duties include packing materials for delivery, processing materials from other libraries and assisting patrons with directional questions and in locating materials. Additional duties include setting up and straightening up program areas and operating audio-visual equipment. Supervision is received from a superior who assigns specific tasks and reviews work for achievement of desired results.

##### ILLUSTRATIVE TASKS

Discharges, arranges and shelves books and other materials for use by library patrons; assists patrons with routine questions and in locating materials.

Packs books and materials for delivery to other libraries or outside vendors; processes materials received from other libraries for circulation; empties book drops and transports books or materials into the branch for processing and re-shelving.

Reads bookshelves to determine improper shelving and missing materials; straightens and dusts shelves, tables and chairs; maintains neatness and orderliness of a program or branch area and/or library grounds.

Sets up program area and equipment for various activities and assists if needed; operates audio-visual equipment.

Assist branch staff with opening and closing of the library.

Runs errands and makes deliveries; assists at a public service desk; answers the telephone; and assists with computer sign-up.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the general rules and regulations of the library system.

Knowledge of basic library procedures, methods and techniques.

Knowledge of the Dewey Decimal filing system.

Some knowledge of library circulation and cataloging.

Some knowledge of customer service principles and techniques.

Ability to file alphabetically and numerically.

Ability to understand and follow verbal and written instructions.

Ability to learn routine and specific tasks within a reasonable time period.

Ability to deal with library patrons in a tactful and courteous manner.

7120

#### LIBRARY PAGE (Cont'd)

##### KNOWLEDGE, ABILITIES AND SKILLS (Cont'd)

Sufficient physical strength and agility to perform assigned duties.

#### MINIMUM QUALIFICATIONS

Must be able to work nights and weekends.

### Library Page (007120)

Rev. 1-2000

#### **Nature Of Work**

This is routine work in a county library system.

### Library Assistant 1 (007123)

#### Minimum Qualifications

High school diploma or GED. One year of clerical or public contact experience is required.

#### Job Specifications

##### NATURE OF WORK

This is entry level para-professional work in the Miami-Dade Public Library System.

Employees in this class are responsible for performing varied clerical work relating to the operation of specialized areas of a library. Duties include serving patrons at the circulation desk by telephone and/or in person; processing library materials for distribution and assisting staff with special projects, programs or a specialized library department. Supervision is received from a superior who assigns tasks and reviews work for achievement of desired results.

##### ILLUSTRATIVE TASKS

Opens and closes the circulation desk; charges and discharges library materials; compiles departmental statistics; assists patrons by telephone and in person with routine procedural and directional questions; processes and issues library cards; assists patrons with automated products.

Screens new library materials for errors and makes corrections as needed; barcodes and links materials, as required; edits records in bibliographic database.

Verifies patron and circulation information by use of computer terminal; processes reserves; empties book drops and returns materials to the designated branch for processing and re-shelving.

Collects fines for materials and fees from patrons residing outside of the library taxing district. May be assigned to balance cash receivables and process deposits to Business Office.

Searches shelves for claim returns and reserves; notifies patrons when reserves are available.

Processes donations, paperbacks, periodicals and rental books for circulation; updates item records in the computer for library materials; types spine labels; makes minor repairs to books. Assists with special projects, programs or specialized library area; checks-in and distributes mail; files materials such as micro-forms and loose leaf services; operates audio-visual equipment.

Maintains library materials and equipment in an assigned library area.

Maintains supplies and equipment inventories and requisitions new supplies as needed.

Performs related lower level work as required.

7123

#### LIBRARY ASSISTANT 1 (Cont'd)

##### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the general rules and regulations of the public library system.

Knowledge of library circulation and cataloging.

Knowledge of basic library procedures, methods and techniques.

Knowledge of customer service principles and techniques.

Ability to file alphabetically and numerically.

Ability to communicate in verbal and written formats.

Ability to handle simple monetary transactions.

Ability to accurately operate a typewriter or computer keyboard.



## Human Resources Department

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### Library Assistant 1 (007123)

Ability to understand, follow and communicate verbal and written instructions.  
Ability to learn routine and specific tasks within a reasonable time period.  
Ability to deal tactfully and courteously with the public.  
Ability to make minor decisions in accordance with library policies and procedures.  
Sufficient physical strength and agility to perform assigned duties.

#### MINIMUM QUALIFICATIONS

One year of clerical or customer service experience. Graduation from a standard high school, G.E.D. or equivalent. Must be able to work nights and weekends.

Rev. 1-2000

#### **Nature Of Work**

This is entry level paraprofessional work in the Miami-Dade County public library system.

## Library Assistant 2 (007124)

### Minimum Qualifications

High school diploma or GED. One year of experience in library work is required.

### Job Specifications

7124

#### LIBRARY ASSISTANT 2

#### NATURE OF WORK

This is para-professional library work in the Miami-Dade Public Library System.

Employees in this classification are responsible for assisting with various phases of library operations and performing a variety of clerical tasks involving the application of standard library routines. Duties include charging and discharging library materials, performing routine reference work, compiling statistics, and maintaining library equipment and materials. Work follows established practices and procedures, and employees perform routine phases of duties independently. Supervision is received from a superior who assigns duties and reviews work for achievement of desired results.

#### ILLUSTRATIVE TASKS

Under the guidance and direction of a professional assist with the daily operations of a specialized library service; assist with children's and special programming; assist with simple and routine reference work and readers advisory service; makes minor book repairs; operates audio-visual equipment.

Charges and discharges library materials; registers patrons; performs routine circulation functions; provides assistance to patrons in use of the library by giving standard information by telephone and in person; assists patrons with information technology; processes reserves; directs clerical or part-time staff members in the performance of their duties.

Compiles departmental statistics; reconciles cash receivables and completes the deposit to Business Office; maintains payroll attendance records.

Verifies, enters and links to bibliographic databases; processes donations, paperbacks, periodicals and rental books for circulation; updates item records in the computer for library materials.

Maintains library materials and equipment in an assigned library area.

Maintains supplies and equipment inventories and requisitions new supplies as needed

Performs related lower level work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of library procedures, methods and techniques.

Knowledge of the general rules and regulations of the public library system.

Knowledge of office practices and procedures.

Knowledge of customer service principles and techniques.

7124

#### LIBRARY ASSISTANT 2 (Cont'd)

#### KNOWLEDGE, ABILITIES AND SKILLS (Cont'd)

Ability to assist superiors in various phases of library work.

Ability to handle simple monetary transactions.

Ability to deal tactfully and courteously with the public.

Ability to make minor decisions in accordance with library policies and procedures.

## Human Resources Department

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### Library Assistant 2 (007124)

Ability to assign and review work of lower level non-professional employees.  
Ability to understand and follow verbal and written instructions.  
Ability to accurately operate a typewriter or computer keyboard.  
Physical strength and agility sufficient to perform assigned duties.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited high school, G.E.D. or high school equivalent is acceptable. One year of library work is required. Must be able to work nights and weekends.

Rev. 1-2000

#### **Nature Of Work**

This is paraprofessional library work in the Miami-Dade County public library system.

## Library Assistant 3 (007125)

### Minimum Qualifications

High school diploma or GED. Two years of experience in library work are required.

### Job Specifications

#### NATURE OF WORK

This is advanced supervisory para-professional library work requiring in-depth knowledge of a variety of library techniques.

Under the direction of a library professional, employees in this class are responsible for specialized cataloging, classifying and indexing library materials, performing reference work, and assisting in a specialized area of library service. Employees work with considerable independence within the scope of established library policies and procedures. Supervision may be exercised over subordinate non-professional staff members engaged in various phases of library work. Supervision is received from a professional or other superior who assigns duties and reviews work for achievement of desired objectives.

#### ILLUSTRATIVE TASKS

Supervises and trains non-professional library personnel, library pages and/or volunteers; works independently in the operations of a limited service satellite unit (kiosk); reconciles cash receivables and prepares deposits.

Catalogs library materials using cataloging sources; searches for bibliographical data; detects and corrects bibliographic errors in databases; processes Inter-Library Loan requests by patrons.

Under the guidance and direction of a professional assist with the daily operations of a specialized library service; assist with reference work; performs children's and special programming; responsible for processing reserves.

Exercises responsibility for the proper maintenance of library materials and equipment in an assigned library area.

Serves as the person-in-charge of an assigned library area in the absence of the manager.

Maintains supplies and equipment inventories and requisitions new supplies as needed.

Performs related lower level work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of library policies and procedures, methods and techniques.

Considerable knowledge of library reference materials and tools of research.

Knowledge of information technology.

Knowledge of general rules and regulations of the public library system.

Knowledge of library circulation procedures and cataloging rules.

Knowledge of office practices and procedures.

Knowledge of customer service principles and techniques.

Some knowledge of supervisory principles and practices.

Ability to assist superiors in various phases of library work.

Ability to perform complex reference activities in a public library system.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to handle simple monetary transactions.

Ability to make decisions in accordance with library policies and procedures.

Ability to deal tactfully and courteously with the public.

Physical strength and agility sufficient to perform assigned duties.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited high school, G.E.D. or high school equivalent acceptable. Two years of library work is required. Must be able to work nights and weekends.

## Human Resources Department

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### Library Assistant 3 (007125)

Rev. 1-2000

#### **Nature Of Work**

This is advanced and supervisory paraprofessional library work requiring considerable knowledge of a variety of library techniques.

## Human Resources Department

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### Circulation Services Supervisor (007126)

#### Minimum Qualifications

Bachelor's degree. Experience in library public services may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced paraprofessional library work with supervisory responsibility in the operations of a circulation unit within a major library facility.

Employees in this class are responsible for overseeing the operations of a circulation unit. Responsibilities include supervising staff, providing staff development and training and performing a variety of supervisory duties. Supervision is exercised over a staff of paraprofessional, clerical and part-time staff engaged in various phases of circulation work. General supervision is received from a department manager who reviews work for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises all operational aspects of a library circulation unit; ensures the proper usage and maintenance of circulation materials and computer equipment.

Trains paraprofessional and clerical staff in circulation procedures and usage of computers and specialized software packages; facilitates basic circulation services to the public.

Keeps supervisors informed of pertinent issues relating to the circulation unit.

Designs and implements short and long-term goals and objectives for assigned area of responsibility; provides input to managers on worksite goal setting; maintains awareness of current library trends and issues.

Makes recommendations regarding hiring and discipline; authorizes leave and recommends overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of supervisory principles and practices.

Knowledge of customer service and public relations principles and techniques.

Knowledge of library department policies and procedures.

Knowledge of personal computers and software.

Ability to make independent decisions concerning personnel, facility or patron problems.

Ability to analyze administrative library problems, make recommendations for their solution and carry out the recommendations.

Ability to learn, use, and teach circulation software to subordinates and troubleshoot hardware.

Ability to interpret library policies, objectives and services to staff, public officials and the public.

Ability to maintain fiscal and administrative records and prepare reports.

## Human Resources Department

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### Circulation Services Supervisor (007126)

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of other public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 6/4/2007

#### **Nature Of Work**

This is advanced paraprofessional library work with supervisory responsibility in the operations of a circulation unit within a major library facility.

### Children's Services Specialist (007128)

#### Minimum Qualifications

High school. Three years of experience in library work to include experience in child or young adult library services are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized paraprofessional library work in children's services for the Miami-Dade Public Library System.

Employees in this class are responsible for supervising and operating a children's department in a public library, including programming, planning, promoting, and implementing children's activities. Responsibilities may include analyzing collection development needs and selecting appropriate library materials, planning and preparing for displays and exhibits, assisting in the bibliographic maintenance of the library database, assisting children with book choices, answering questions from teachers and parents, providing reader's advisory services, and serving as library branch supervisor in the manager's absence. Incumbents exercise some independent judgment in the operation of a children's department and in assisting the branch manager in a variety of library activities. Supervision may be exercised over subordinate non-professional staff members engaged in providing various public library services. Supervision is received from a professional superior who reviews work for the effective operation of the children's department and satisfactory assistance in general library operation.

##### ILLUSTRATIVE TASKS

Supervises children's department in a branch library including planning, promoting, coordinating and implementing storytelling programs, other library activities, and school outreach efforts.

Provides reader's advisory services, answers reference questions, and assists patrons in the use of library facilities and resources.

Assumes responsibility for supervising a branch library in the absence of the branch manager.

Analyzes collection development needs and selects appropriate library materials.

Charges and discharges books and other library materials; issues library cards; receives fines for overdue items; prepares monthly statistical reports and weekly deposits.

Processes and links children's and young adult materials.

Maintains an awareness of current library issues and trends affecting children's services; reads professional literature and attends workshops.

Assists and trains library employees in library operations, rules, and regulations.

Performs related lower level work as required.

#### CHILDREN'S SERVICES SPECIALIST

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of programming, planning, promoting and implementing children's library services.

Considerable knowledge of children's literature and library materials.

Considerable knowledge of library policies and procedures concerning operation of a children's department.

Knowledge of general library policies, procedures, methods, and techniques.

Knowledge of library circulation, cataloging, and information technology.

Knowledge of effective techniques of dealing with children and young adults in a public library environment.

Knowledge of supervisory principles and practices.

Ability to work patiently and effectively with children.

Ability to supervise operation of a branch library in the absence of the library branch manager.

Ability to make decisions in accordance with library policies and procedures.



## Human Resources Department

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### Children's Services Specialist (007128)

Ability to keep records and prepare reports.

Ability to keep informed on current library issues and trends affecting children's library services.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited high school, G.E.D. or high school equivalent acceptable. Three years of library work experience is required. Must be able to work nights and weekends.

Rev. 1-2000

#### **Nature Of Work**

This is advanced specialized paraprofessional library work in children's services for the Miami-Dade County public library.

### Librarian 1 (007151)

#### Minimum Qualifications

\*\*Salary is determined upon qualification level\*\*

##### Intern Level:

Must be currently enrolled in an American Librarian Association (ALA) Master's degree program. Must provide an acceptance letter from the dean. Must provide an official transcript indicating applicant has taken (or is currently taking) Master of Library Science or related program courses or registration document indicating applicant is enrolled for the current term.

(Salary: \$40,594.06)

##### Trainee Level:

Must be currently enrolled in an American Library Association (ALA) accredited graduate school Masters degree program in Library Science or related program and have completed at least 18 semester credits in Library Science or related program.

(Salary: \$42,739.84)

##### Librarian Level:

Master's degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Must be able to work weekends and nights.

(Salary: \$44,771.74)

#### Job Specifications

##### INTERN LEVEL

##### NATURE OF WORK

This is entry level administrative work which provides the opportunity for employees of the Miami-Dade County Public Library System to receive professional training. Assignments serve to offer practical experience, professional development and promotional opportunities within the Library System to employees fully accepted into an ALA accredited Master's of Library Science degree program and registered for classes.

Emphasis is placed on assisting participants to become accustomed with the requirements of the Master's in Library Science degree to include assisting with assignments and developing skills and work site duties and responsibilities. Supervision is received from a senior staff member. Guidance is received from a Mentor, who serves as a resource to help the participant with professional development issues and training of professional level duties at the assigned worksite.

##### ILLUSTRATIVE TASKS

- Applies study habits and developing skills to meet the academic requirements of the Master's of Library Science.
- Applies academic knowledge to the routine operations of public library work.
- Assists with reference activities including researching and providing patrons with documented answers to reference questions.
- Assists with analyzing collection development needs.
- Assists with the proper maintenance of library materials and equipment in an assigned library area.
- Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences and courses.
- Assists with classifying, cataloging and ordering library materials.
- Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of library policies and procedures, methods and techniques.
- Considerable knowledge of library reference materials and tools of research.

## Librarian 1 (007151)

Knowledge of information technology.  
Knowledge of general rules and regulations of the public library system.  
Knowledge of library circulation procedures and cataloging rules.  
Knowledge of office practices and procedures.  
Knowledge of customer service principles and techniques.  
Knowledge of databases and other searching skills.  
Ability to assist others in various phases of library work.  
Ability to perform complex reference activities in a public library system.  
Ability to handle simple monetary transactions.  
Ability to make decisions in accordance with library policies and procedures.  
Ability to deal tactfully and courteously with a diverse public.  
Ability to comprehend and apply technical library theory.  
Ability to establish and maintain effective working relations with library patrons, employees and supervisors.  
Ability to effectively express ideas and information, verbally and in writing.  
Ability to assist with the use of the internet, emails and other computer programs.  
Ability to prepare written reports.

### TRAINEE & LIBRARIAN LEVEL

#### NATURE OF WORK

This is entry-level professional library work in a variety of phases of library operations. Employees in this classification are responsible for the application of professional library principles and practices to various assignments in library operations. Responsibilities include assisting the public in the use of information technology, performing complex reference activities, analyzing collection development needs, and continuous familiarization with the library's resources and developments in the profession. Supervision may be exercised over a staff of clerical, para-professional or technical employees. Supervision is received from a higher level Librarian who assigns duties and reviews work for satisfactory performance.

#### ILLUSTRATIVE TASKS

Performs complex reference activities including researching and providing patrons with documented answers to reference questions; instructs patrons in the use of bibliographic materials and information technology; assists patrons in the selection of library materials; performs specialized library programming; resolves patron problems concerning library or County policies.  
Analyzes collection development needs, oversees the selection of materials, prepares bibliographies and provides reader's advisory and reference services for assigned areas of responsibility.  
Exercises responsibility for the proper maintenance of library materials and equipment in an assigned library area.  
Plans, assigns and reviews the work of para-professional, clerical, technical and volunteer workers engaged in a variety of library activities.  
Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences and courses.  
Classifies, catalogs and orders library materials.  
Performs related lower level work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional library principles, methods, materials and practices.  
Knowledge of library reference materials and tools of research.  
Knowledge of library automation systems and applications.  
Some knowledge of supervisory principles and practices.  
Knowledge of customer service principles and techniques.  
Ability to comprehend and apply technical library theory.  
Ability to perform effective library reference, reader's advisory duties and other professional level library work.  
Ability to establish and maintain effective working relations with library patrons, employees and supervisors.  
Ability to effectively express ideas and information, verbally and in writing.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to maintain fiscal and administrative records.

### **Librarian 1 (007151)**

Ability to prepare written reports.

Physical strength and agility sufficient to perform assigned duties.

#### **Nature Of Work**

This is entry level professional library work in a variety of phases of library operations.

### Librarian 2 (007152)

#### Minimum Qualifications

Master's degree in Library Science or a related program from an American Library Association (ALA) accredited graduate school. One year of professional experience as a librarian is required.

#### Job Specifications

7131

#### LIBRARIAN 2

#### NATURE OF WORK

This is professional library work with supervisory responsibilities in a variety of library operations.

Employees in this classification may be responsible for supervising the operations of a library unit, department or facility. Responsibilities include supervising library staff, analyzing collection development needs, assisting the public and continuous familiarization with the library's resources. Supervision is exercised over a staff of professional, para-professional, technical or clerical employees engaged in various phases of library operations. Supervision is received from a manager who assigns responsibilities and reviews work for satisfactory performance.

#### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate library staff engaged in a variety of library operations.

Serves as librarian-in-charge in the absence of the Manager; resolves personnel or patron problems concerning library or County policies.

Provides staff development and training of supervised professional, para-professional, clerical and technical staff members.

Analyzes collection development needs, oversees the selection of materials, provides reader's advisory and reference services for assigned areas of responsibility.

Supervises the proper maintenance of library materials and equipment in an assigned library area.

Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences and courses.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance.

Performs related lower level work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional library principles, methods, materials and practices.

Considerable knowledge of library reference materials and tools of research.

Considerable knowledge of library materials and information technology.

7131

#### LIBRARIAN 2 (Cont'd)

#### KNOWLEDGE, ABILITIES AND SKILLS (Cont'd)

Knowledge of supervisory principles and practices.

Knowledge of customer service principles and techniques.

Ability to analyze operational problems and make recommendations for their solution.

Ability to plan, organize and direct the work of professional, para-professional and support staff.

Ability to interpret library policies, objectives and services to the public and staff.

### **Librarian 2 (007152)**

Ability to develop innovative programs for the library system.  
Ability to establish and maintain effective working relationships with the library patrons, employees and supervisors.  
Ability to maintain fiscal and administrative records.  
Ability to effectively express ideas and information, verbally and in writing.  
Ability to prepare reports and presentations.  
Physical strength and agility sufficient to perform assigned duties.

#### **MINIMUM QUALIFICATIONS**

One year of experience as a librarian and a Master's in Library Science degree from an ALA accredited or approved graduate school. Must be able to work nights and weekends.

Rev. 1-2000

#### **Nature Of Work**

This is professional library work with supervisory responsibility in a variety of library operations.

### Librarian 3 (007153)

#### Minimum Qualifications

Master's degree in Library Science or related program from an ALA accredited graduate school. Two years of professional experience as a librarian are required.

#### Job Specifications

7132

LIBRARIAN 3

#### NATURE OF WORK

This is advanced professional library work with supervisory and managerial responsibility in a variety of library operations.

Employees in this class are responsible for overseeing the operations of a specialized library department or library facility. Responsibilities include supervising staff, implementing collection development policy, providing staff development and training and performing a variety of administrative duties. Supervision is exercised over a staff of professional, para-professional, technical and clerical staff engaged in various phases of library operations. General supervision is received from a higher level librarian who reviews work for achievement of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Serves as manager and exercises responsibility for all operational aspects of a library facility; assumes responsibility for the maintenance and upkeep of library facility and grounds in order to assure the safety of staff and public.

Serves as librarian-in-charge in the absence of the branch manager.

Serves as manager of a specialized library department.

Oversees the selection of materials and public services for assigned areas of responsibility.

Performs and coordinates outreach services to the library community to promote community awareness of library services and programs.

Provides development and training of professional and para-professional staff; facilitates basic library services instructions to the public.

Keeps supervisors informed of pertinent issues relating to the work site.

Makes recommendations regarding hiring and discipline; authorizes leave and recommends overtime; evaluates and rates employee performance.

Designs and implements short and long-term goals and objectives for the assigned area of responsibility; provides input to administrators and supervisors for division and departmental goal setting; maintains awareness of current library trends and issues.

Performs related lower level work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of professional library principles, methods, materials and practices.

Thorough knowledge of library reference materials and tools of research.

Thorough knowledge of information resources.

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LIBRARIAN 3 (Cont'd)

#### KNOWLEDGE, ABILITIES AND SKILLS (Cont'd)

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of customer service and public relations principles and techniques.

Considerable knowledge of library department policies and procedures.

Ability to make independent decisions concerning personnel, facility or patron problems.

Ability to analyze administrative library problems, make recommendations for their solution and carry out the recommendations.

### **Librarian 3 (007153)**

Ability to plan, organize and direct the work of a group of professional, para-professional and support staff.  
Ability to interpret library policies, objectives and services to staff, public officials and the public in a positive manner.  
Ability to establish and maintain effective working relationships with library patrons, employees and supervisors.  
Ability to develop innovative programs for the library system.  
Ability to maintain fiscal and administrative records and prepare reports.  
Ability to effectively express ideas and information, verbally and in writing.  
Physical strength and agility sufficient to perform assigned duties.

#### **MINIMUM QUALIFICATIONS**

Master's in Library Science degree from an ALA accredited or approved graduate school. Two years of professional level library experience is required. Must be able to work nights and weekends.

Rev. 1-2000

#### **Nature Of Work**

This is advanced professional library work with supervisory and managerial responsibility in a variety of library operations.



## Human Resources Department

### Librarian 4 (007154)

#### Minimum Qualifications

Master's degree in Library Science or a related program from an ALA accredited graduate school. Four years of professional experience as a librarian are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional library work with extensive supervisory and managerial responsibility.

Employees in this classification may serve as manager of a library or a specialized library department. Responsibilities include assuring the successful operations of an assigned area by developing and coordinating collection development policy; overseeing staff development and training; and developing and implementing library goals and objectives. Supervision is exercised over a staff of professional, paraprofessional, technical and clerical employees engaged in various phases of library operations. Supervision is received from an administrative supervisor who reviews work for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Serves as manager and exercises responsibility for all operational aspects of a library facility; assumes responsibility for the maintenance and upkeep of library facility and grounds in order to assure the safety of staff and public.

Serves as manager of a specialized library department.

Designs and implements short and long term goals and objectives for the assigned area of responsibility; provides input to administrators and supervisors for division and departmental goal setting; maintains awareness of current library trends and issues.

Serves as librarian-in-charge in the absence of the immediate supervisor.

Develops and implements collection development policy; oversees the selection of materials and the delivery of public services.

Provides and recommends staff development and training of professional and paraprofessional.

Performs and coordinates outreach services to the library community to promote community awareness of library services and programs.

Keeps supervisors informed of pertinent issues relating to the work site.

Facilitates library programming to develop public awareness and promote use of the library collection.

Makes recommendations regarding hiring and discipline; authorizes leave and recommends overtime; evaluates and rates employee performance.

Performs related lower level work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of professional library principles, methods, materials and practices.

Extensive knowledge of library reference materials and tools of research.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of Library and County administrative policies and procedures.

Considerable knowledge of information resources.

Considerable knowledge of customer service and public relations principles and techniques.

Ability to plan, organize and direct the work of professional, paraprofessional and support staff in a manner conducive to full performance and high morale.

Ability to make independent decisions concerning personnel, facility or patron problems.

Ability to make independent decisions in the interpretation and implementation of administrative policies and procedures.

Ability to interpret library policies, objectives and services to staff, public officials and the public in a positive manner.

Ability to develop innovative programs for the library system.

Ability to establish and maintain effective working relationships with subordinates, superiors, public officials, library patrons and community groups.

Ability to maintain fiscal and administrative records and prepare reports.

Ability to effectively express ideas and information, verbally and in writing.

#### MINIMUM QUALIFICATIONS

## Human Resources Department

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### **Librarian 4 (007154)**

Master's degree in Library Science from an ALA accredited or approved graduate school. Four years of professional library experience to include supervisory experience is required. Must be able to work weekends and nights.

Rev. 1-2000

#### **Nature Of Work**

This is advanced responsible professional library work with extensive supervisory and managerial responsibility.

## Human Resources Department

### Library Operations Administrator (007155)

#### Minimum Qualifications

Master's degree in Library Science or related program from an ALA accredited graduate school. A minimum of five years of progressively responsible library experience to include two years of supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced library management work for the Miami-Dade Public Library System.

Employees in this class are responsible for direction, supervision, and effective operation of a major division of the library system. Responsibilities include supervising librarian-in-charge of smaller divisions or branches, providing quality library services to the public, assessing needs to improve services, and planning new branches. Incumbents may be assigned to diversified library functions which may include managing the main library facility, directing systemwide technical processes, coordinating children's and youth services, coordinating central reserve system, conducting community outreach, or soliciting from grant funding sources and managing grant funded projects. Considerable independent judgement is exercised in carrying out assigned duties. Supervision may be exercised over a small or extensive staff of subordinates engaged in various phases of library operations. General supervision is received from an administrative superior who holds the incumbent responsible for the effective management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Directs the activities of librarians-in-charge of smaller divisions or of branches; provides guidance on long and short-term goal setting, daily operations, and services to the public; serves as a member of the departmental administrative team.

Assures efficient and effective organization and operation of branches, divisions, or departments to provide quality services to the public.

Prepares bibliographies, reading lists, and technical articles for publication; keeps abreast of current library trends and issues through professional literature, workshops, and professional affiliations.

Designs and implements surveys, and evaluates statistics and studies to determine the needs for improved library services; creates linkages with community groups serving target populations.

Plans budgetary expenditures; prepares reports and statistical information; supports library collection development; develops methods of efficient ordering, verification, and payment for library items.

Coordinates and directs system wide technical processes department, including acquisition, cataloging, processing, and distribution of library materials.

Coordinates children's and youth services systemwide, including book and materials selection, program planning, and evaluation and personnel development.

Coordinates central reserve system, evaluates efficiency and makes revisions to assure improved services

Coordinates and directs systemwide adult services outreach to underserved citizens, with an emphasis on multicultural and immigrant populations.

Plans, coordinates, and implements major federal, state, and local grant projects targeting underserved citizens, with an emphasis on multicultural and immigrant populations.

Performs related work as required

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of professional library principles, methods, materials and practices.

Thorough knowledge of the principles and practices of library administration.

Thorough knowledge of library reference materials and tools of research.

Thorough knowledge of bibliographic materials and reader interest levels.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of departmental administrative policies and procedures.

Knowledge of grant preparation and administration.

Ability to plan, organize, and direct the work of professional, paraprofessional, and support staff in a manner conducive to full performance and high morale.

Ability to interpret library policies, objectives, and services to community groups, public officials, and library patrons.

## Human Resources Department

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### Library Operations Administrator (007155)

Ability to develop innovative programs for the library system.

Ability to visualize library systems needs and recommend policies, procedures, and methods to assure that needs are met.

Ability to express ideas and information clearly and concisely, verbally and in writing.

#### **Nature Of Work**

This is responsible professional library work in library system administration.

### Library Capital Development Coordinator (007159)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of progressively responsible operations experience to include supervision is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing the activities of the Construction Division for the Library Department.

An employee in this is responsible for supervising and directing new and ongoing construction for library facilities. Emphasis of the work is on directing land identification and acquisition, expanding and maintaining capital project database, project management to include tracking and monitoring construction schedules and assist in coordinating interior floor plans. Additional responsibilities includes seeking and acquiring construction grants from the State of Florida, coordinating with other County Department involved in new and ongoing construction projects. The incumbent exercises considerable independent judgment in the application of professional construction management principles and practices to assure that construction projects are completed in accordance with county ordinances and regulations. General supervision is received from a professional and administrative superior who holds the incumbent responsible for effective work planning and progress and for the quality of professional results through personal conference and performance reporting.

##### ILLUSTRATIVE TASKS

Direct and supervise new and ongoing capital construction projects to include plan review, attend site inspections and inspection work forces engaged in a variety of complex library construction projects and related facilities.

Develops policies and procedures receive, analyze and incorporate construction suggestions from various county departments and user agency for building construction projects.

Maintain and expand capital project database, to include tracking of all new and ongoing construction project schedules, provide periodic clear and precise report as to the status of project.

Assist in establishing standards and procedures for substantial completion and final acceptance inspections and reviews inspections; assists in final determination of project completion and recommends final acceptance of facility on behalf of the library; reviews projects for positive and negative features for benefit of future projects.

Attends regular site construction meeting with coordinating departments to review and inspect uses of material in the construction and maintains contacts with professional staff for efficient scheduling of projects.

Performs special investigations, site analyses and obtain building permits.

Participates in the development of policies to select competent and responsible consultants and contractors; recommends consultant and contractor performance suitability based on previous evaluations.

##### KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles and methods of large-scale project management.

Thorough knowledge of building materials, methods and construction systems

Thorough knowledge of building codes, laws, regulations and county design standards.

Thorough knowledge of contracts, forms and procedures relative to building construction activities.

## Human Resources Department

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### Library Capital Development Coordinator (007159)

Thorough knowledge of current construction costs.

Thorough knowledge of operations of the Library Department.

Thorough knowledge of database development and project management applications

Considerable knowledge of the principles of management, public and business administration and their application to the administration of government activities.

Considerable knowledge of the principles of management and policy development.

Ability to understand architectural and engineering drawings and specifications related to building construction projects

Ability to interpret pertinent laws and regulation and enforce compliance with building designs and construction schedules.

Ability to establish and maintain effective working relationships with consultants, contracts and other departmental officials.

Ability to analyze bids and make recommendation for award of contract.

Ability to express ideas clearly and concisely, verbally, and in writing.

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing the activities of the Construction Division for the Library Department.

## Human Resources Department

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### Library Systems Manager (007160)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Library Collection Development Manager (007162)

**Minimum Qualifications**

Master's degree in Library Science or related program from an ALA accredited graduate school. Four years of progressively responsible professional library experience to include supervision within a public library. Procurement and/or acquisition of library materials experience within a public library is preferred.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional and administrative library work in overseeing the selection and acquisition of library materials for the Library System.



## Human Resources Department

### Library Branch Supervisor (007165)

#### Minimum Qualifications

Master's degree in Library Science or related program from an ALA graduate school. Five years of progressively responsible professional library experience to include supervision in a public library are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional library work with extensive managerial responsibilities for the Miami-Dade Public Library System.

Employees in this class are responsible for overseeing the operations of a major library facility. Responsibilities include planning, coordinating, organizing and directing library operation, coordinating the activities of a large group of employees, maintaining a large library physical plant, improving service delivery and exercising budgetary controls. Additional responsibilities include assisting in organizational development and establishment of library policies and procedures, implementing innovative programs, and developing and coordinating outreach efforts to the library community. Supervision is exercised over a large staff of professional, paraprofessional, technical and clerical employees engaged in various phases of library operations. Supervision is received from an administrative supervisor who evaluates work for effective library management and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Serves as manager and exercises responsibility for all operational aspects of a library facility or specialized library department; assumes responsibility for the maintenance and upkeep of library facility and grounds in order to assure the safety of staff and public.

Coordinates operations including planning, staffing, collection development, programming, outreach efforts, and community involvement.

Supervises and evaluates library staff; develops performance objectives, standards and evaluations; participates in staff development projects; makes recommendations relative to selection, promotion and retention of staff; resolves personnel problems for the assigned library area; organizes training in new technology.

Improves the efficiency, effectiveness and quality of library services; recommends changes effecting regional and system-wide policies.

Plans, coordinates, organizes and implements library functions; interprets policies; establishes procedures; maintains various records and reports.

Monitors library collection development within an assigned library area; supervises the selection of library materials; monitors assigned material's budget; provides input in the acquisition of new information technology.

Coordinates art services and system-wide programming including acquisition, display and preservation of art works; responsible for art exhibitions and programming system-wide; arranges for speakers, performers and artists to participate in programs.

Designs and implements innovative programs to promote library use and meet the informational needs of specific communities and library users; participates in program evaluation at departmental levels.

Maintains awareness of current library trends and issues by reading professional literature, attending workshops, conferences and courses and maintaining professional affiliations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and recommends overtime; evaluates and rates employee performance.

Performs related lower level work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of professional library principles, methods, materials and practices.

Extensive knowledge of library reference materials and tools of research.

Extensive knowledge of information technology and reader interest levels.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of administrative policies and procedures.

Thorough knowledge of methods of library administration.

Considerable knowledge of customer service and public relations principles and techniques.

Considerable knowledge of library automated systems.

Ability to effectively supervise and manage a large library facility.

Ability to plan, organize and direct the work of professional, paraprofessional and support staff in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with staff members, supervisors, library patrons, community groups, and elected officials.

Ability to interpret library policies, procedures and services to employees, public officials and the public in a positive manner.

## Human Resources Department

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### Library Branch Supervisor (007165)

Ability to maintain fiscal and administrative records and prepare reports.  
Ability to communicate clearly and concisely, verbally and in writing.

Rev. 1-2000

#### **Nature Of Work**

This is advanced and responsible professional and administrative library work for the Miami-Dade County public library system.

## Human Resources Department

### Library Facilities Maintenance Manager (007170)

#### Minimum Qualifications

High school diploma or GED. Five years of supervisory experience in the operation and maintenance of air-conditioning, electrical, plumbing systems and/or building maintenance or construction are required. Must be able to work a permanent or rotating shift schedule that includes nights, weekends, and holidays.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in facilities maintenance for the Miami-Dade County Library System.

An employee in this class coordinates workers, equipment and materials used in the repair and maintenance performed on library buildings physically dispersed through Miami-Dade County. Work includes prioritizing assignments, scheduling work orders, scheduling visits and monitoring contracted services. Work requires thorough independent judgment in planning and assigning work by utilizing labor, materials and equipment efficiently. Supervision is exercised over subordinate supervisors, tradesmen and clerical staff by assignment and inspection of work in progress and upon completion for required objectives. Supervision is received from an administrative superior who assigns work in the form of written orders, drawings or verbal instructions and reviews completed work by the occasional inspection of facilities for satisfactory operation.

##### ILLUSTRATIVE TASKS

Supervises, assigns, coordinates and directs all phases of library facilities maintenance through a staff of subordinate supervisors, tradesmen, laborers and clerical personnel engaged in maintenance activities and the clerical recording of such activities.

Makes periodic maintenance inspection; recommends building repairs and improvements; estimates time, labor, equipment and materials required; maintains records; prepares and submits reports; and selects equipment for purchase.

Consults with superiors, contractors and library staff for modifications to existing facilities and equipment; schedules and implements regular and preventive maintenance programs according to manufacturers' recommendations.

Corresponds with equipment and product manufacturers; requisitions, inspects and approves materials and supplies; maintains architectural and engineering records of buildings and equipment; and prepares annual maintenance budget for the department.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of methods, practices and techniques used in the maintenance and repair of buildings, grounds and equipment.

Thorough knowledge of the principles, practices, methods and techniques of the building, groundskeeping and mechanical trades.

Considerable knowledge of local building codes as related to library facilities.

Ability to plan, assign, coordinate and direct the work of a large staff of technical, trades, labor and clerical personnel engaged in a variety of tasks in a manner conducive to full performance and high morale.

Ability to prepare requisitions and specifications for various types of building materials and motor equipment and to devise modifications to equipment to meet specific work problems.

Ability to read and interpret engineering plans and specifications.

Ability to plan work schedules for maintenance and minor construction projects at a complex metropolitan library system in a manner conducive to full performance.

Ability to prepare comprehensive reports.

Ability to estimate time, labor, equipment and material costs for specific projects.

#### Nature Of Work

This is responsible supervisory work in facilities maintenance for the Miami-Dade County Library System.

## Human Resources Department

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### Library Security and Safety Manager (007175)

**Minimum Qualifications**

High school diploma or GED. Five years of law enforcement, security/protected services, or juvenile justice experience to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

### Library Support Services Administrator (007193)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of three to five years of professional administrative experience in human resources, facility maintenance or fiscal management is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional administrative work for the Miami-Dade County Library Department.

An employee in this class oversees the daily operations of support services for the Library Department. Responsibilities include management of all personnel related functions; facility related preventative maintenance, repair and renovation work for all library buildings; transportation services for all library facilities; and the development and administration of a system-wide public safety program to assure the safety and security of patrons and staff at all library facilities. The incumbent exercises considerable independent judgment and sound administrative and organizational practices to assure that operations are effective and resources are efficiently used. Supervision is exercised through subordinate managers over a staff of professional, technical, clerical and trades personnel engaged in various support services for the department. Supervision is received from an administrative superior who holds the incumbent responsible for the achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, organizes and directs all activities of the Personnel Unit to include payroll, compensation, labor management, recruitment, benefits, retirement, worker's compensation and liability claims, training, discipline, affirmative action and interpretation of local, state and federal employment and discrimination law.

Develops and implements personnel policies and procedures; monitors current local ordinances, county policies and state and federal employment laws for compliance; represents the department at hearings and court trials; reviews affirmative action plans and provides assistance with discipline, EEOC issues and unions.

Plans, organizes and directs all activities of the Maintenance Unit to include utilizing staff and contracted services to conduct preventive maintenance, minor repairs and major renovations at all library buildings; monitors the performance of contractors performing janitorial and lawn maintenance; conducts facility inspections to determine areas of need and develop short, intermediate and long term plans to address those needs.

Monitors maintenance work, either in-house or contracted; approves remodeling requests and authorizes encumbrance of funds; meets with Library, county and municipal officials to review renovation projects.

Writes state and other construction grants for library projects; serves as library liaison to GSA and CICC in administering library projects funded under the General Obligation Bond.

Plans, organizes and directs all activities of the Transportation Unit responsible for the daily delivery of library materials and correspondence within all library facilities and outside the library system; the removal and discarding of old books, furniture and equipment to the county store as needed; and providing assistance to the Maintenance Unit with major renovations requiring the removal and/or replacement of content.

Reviews routes to improve the delivery system and handles special projects involving construction or renovations.

Plans, organizes and directs all activities of the Public Safety Unit to include utilizing staff and contracted guards; developing and administering a system-wide program to assure the safety and security of patrons and staff at all facilities; and the investigation of accidents or illegal activity to determine if changes or implementations of procedures or policies are needed to mitigate liability or future incidents.

## Human Resources Department

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### Library Support Services Administrator (007193)

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of personnel management theories, principles and practices.

Thorough knowledge of the principles of management, business and public administration.

Thorough knowledge of the organizational structure, functions, mission, goals and objectives of the Library Department.

Thorough knowledge of local, state and federal regulations pertaining to the personnel administration of a large County department.

Thorough knowledge of theories and principles of planning for the acquisition and deployment of integrated library infrastructure.

Thorough knowledge of modern security practices, techniques and methods of law enforcement.

Thorough knowledge of policies, regulations and procedures used in protecting and patrolling property at library facilities

Thorough knowledge of the geography of library facilities operating areas including road network and users.

Considerable knowledge of supervisory principles and practices.

Ability to develop and implement personnel policies and procedures and monitor local ordinances, county policies and state and federal employment laws for compliance.

Ability to represent the department at hearings and court trials.

Ability to review affirmative action plans and provide assistance with discipline, EEOC and labor union issues.

Ability to direct and coordinate diversified facility maintenance support services to achieve departmental goals and objectives.

Ability to write construction grants and administer library projects funded under the General Obligation Bond.

Ability to utilize staff and contracted guards and develop and administer a system-wide program to assure the safety and security of patrons and staff.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate authority to subordinates necessary to complete responsibilities in varied support activities.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, officials of labor unions, employee organizations, and other government officials at the local, state and federal level.

NEW/6/05/2007

#### **Nature Of Work**

This is advanced professional administrative work for the Miami-Dade County Library Department.

## **Human Resources Department**

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**Library Support Services Administrator (007193)**

## Human Resources Department

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### Assistant Director, Library (007197)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to nine years of professional experience to include fiscal management, budget development, project management and legislative analysis is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing operational or administrative activities for the Miami-Dade Library Department.

An employee in this class is responsible for directing a variety of complex divisions, offices, or specialized sections such as technical support and collections, support services and marketing media relations, community outreach and program services, library branches and youth services and capital expansion plan operations for the department. Responsibilities include developing short and long-range goals, and establishing priorities. The incumbent exercises considerable independent judgment in the management of a wide variety of functions and in the resolution of complex administrative problems. Supervision is exercised through subordinate levels of executives, managers, and supervisors over a staff of professional, technical and clerical subordinates assisting in various phases of operations. General direction is received from the Department Director who holds the incumbent responsible for the professional management of departmental operations and achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Prepares proposed and final budgets for the department for presentation to budget committees, the County Administrator, and the County Commission.

Exercises primary operational and administrative control over a specified group of divisions, offices, and sections of the County's governmental operations.

Coordinates the activities of the department and its subdivisions with other County departments; and when necessary, with comparable organizations in other public and private jurisdictions.

Defines operational goals and objectives; recommends and implements organizational and administrative changes.

Reviews existing organizational patterns, work relationships, space, equipment, and manpower utilization; promotes effective operations through standardization, improvement, simplification and installation of new operating systems.

Directs and coordinates diversified departmental personnel management activities, including employee recruitment and selection, interviewing and screening, payroll and benefits, grievances and disciplinary actions, and safety administration.

Approves remodeling requests; reviews quality assurance measures; reviews work completed by maintenance staff and contractors and meets with county officials to monitor and approve major construction projects.

Directs departmental fiscal activities, accounting and purchasing functions, and department-wide computer services.

Develops marketing campaigns to ensure full utilization of library resources by residents and ensures the effective implementation of public relations efforts aimed at enhancing the image of the library system and Miami-Dade County.

Plans, organizes and directs the operations of Art Services and Exhibitions, Programming, Special Services and Community Outreach; serves as the department's liaison at meetings held by community groups, municipalities, and county, state and federal governmental agencies lobbying for library issues; prepares and presents library related items for placement on the BCC agenda; works with county administrators to promote better working relations and lobbies for issues critical to the Library System.

Develops new library services for the community; evaluates community needs towards providing improvement in services to meet the needs of various cultural, ethnic and social groups who use the branches; coordinates with other county departments as well as municipal



## Human Resources Department

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### Assistant Director, Library (007197)

government's issues dealing with branches such as parking and landscaping.

Formulates and administers the Library's system-wide collection development and budget; manages and oversees collection development, technical services and automated services; develops procedures and oversees the selection of materials conducted by the branches, main library and purchasing committees; oversees system-wide acquisitions, cataloging, processing and linking of all library materials both in-house and by vendors.

Reviews and approves requests for hardware, software and services at all branches and departments and prepares and implements future computer systems; oversees the planning of system-wide staff training on all aspects of library services as well as training for the public in the use of library resources; oversees the implementation of the Library Department's Strategic Plan.

Directs departmental operations in financial reporting and budgeting; provides project management for the implementation and progress of the Library's Capital Plan; oversees construction and development; coordinates preparation and processing of property acquisitions, property agreements and permitting; provides periodic updates on the progress of the Library's Capital Plan to the County Manager's Office and Board of County Commissioners (BCC); prepares and coordinates legislative items to be submitted to the BCC.

Reviews and evaluates departmental policies and procedures; ensures adherence to various rules and regulations.

Meets with various supervisors and managers to resolve financial and administrative matters; advises superiors on administrative policy and procedure issues; coordinates administrative and financial activities with other County departments and agencies. Conducts meetings with division directors to establish, review and coordinate procedures to assure compliance with applicable policies, codes and regulations; oversees divisional budget preparation and reviews monthly financial reports for compliance with budgetary appropriations.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles and practices of public and business administration.

Thorough knowledge of the principles and practices of marketing and public relations.

Thorough knowledge of basic budgetary principles and procedures.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the principles of library administration, collection trends in urban public libraries and library automation.

Considerable knowledge of library services, process and issues.

Considerable knowledge of local, state and federal governmental agencies' processes and funding sources.

Knowledge of local communities and issues that may impact library services, operations or funding.

Ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to direct the operation of assigned county divisions and programs.

## Human Resources Department

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### Assistant Director, Library (007197)

Ability to carry out complex oral and written instructions.

Ability to express ideas clearly, concisely, orally and in writing.

Ability to supervise through various levels of executives and supervisors the work of subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing.

NEW/6/06/2007

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing operational or administrative activities for the Miami-Dade Library Department.

## Human Resources Department

### Director of Libraries (007199)

#### Minimum Qualifications

Master's degree in Library Science or related program from an ALA accredited graduate school or equivalent. A minimum of six to ten years of responsible professional and supervisory experience in professional library work with experience in the administration of a large public library system is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of a county library system.

An employee in this class is responsible for directing and supervising the provision of library services to the public, assuring the protection of books, papers and property of the library system and planning improvements in public library services. Emphasis of the work is on planning library service programs, developing short and long-range goals and objectives, evaluating the effectiveness of library services, meeting with a variety of public and private organizations to determine public needs, and resolving library operational problems. The incumbent exercises an extensive degree of originality, judgment and professional managerial knowledge in the formulation of departmental policies and in directing geographically dispersed library operations. Supervision is exercised through subordinate executives and supervisors over professional librarians, administrative, technical and clerical employees with assigned responsibilities in various phases and locations of library activities. General direction is received from the County Manager who holds the incumbent responsible for the efficient and effective provision of public library services and for the professional management of departmental operations.

##### ILLUSTRATIVE TASKS

Directs and supervises the operation of a county library system providing a variety of library services to the public at the main library and at a large number of branch and regional library facilities.

Evaluates library operations, programs and services and assesses their effectiveness in meeting the needs of the public; directs the development of plans to provide for future services; monitors technological developments related to the improvement of public library systems.

Coordinates departmental operations with other county executives and with senior county management to assure the provision of services required from other county agencies and to plan and review library policies and activities.

Formulates acquisition and book selection policies, policies for collection development and reference services and regulations and procedures for lending and retrieval of materials.

Supervises annual budget preparation and administration of departmental fiscal activities; attends budget meetings and hearings to justify proposed expenditures.

Plans, develops and initiates library service programs; determines divisional and departmental objectives and evaluates progress toward meeting goals; redirects priorities as necessary.

Plans and attends periodic meetings with library supervisory staff to discuss and resolve library problems, receive reports prepared by subordinates and inform employees of new policies and procedures.

Serves in an advisory capacity to the Library Advisory Board; presents reports on operations of library system, suggests policy changes and receives and evaluates suggestions for policy changes from the Board; makes recommendations on all matters brought before the Board.

Supervises a library capital improvements program; reviews construction plans, plans furniture arrangements and drafts specifications, inspects library buildings under construction and plans and coordinates moves to new facilities.

Represents the county library system to the media and various local groups and organizations; meets with the public to receive suggestions concerning library operations and requests for special services.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, county personnel rules and all other applicable rules and regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of modern methods of library administration.

### Director of Libraries (007199)

Extensive knowledge of the informational needs and needs for library services of communities throughout the county.

Thorough knowledge of the principles of public and business administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of professional library principles, practices and procedures.

Thorough knowledge of applicable local laws, ordinances and regulations pertaining to the operation of a county library system.

Ability to use advanced professional knowledge of the principles of management and public administration to formulate departmental policy and control department activities.

Ability to plan, organize and supervise, through subordinates executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in various library activities.

Ability to evaluate the impact of alternative possible courses of action on departmental operations and evaluate circumstances of a new or unprecedented nature.

Ability to devise and install departmental rules, regulations and procedures.

Ability to establish and maintain effective working relationships with senior county management and officials of other public and private organizations and the public.

Ability to determine if departmental standards are being met and to redirect priorities as necessary.

### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of a county library system.

### Park Service Aide (007202)

#### Minimum Qualifications

High school diploma or GED. Three months of experience in customer contact, recreation, or general labor are required. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced recreational and related work in organizing and conducting a variety of recreational activities at county park and recreation facilities.

Employees in this class are responsible for assisting in the organization, preparation and leadership of a variety of indoor and outdoor recreation activities such as games, sports and crafts for various age groups of an assigned recreation facility. Duties include maintenance or custodial work and collection of fees and retail sales. Employees work with greater independence than those in the next lower class in conducting activities within the general recreation program. Supervision is received from a superior who reviews work in progress and upon completion for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Organizes, teaches and leads various age groups in general organized recreation activities such as team games and sports, arts and crafts, camping and nature lore, folk dancing, community singing and informal story telling.

Supervises the issue and collection of play equipment including bats, balls and rackets; officiates at athletic events; prepares and maintains reports of recreation activities.

Lines, drags and prepares ball fields for sports activities.

Maintains order in the facility by observing the play habits of participants and anticipating and stopping unacceptable conduct; insures that safety practices are adhered to; renders first aid for cuts and bruises.

Collects fees for various recreation programs or classes; makes over-the-counter sales of various items; collects money and makes change; dispenses gasoline; prepares routine daily reports for supervisor's review.

Sets up simple displays of revenue/concession merchandise; cleans and restocks shelves; assists with monthly inventories.

Performs routine maintenance and custodial work such as fixing signs, cleaning bathrooms, removing litter, watering fields and cleaning concession areas.

Acts as night watchman by turning lights on and off, making rounds to preserve security and anticipating and stopping unacceptable conduct; serves as a pool lifeguard as necessary.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of public recreation and park maintenance, including the activities which comprise a community recreation program.

Knowledge of the rules of instruction in the fundamentals of a variety of team and individual sports.

Knowledge of the principles and techniques of first aid.

Knowledge of the safety precautions applicable to the area of assignment and of effective precautionary measures.

Knowledge of the facilities and equipment used in indoor and outdoor recreational activities.

Knowledge of retail sales procedures and use of a cash register.

Knowledge of routine maintenance procedures.

Ability to lead and instruct games and other recreational activities.

Ability to recognize and prevent dangerous situations from arising.

Ability to establish and maintain effective working relationships with various age group participants and the public.

Ability to prepare simple inventory reports and keep routine records.

Ability to administer basic first aid.

Ability to perform minor maintenance.

Ability to operate a standard cash register and make simple arithmetic computations.

Skill in a variety of sports, crafts and games.

## Human Resources Department

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### Park Service Aide (007202)

REV 6-86

#### **Nature Of Work**

This is advanced recreational and related work in organizing and conducting a variety of recreational activities at county park and recreation facilities.

### Pool/Lake Lifeguard 1 (007207)

#### Minimum Qualifications

Must possess certifications in adult, infant/child and two-person CPR, first aid and lifeguarding provided by the Red Cross, YMCA or other nationally recognized aquatic training program. Must be 17 years of age. Must successfully complete a high-risk physical exam, including drug/alcohol screening; meet vision standard of 20/40 each eye uncorrected; and successfully complete the Miami Dade County lifeguard skills test. Continued employment requires successful completion of skills test and physical exam, including vision standard, on demand and maintenance of all required certifications.

#### Job Specifications

##### NATURE OF WORK

This is skilled water safety work at County lakes or swimming pool facilities.

Employees in this class are responsible for safeguarding patrons at swimming pools or lake facilities. Duties include enforcing rules and regulations governing use of facilities, preventing injury or loss of life, and administering first aid or cardiopulmonary resuscitation as necessary. Work is performed in accordance with departmental policies and regulations concerning public use of swimming areas and established water safety practices. Supervision is received from an administrative superior who reviews work through personal observations for effective application of lifeguarding techniques.

##### ILLUSTRATIVE TASKS

Enforces policies, rules and regulations governing the conduct of patrons using County lake or swimming pool facilities.

Observes patrons and identifies potentially dangerous or hazardous situations to prevent accidents.

Reports potential physical hazards, unsafe conditions and complaints to the facility manager.

Rescues bathers in distress; administers first aid or CPR as required.

Assists in maintaining water, beach and deck areas; assists in cleaning restrooms, showers and locker rooms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of approved lifeguarding and lifesaving practices and techniques.

Knowledge of first aid and CPR.

Knowledge of the rules and regulations and physical layout of the aquatic facility of assignment.

Knowledge of public relations principles and techniques.

Ability to react promptly and correctly in emergency situations.

Ability to swim.

Ability to administer first aid and CPR.

Ability to utilize approved lifesaving techniques in the rescue of distressed bathers.

Ability to detect potentially dangerous or hazardous situations at public lake and swimming pool facilities.

Skill in swimming.

Skill in the administration of first aid.

Skill in the application of CPR.

NEW 10-94

#### Nature Of Work

This is skilled water safety work at County lakes or swimming pool facilities.

### Pool/Lake Lifeguard 2 (007208)

#### Minimum Qualifications

One season of experience as a Pool/Lake Lifeguard 1 or equivalent is required. Must possess certifications in adult, infant/child and two-person CPR, first aid and lifeguarding provided by the Red Cross, YMCA or other nationally recognized aquatic training program. Must be 17 years of age. Must successfully complete a high-risk physical exam, including drug/alcohol screening; meet vision standard of 20/40 each eye uncorrected; and successfully complete the Miami-Dade County lifeguard skills test. Continued employment requires successful completion of skills test and physical exam, including vision standard, on demand and maintenance of all required certifications.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled water safety work at County lakes or swimming pool facilities.

Employees in this class are responsible for safeguarding patrons at swimming pools or lake facilities. Duties include enforcing rules and regulations governing use of facilities, preventing injury or loss of life, and administering first aid or cardiopulmonary resuscitation as necessary. Work is performed in accordance with departmental policies and regulations concerning public use of swimming areas and established water safety practices. Supervision is received from an administrative superior who reviews work through personal observations for effective application of lifeguarding techniques.

##### ILLUSTRATIVE TASKS

- Enforces policies, rules and regulations governing the conduct of patrons using County lake or swimming pool facilities.
- Observes patrons and identifies potentially dangerous or hazardous situations to prevent accidents.
- Reports potential physical hazards, unsafe conditions and complaints to the facility manager.
- Rescues bathers in distress; administers first aid or CPR as required.
- Assists in maintaining water, beach and deck areas; assists in cleaning restrooms, showers and locker rooms.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of approved lifeguarding and lifesaving practices and techniques.
- Knowledge of first aid and CPR.
- Knowledge of the rules and regulations and physical layout of the aquatic facility of assignment.
- Knowledge of public relations principles and techniques.
- Ability to react promptly and correctly in emergency situations.
- Ability to swim.
- Ability to administer first aid and CPR.
- Ability to utilize approved lifesaving techniques in the rescue of distressed bathers.
- Ability to detect potentially dangerous or hazardous situations at public lake and swimming pool facilities.
- Skill in swimming.
- Skill in the administration of first aid.
- Skill in the application of CPR.

NEW 10-94

#### Nature Of Work

This is advanced skilled water safety work at County lakes or swimming pool facilities.



### Pool/Lake Lifeguard 3 (007209)

#### Minimum Qualifications

One season of experience as a Pool/Lake Lifeguard 2 or equivalent is required. Must possess certifications in adult, infant/child and two-person CPR, first aid, lifeguarding and water safety instruction provided by the Red Cross, YMCA or other nationally recognized aquatic training program. Must be 17 years of age. Must successfully complete a high-risk physical exam, including drug/alcohol screening; meet vision standard of 20/40 each eye uncorrected; and successfully complete the Miami-Dade

County lifeguard skills test. Continued employment requires successful completion of skills test and physical exam, including vision standard, on demand and maintenance of all required certifications.

#### Job Specifications

##### NATURE OF WORK

This is highly skilled water safety work at County lakes or swimming pool facilities.

Employees in this class are responsible for safeguarding patrons at swimming pools or lake facilities and instructing water safety classes. Duties include enforcing rules and regulations governing use of facilities, preventing injury or loss of life, and administering first aid or Cardiopulmonary Resuscitation as necessary. Work is performed in accordance with departmental policies and regulations concerning public use of swimming areas and established water safety practices. Supervision is received from an administrative superior who reviews work through personal observations for effective application of lifeguarding techniques.

##### ILLUSTRATIVE TASKS

Enforces policies, rules and regulations governing the conduct of patrons using County lake or swimming pool facilities.

Observes patrons and identifies potentially dangerous or hazardous situations to prevent accidents.

Reports potential physical hazards, unsafe conditions and complaints to the facility manager.

Rescues bathers in distress; administers first aid or CPR as required.

Instructs swimming and water safety classes and maintains student and facility records.

Assists in maintaining water, beach and deck areas; assists in cleaning restrooms, showers and locker rooms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of approved lifeguarding and lifesaving practices and techniques.

Knowledge of first aid and CPR.

Knowledge of the rules and regulations and physical layout of the aquatic facility of assignment.

Knowledge of public relations principles and techniques.

Ability to react promptly and correctly in emergency situations.

Ability to swim.

Ability to administer first aid and CPR.

Ability to utilize approved lifesaving techniques in the rescue of distressed bathers.

Ability to detect potentially dangerous or hazardous situations at public lake and swimming pool facilities.

Ability to conduct swimming and water safety classes.

Skill in swimming.

Skill in the administration of first aid.

Skill in the application of CPR.

NEW 10-94

#### Nature Of Work

## Human Resources Department

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### Pool/Lake Lifeguard 3 (007209)

This is highly skilled water safety work at County lakes or swimming pool facilities.

### Pool Manager (007211)

#### Minimum Qualifications

High school diploma or GED. One season as a Pool/Lake Lifeguard 2 or equivalent is required. Must possess certifications in adult, infant/child and two-person CPR, first aid, lifeguarding and water safety instruction provided by the Red Cross, YMCA or other nationally recognized aquatic training program. Must be 18 years of age. Must successfully complete a high-risk physical exam, including drug/alcohol screening, and the Miami-Dade County aquatic operations skills test. Continued employment requires successful completion of skills test and physical examination on demand and maintenance of all required certifications.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the operation of a Metro-Dade County swimming pool.

Employees in this class are responsible for planning, assigning and reviewing the work of subordinates assigned to a County swimming pool. Duties include preparing work schedules, performing routine inspections, and assuring that operation of the pool is safe and follows established County procedures. Incumbents may perform lifeguarding duties as required. Supervision is exercised over a staff of lifeguards and other employees assigned to the pool. Supervision is received from an administrative superior who reviews work for safe and efficient swimming pool operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate staff assigned to a County swimming pool.

Supervises enforcement of rules and regulations pertaining to the safe operation and use of the facility.

Recognizes difficult or unsafe situations or conditions and makes necessary adjustments.

Performs revenue collection and accounting functions according to established procedure.

Maintains good public relations with swimming pool patrons.

Operates water chemistry, water testing and filtration systems; performs minor repairs.

Performs lifeguarding duties as required.

Checks resuscitator, first aid kit, backboards, gas masks to assure proper operation; may perform minor repairs.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the operation of a Metro-Dade County swimming facility.

Knowledge of departmental rules and regulations pertaining to swimming pool operation.

Knowledge of supervisory principles and practices.

Knowledge of departmental accounting procedures.

Knowledge of public relations principles and techniques.

Knowledge of water rescue and first aid techniques.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to swim.

Ability to perform lifeguarding duties at a pool facility.

Ability to establish and maintain effective public relations with swimming pool patrons.

Ability to recognize potential safety hazards at a swimming pool facility and enforce safety practices.

Physical strength and agility to perform assigned duties.

NEW 6-91

#### Nature Of Work

This is supervisory work in the operation of a Miami-Dade County swimming pool.

### Pool Manager (007211)

#### Minimum Qualifications

Must possess certifications in adult and infant/child CPR, first aid, and water safety instruction provided by the Red Cross, YMCA or other nationally recognized aquatic training program. Must be 17 years of age. Must successfully complete a high-risk physical exam, including drug/alcohol screening. Continued employment requires successful completion of skills test and physical exam on demand and maintenance of all required certifications.

#### Job Specifications

##### NATURE OF WORK

This is swim instruction work for the Park and Recreation Department.

Employees in this class are responsible for planning, implementing and teaching swim classes. Incumbents work with relative independence conducting activities and classes at assigned pools within the swim program, and duties may include instruction on "drownproofing" individuals and handling water emergency situations. Employees keep records, sign American Red Cross certification cards and test various competency levels. Supervision may be exercised over a subordinate staff and volunteers. Supervision is received from an administrative superior who reviews work for effectiveness of instructional activities.

##### ILLUSTRATIVE TASKS

Organizes, teaches and coordinates an instructional swim program at County swimming pools.

Teaches various levels of swim classes that are approved by the American Red Cross, YMCA or other nationally recognized training programs.

Performs some first-level maintenance duties in order to keep swimming pools in a clean and safe condition.

Performs minor repairs to swim teaching aids.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of swimming pool safety rules and regulations.

Knowledge of water safety rescue techniques.

Knowledge of appropriate language and teaching techniques for the ages and abilities of various groups of students.

Knowledge of equipment necessary for swim instruction classes.

Knowledge of the theory and principles of education.

Ability to instruct swimming classes.

Ability to keep records and prepare reports.

Ability to understand and follow oral and written instructions.

Ability to enforce water safety regulations.

Ability to resolve minor disciplinary problems in an aquatic setting.

NEW 6-91

#### Nature Of Work

This is swim instruction work for the Park and Recreation Department.

### Park Attendant (007215)

#### Minimum Qualifications

Eighth grade. One year of experience in grounds and turf maintenance to include the maintenance and operation of landscape equipment is required. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled manual work in the maintenance and repair of park facilities and in rendering services to park users and patrons of park facilities.

Employees in this class perform a variety of tasks of a light to moderately heavy manual nature which are necessary to properly maintain and operate public parks, beaches, playgrounds, amusement rides, dockage, boat rentals, and other facilities and concession areas. Work requires meeting the general public and following prescribed departmental rules in providing for their needs. All work is done according to standardized and prescribed policies, rules and regulations. Regular and special assignments are outlined by a superior who reviews work through personal inspection. On routine or repetitive assignments, instructions are usually not given unless there is some change in the routine of work to be performed.

##### ILLUSTRATIVE TASKS

Performs a variety of park maintenance work not requiring the skilled performance of a given craft or trade including repair of buildings, tables, fire places, and BBQ grills, utility installations, tools and equipment; maintains grounds, golf courses, swimming and beach areas, roads, trails, restrooms, playgrounds, athletic fields, and other areas; performs custodial work as required.

Performs a variety of gardening work not requiring the skilled application of professional gardening techniques; seeds, hoes, cultivates, and gives general care to lawns and grounds; removes dirt, rubbish, weeds, leaves, and other refuse from grounds; prunes shrubs and trees, cuts and edges grass, using hand and power operated machinery, such as chain saws, monofilament trimmers, mowers, blowers, sprayers, edgers, aerators, and manlifts.

Occasionally operates flatbed or similar type of automotive equipment within the park areas; however, vehicle operation is an incidental phase of the duties performed.

Meets with the public and gives information regarding the various park facilities and the rules and regulations regarding their use; gives information regarding park flora and related information; collects necessary fees, assigns parking, playing, picnicking, and other areas.

Gives a variety of assistance to Dock Masters; assists with invoices, registers boats and collects dockage fees, rents skiffs, operates small and large hoists, sells a variety of merchandise, serves in bait and tackle shops, gives information pertaining to marine life, weather and tide conditions, gives general maintenance to boats and dockage facilities, provides fuels and other services as required.

Operates a variety of amusement rides, operates live pony rides; assists in domestic animal care.

Keeps simple records of product sales and services used by patrons.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the care of flowers, trees, shrubs, and turf grasses.

Some knowledge of animal and plant life of the area.

Some knowledge of the techniques and equipment of grounds and building maintenance work.

Ability to meet the public effectively to give information regarding park facilities and regulations and to ensure the safety and welfare of visitors.

Ability to follow verbal and written instructions and to keep simple records.

Ability to perform effectively in an assigned dockage or marine area.

Skill in the use, operation, and care of hand and power tools, hoists, automotive equipment, and the less complex grounds keeping equipment.

Physical strength and agility sufficient to perform moderately heavy manual labor out-of-doors and occasionally under adverse weather conditions.

## Human Resources Department

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### Park Attendant (007215)

Rev 10-92

#### **Nature Of Work**

This is semi-skilled manual work in the maintenance and repair of park facilities and in rendering services to park users and patrons of park facilities.

### Range Attendant (007217)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the care and use of various types of firearms is required. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is specialized technical and maintenance work in the operation of a County firearms range.

Employees in this class are responsible for maintaining order and discipline on a firearms range, instructing range patrons in the care and use of firearms, and performing a variety of maintenance work in the care and upkeep of range facilities, buildings and grounds. Incumbents are expected to be competent in the care and use of various hand and shoulder firearms and to be knowledgeable of the latest instructional and safety practices concerning the use of firearms. Maintenance responsibilities include mowing and fertilizing grass, picking up trash, and cleaning restrooms and range buildings. Supervision is received from a range manager who prepares work assignments and range schedules, reviews work for technical quality and inspects the general appearance of the range for completion of maintenance responsibilities.

##### ILLUSTRATIVE TASKS

Maintains order and discipline among shooters on the firing range; assists groups during matches and shooting programs.

Instructs range patrons in the care, use and basic safety practices concerning a variety of firearms such as shotguns, pistols and small bore rifles.

Cleans, maintains and adjusts County owned range weapons.

Maintains machines used in range operation and oils, cleans and adjusts as necessary.

Mows lawns, banks, firing back-stops and grounds; fertilizes grass as needed, prunes shrubs and trees, collects trash from grounds and parking lots, and disposes of garbage.

Maintains mowing equipment by changing oil and grease.

Cleans and maintains offices, restrooms and other range buildings.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of range safety practices on a firearms range.

Considerable knowledge of the operational characteristics and maintenance requirements of typical hand and shoulder firearms.

Considerable knowledge of safety precautions required in handling firearms.

Knowledge of modern instructional methods pertaining to the care and use of firearms.

Knowledge of the standard rules and regulations of a firearms range.

Some knowledge of the care of flowers, shrubs, trees and small buildings.

Ability to enforce range safety regulations firmly, tactfully and courteously.

Ability to instruct range patrons in the care and use of firearms.

Ability to maintain effective customer relations with range patrons.

Ability to operate, maintain and make simple repairs to power lawn mowers and ground maintenance equipment.

Skill in the care and use of firearms.

REV 5-81

#### Nature Of Work

This is specialized technical and maintenance work in the operation of a County firearms range.

## Range Master (007218)

### Minimum Qualifications

High school diploma or GED. Six years of experience in park and recreation, revenue or retail operations to include one year of administrative or supervisory experience in the operation of a firearms shooting range are required. College coursework may substitute for the operations experience on a year-for-year basis to a maximum of four years. Must possess a Driver license. Must possess certification as a Firearms Instructor by the National Rifle Association, State of Florida, United States Military or other unit of government, or obtain certification as a Firearms Instructor within the probationary period.

### Job Specifications

#### NATURE OF WORK

This is responsible supervisory work in the management of a County firearms range.

An employee in this class is responsible for the supervision and management of Trail Glades Range consisting of pistol, rifle, trap and skeet, sporting clay and range safety operations. Responsibilities include supervising the overall operation of the facility with emphasis on total firearms and personal safety of the general public, enforcing established rules and regulations, conducting periodic inspections to determine maintenance and equipment requirements, supervising the retail sale of supplies and equipment, promoting and organizing special shooting events, and preparing budget estimates and operating reports. The incumbent exercises considerable independent judgment in ensuring the personal safety of the general public and in managing operations in accordance with established policies and procedures. Supervision is exercised over subordinate supervisors and range employees engaged in maintaining range facilities, providing assistance to the public, enforcing range safety, and operating a proshop. General supervision is received from an administrative superior who reviews work through personal observations and conferences, and written reports for effective facility management and quality of service to the shooting public.

#### ILLUSTRATIVE TASKS

Supervises subordinate supervisors and range employees engaged in operating a proshop, assisting the general public, enforcing range safety regulations, and maintaining range facilities and equipment; schedules assignments and hours of work for range employees.

Supervises and manages facility operations with emphasis on total firearms and personal safety of the general public as required by established rules, regulations and procedures.

Conducts periodic inspections to determine equipment and physical plant maintenance requirements.

Supervises operation of proshop; ensures accurate cash and sales records, and fee collections; determines appropriate inventory levels for stock; makes recommendations for changes in fees and prices of items for resale.

Explains safety policies and procedures to the public and to range employees; provides general information as required.

Promotes and organizes various shooting activities for the shooting public.

Conducts training sessions in person or through knowledgeable organizations concerning changes in gun laws and other subjects.

Prepares annual budget for the facility and periodic operating reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of range safety practices on a firearms range.

Thorough knowledge of safety precautions required in the handling of firearms.

Considerable knowledge of the operating characteristics and maintenance requirements of typical hand and shoulder firearms.

Considerable knowledge of the principles of management as they apply to the management of a public service facility.

Considerable knowledge of retail sales management.

Considerable knowledge of firearms, ammunition, reloading components and related supplies and equipment.

Considerable knowledge of Florida gun laws and requirement of the Bureau of Alcohol, Tobacco and Firearms.

Knowledge of supervisory principles and practices.



### **Range Master (007218)**

Knowledge of purchasing practices and procedures.

Ability to manage a firearms range in accordance with departmental policies and procedures and established range safety practices and procedures.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and the public.

Ability to enforce range safety practices firmly and tactfully.

Ability to maintain records and repair operational reports.

Skill in the care and use of firearms.

NEW 10-95

### **Nature Of Work**

This is responsible supervisory work in the management of a County firearms range.

### Landscape Technician (007219)

**Minimum Qualifications**

High school diploma or GED. One year experience in professional landscape maintenance and installation is required. Must possess a valid Driver's License. Must obtain the Landscape Technician certification within the probationary period.

**Job Specifications**

No Job Specification available

**Nature Of Work**

### Concession Attendant (007221)

#### Minimum Qualifications

Eighth grade. One year of experience in public contact work to include cash handling experience is required. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is retailing and related clerical work serving the public in a park facility or attraction.

Employees in this class are responsible for attending a concession, selling a variety of merchandise and performing related clerical duties in a park facility or attraction. Duties may include selling admission tickets or merchandise, preparing daily cash reports, conducting periodic stock inventories, and performing a variety of routine office tasks. Work differs from the next lower class in that incumbents work with greater independence and perform a wider variety of duties. Supervision is received from a superior who reviews work for satisfactory completion of assigned duties.

##### ILLUSTRATIVE TASKS

Operates a cash register at a museum, marina, park, Metrozoo, or other park facility; sells admission tickets, collects money or accepts credit card payments, makes change for customers and issues receipts.

Assists visitors by providing information on facility attractions and activities.

Sets up concession stands or operates a small store; sells a variety of merchandise; purchases products for resale or for use at the facility; stocks and restocks shelves; cleans and maintains concession area and stockroom.

Answers telephone and responds to inquiries for general facility information, including directions, park operating hours, rules, procedures and restrictions.

Maintains group facility reservation books for park facilities, schedules field trips for school groups makes campground reservations.

Performs routine office tasks including, filing, preparing requisitions, maintaining office supplies, distributing mail and making photocopies.

Conducts periodic inventories of merchandise for resale.

Prepares daily sales transaction reports.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of routine storekeeping methods and retail sales procedures.

Knowledge of the operation of a standard cash register.

Knowledge of basic public relations techniques.

Knowledge of operations and activities at the park facility or attraction of assignment.

Some knowledge of office practices and procedures.

Ability to operate a standard cash register and make change quickly and accurately.

Ability to maintain simple inventory and sales records.

Ability to perform a variety of routine clerical or office tasks.

Ability to understand and follow verbal and written instructions.

REV 12-93

#### Nature Of Work

This is retail and related clerical work serving the public in a park facility or attraction.

### Park Enforcement Specialist (007222)

#### Minimum Qualifications

High school diploma or GED. One year of law enforcement experience as a police officer or correctional officer; two years of military law enforcement experience with an honorable discharge; or three years of full-time experience in park and recreation services or as a private security guard are required. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Must be able to stand, walk, drive a vehicle, and ride a bicycle for extended periods of time. Must obtain a State of Florida Class "D" Security Officer license and obtain certification in CPR and First Aid during the first six months of employment and maintain certifications for continued employment.

#### Job Specifications

##### NATURE OF WORK:

This is security and enforcement work in protecting and patrolling public and private property at the County Parks facilities.

Employees in this class perform security enforcement work on an assigned shift to safeguard property and ensure the safety of persons at the County Parks. Duties include patrolling Park property on foot and by vehicle to prevent theft, pilferage, vandalism, fire, trespassing, accidents, property damage, misuse and abuse of equipment and ensure the safety of patrons and employees while on Park property. Work is performed independently in accordance with detailed instructions and regulations and occasionally involves an element of personal danger. Supervision is received from senior security enforcement personnel who make daily assignments and review work performance through personal observation and written incident reports.

##### ILLUSTRATIVE TASKS:

Patrols natural areas, neighborhood, community, regional and metropolitan parks, golf courses, marinas, trail glades range, campgrounds, pools, tennis center, auditoriums and parking lots.

Protects natural areas managed by the Parks Department, prevents unauthorized entry and detects violations of established security measures regulations and procedures.

Stands guard at gate entrances and permits entrance to only authorized persons and vehicles; prevents unauthorized persons or stops suspicious persons from entering restricted areas or after hours.

Questions identities and nature of activities at any Park facility; checks identification under chapter 26 parks rules and regulation; controls and directs traffic using the flow of traffic with maximum safety. Summons law enforcement officers and assists in investigations, arrests, and emergencies. Operates mobile radio equipment, intercommunication devices, and patrol vehicles.

Prepares incident reports and logs in accordance with departmental rules, regulations, and procedures. Enforces Chapter 26, [parks & recreations] Chapter 30 [traffic & motor vehicles] and Florida statutes section 403.413 [litter law]. Issues citations for violations of County Ordinances.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of the policies, regulations, and procedures used in protecting and patrolling public property at a major metropolitan park system or facility.

Knowledge of the geography of the parks operating areas including road network, users, and, facilities. Knowledge of the operations and activities at a major park system.

Ability to enforce county parks ordinances and security regulations with firmness, tact, and impartiality.

Ability to react promptly and correctly in emergency situations.

Ability to understand and carry out written and oral instructions.

## Human Resources Department

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### **Park Enforcement Specialist (007222)**

Ability to operate a motor vehicle and mobile communications equipment.

Ability to maintain logs and prepare reports. Physical strength and agility sufficient to perform assigned duties.

REV 2-08

#### **Nature Of Work**

This is security and enforcement work in protecting and patrolling public and private property at the County Parks facilities.

### Park Security Supervisor (007224)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in park and recreation services, security, protective services, or military or civilian law enforcement are required. Must possess a Driver license. Coursework may substitute for the required experience on a year-for-year basis to a maximum of two years. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Must be able to stand, walk, drive a vehicle, and ride a bicycle for extended periods of time. Must obtain certification in CPR and First Aid during the first six months of employment and maintain certifications for continued employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is certified supervisory, administrative, public relations, and protective patrol work with limited law enforcement powers to deter any undesirable and illegal activity which may cause damage and destruction of park property and natural resources.

## Human Resources Department

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### Park Security Chief (007225)

**Minimum Qualifications**

Bachelor's degree. One year of professional administrative, supervisory, or managerial experience in park and recreation services, security, protective services, or in military or civilian law enforcement is required. Must possess a Driver license. Additional experience may substitute for required education on a year-for-year basis. Must be able to work nights, weekends, and holidays on a varying work schedule. Must be able to stand, walk, drive a vehicle, and ride a bicycle for extended periods of time. Must obtain certification in CPR and first aid during the first six months of employment and maintain certifications for continued employment.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized security, supervisory, and administrative work in the protective patrol of parks and park facilities throughout the County.

### Deering Estate Renovation & Restoration Technician (007228)

**Minimum Qualifications**

High School diploma or GED. Two years of skilled experience in carpentry, painting, electrical, plumbing, plastering, building maintenance or refrigeration/air-conditioning maintenance, of which one year must be in the maintenance of historical structures, buildings or conveyances in accordance with established historical specifications. Must possess a Miami-Dade Certificate of Eligibility in Building Maintenance, Mechanical Maintenance, Maintenance Electrician or Plumbing Maintenance or must obtain a Miami-Dade County Journeyman Certificate or Competency as a Plumber, Air-Conditioning/Refrigeration Mechanic, or Electrician within the probationary period. Must possess a Driver License.

**Job Specifications**

No Job Specification Available

**Nature Of Work**



## Human Resources Department

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### Marina Attendant (007240)

#### Minimum Qualifications

Eighth grade. One year of experience in marina operations to include experience in grounds maintenance, dock maintenance, customer service, computerized clerical applications, and/or cash handling is required. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying work schedule.

#### Job Specifications

##### NATURE OF WORK:

This is responsible manual and clerical work assisting with the operations of the Miami-Dade County's marinas and dockage facilities.

Employees in this class are responsible for assigning berths or moorings to boat owners; recording the assignments; collecting the established fees; inspecting the facilities and enforcing the marina's rules and regulations. Work may also include the operation of a boat to transport persons to and from a mooring area. The incumbents exercise some independent judgment in making decisions within the limits of established policies and procedures. Responsibility is assumed for designated areas or functions within the marina in the absence of the Marina's Manager or the Assistant Manager. Work assignments and general supervision is received by the Marina's Manager or other designated supervisor, who reviews work through personal inspection.

##### ILLUSTRATIVE TASKS:

Assists in the marina(s) and/or dockage facilities by performing complex office management duties and assisting with the functional supervision of clerical, maintenance and custodial personnel.

Meets arriving yachts and assists in berth assignments and related procedures including the execution of dockage agreements.

Communicates with Customs and Immigration in matters relating to yachts arriving from foreign ports.

Ensures the efficient and safe operations of mechanical equipment at a Marina facility.

Supervises and ensures the adherence to the safety rules and regulations of local, state or federal agencies.

Provides weather reports and related conditions for boating in the area as required.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS:

Considerable knowledge of the operation and maintenance requirements of docks and related facilities.

Considerable knowledge of nautical terms and marine customs.

Some knowledge of marine safety and marine radio communications procedures.

Some knowledge of federal regulations pertaining to pleasure craft operations.

Ability to handle and operate small boats (up to 40' in length)

Ability to recognize maintenance needs and to supervise routine maintenance and clerical procedures established for the facility.

Ability to establish and maintain effective relationships with the marine patrons and subordinates.

Ability to swim.

Ability to maintain a log or record of yacht dock activity and operation.

Ability to prepare written reports.

Sufficient skill in boat handling to be of assistance to a skipper in docking and undocking.

Ability to operate small equipment including pressure cleaners, weed eaters, chain saws and lawn mowers.

#### Nature Of Work

This is responsible manual and clerical work assisting with the operations of the Miami-Dade County's marinas and dockage facilities.

### Tennis Court Attendant (007241)

#### Minimum Qualifications

High school or GED. Six months of experience in tennis court maintenance work are required. Must obtain a State of Florida Department of Agriculture and Consumer Services Pesticides, Herbicides and Insecticides certification prior to the completion of the probationary period. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled and skilled work in the maintenance and repair of variously surfaced tennis courts.

Employees in this class maintain and repair variously surfaced tennis courts in accordance with established professional standards. Duties include detecting problems and making repairs, performing daily maintenance of tennis court surfaces, clearing courts of debris and trash, maintaining automatic water systems, installing or replacing nets and windscreens, replacing top dressings and repairing holes, replacing line stripes on clay courts, and applying chemicals and fertilizers. Supervision is received from an administrative superior who reviews work through personal observations and conferences for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Maintains and repairs variously surfaced tennis courts; detects problems and makes necessary adjustments or repairs to keep tennis courts in top professional playing conditions at all times.

Performs daily maintenance of tennis court surfaces including clay courts and the monitoring of the watering system, dragging, replacing clay and brushing lines; cleans courts of debris including trash, rocks, leaves, sand and dirt particles, and loose turf particles.

Maintains automatic water systems; adjusts and repairs watering pipes, canisters, floats, and timing devices on clay and grass courts; replaces top dressing as needed.

Installs, replaces or adjusts nets and windscreens; replaces top dressing, repairs holes, and replaces line stripes on clay courts.

Performs daily maintenance of grass courts; applies chemicals and fertilizers under supervision.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the repair and maintenance characteristics of variously surfaced tennis courts.

Knowledge of the methods and materials required in the repair of tennis court surfaces.

Knowledge of irrigation systems used for watering of tennis courts.

Knowledge of departmental policies and procedures.

Knowledge of chemicals and fertilizers required for the maintenance of grass tennis courts.

Ability to maintain and repair variously surfaced tennis courts in accordance with departmental procedures.

Ability to detect improperly functioning mechanical systems used in tennis court operations.

Ability to follow verbal and written instructions.

Ability to operate equipment used in tennis court maintenance and repair activities.

Ability to apply chemicals and fertilizers in the prescribed manner.

Skill in the operation of close tolerance mowing equipment.

NEW 10-96

#### Nature Of Work

This is semi-skilled and skilled work in the maintenance and repair of variously surfaced tennis courts.

### Turf Equipment Mechanic (007245)

#### Minimum Qualifications

High school diploma or G.E.D. Two years experience in maintenance and/or repair of various types of turf equipment, such as lawnmowers, weed eaters, chainsaws, and three and four cylinder engines. Must possess CDL B license and own hand tools.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the maintenance and repair of landscaping and turf maintenance machinery and mechanical equipment.

An employee in this class performs specialized mechanical work in the diagnosis, repair and preventive maintenance of a wide variety of diesel and gasoline powered turf equipment. Work involves the overhaul and maintenance of machinery and mechanical equipment such as lawnmowers, weed eaters, chainsaws, and low horsepower engines used in maintaining park lands. Employees work independently using handtools, power tools and various precision-measuring and testing instruments. Assignments may be given in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning machinery. Work is reviewed by a maintenance supervisor who inspects work occasionally in progress and upon completion for compliance with instructions and serviceability of the equipment repaired.

##### ILLUSTRATIVE TASKS

Overhauls and maintains various types of cutter deck units; replaces cutter housings; rebuilds blade spindle units; repairs and maintains PTO gear box units; sharpens and replaces mower blades.

Performs equipment preventive maintenance, including changing fluids and lubricants, and the inspection of suspensions and steering systems.

Repairs and maintains diesel and gasoline engines and their components, including engine rebuilding, inspection and maintenance of fuel systems, carburetor fuel line and fuel injector cleaning and maintenance; repairs injection pumps; maintains cooling systems; replaces hoses; repairs radiators; and performs pressure checks.

Overhauls and maintains two-cycle type turf equipment such as weed eaters, blowers, chainsaws, pole saws, hedge trimmers, edgers and field markers; maintains low horsepower (3-12 hp) four-cycle engines; performs tune-ups; orders and receives parts using parts manuals.

Adjusts, repairs and overhauls hydraulic systems including rebuilt hydraulic pumps; pressure checks hydraulic lines.

Diagnoses and repairs turf equipment safety systems to ensure compliance with OSHA standards; tests and replaces safety switches using OMS meter and other testing procedures; performs upkeep on wire harness components; reads wire schematics.

Overhauls and maintains various power take-off systems (PTO), including drive shafts and gearboxes.

Overhauls three and four wheel drive scooters; performs tune-ups brake work, engine and transmission repairs; inspects and sharpens cutting blades using blade grinding equipment; repairs and maintains ignition and charging systems; changes tires and wheels; performs minor welding repairs; prepares and completes repair orders per the work assignment.

Uses special tools such as valve facers, reamers, cylinder hones, drills and grinders, gauges, micrometers, taps and dies.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools and practices used in specialized mechanical craft.

### **Turf Equipment Mechanic (007245)**

Considerable knowledge of the occupational hazards and safety precautions of the mechanical trade.

Knowledge of the principles of mechanics.

Knowledge of the repair and maintenance characteristics of a wide variety of mechanical equipment and powered machinery.

Ability to detect defects in machinery and equipment and to make the necessary repairs or adjustments.

Ability to work from oral or written instructions, from simple diagrams and sketches.

Ability to make simple time and materials estimates.

Skill in using a variety of standard hand tools, machines and power equipment used in machinery repair work.

NEW 12-06

#### **Nature Of Work**

This is skilled work at the journeyman level in the maintenance and repair of landscaping and turf maintenance machinery and mechanical equipment.

### Horticultural Assistant (007248)

#### Minimum Qualifications

Eighth grade. One year of experience in interior plant maintenance is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is routine manual work in plant nursery and office environments for the Park and Recreation Department.

Employees in this class are responsible for the satisfactory performance of duties necessary for the proper growth and maintenance of sungrown and shadehouse grown container plants, and the installation and maintenance of interior plants in various locations. Supervision is received from a technical or administrative superior, although routine and repetitive tasks are accomplished under general supervision.

##### ILLUSTRATIVE TASKS

Performs potting of containerized plants.

Waters, fertilizes and weeds containerized plants.

Mixes and applies pesticides.

Identifies, selects, loads and installs interior plants in office settings.

Follows up maintenance and rotation of interior plants.

Inspects plants for signs of diseases, insects or cultural problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of good watering, fertilizing and other cultural practices for the proper growth and maintenance of foliage and sungrown containerized plants.

Knowledge of proper user of pruners, portable sprayers and other hand tools used in container nursery and interior plant maintenance.

Knowledge of interior plant names.

Ability to operate an automobile, pick-up truck and small garden tractor.

Ability to properly care for sungrown and shadehouse grown container plants.

Physical strength and agility sufficient to perform assigned duties.

NEW 6-91

#### Nature Of Work

This is routine manual work in plant nursery and office environments for the Parks and Recreation Department.

### Tree Trimmer (007250)

#### Minimum Qualifications

Eighth grade. Six months of experience in trimming large trees and other large plants are required. Must possess a CDL/Class B. A performance test will be given at the time of interview. Position requires working at considerable heights and operating bucket trucks and related power equipment such as stump grinders, chippers, and chainsaws.

#### Job Specifications

##### NATURE OF WORK

This is manual landscape maintenance work in the pruning and general care of shade and ornamental trees in parks and along roadways.

Employees in this class perform a variety of semi-skilled tasks in cutting away dead and broken tree limbs, removing excess tree foliage, and applying preservatives to cut surfaces. Responsibilities include operating aerial boom trucks, hydraulic lift equipment, dump trucks and branch chipper equipment. Employees follow established safety practices and procedures in working at tree-top elevations in aerial equipment and in close proximity to overhead utility wires. Supervision is received from a maintenance supervisor who inspects work in progress and upon completion for satisfactory application of tree trimming techniques.

##### ILLUSTRATIVE TASKS

Climbs trees using spike shoe attachments or extension ladder, or reaches work area using a truck-mounted hydraulic hoist; uses chain saws, shears and other cutting implements to remove branches that are broken, dead or intruding upon private properties, right-of-way and parking areas.

Trims trees for clearance of overhead utility wires and street lighting and to protect park patrons from injury.

Removes fallen trees from roadways and park areas; operates a stump grinder to grind stumps to below grades; trims branches to preserve visibility of traffic control devices and to improve landscape appearance.

Sprays trees with chemical agents to kill harmful insects, blights and parasites; sprays trees with fertilizers and other nutritive elements; applies insect-killing substances with brushes to trunk of trees; performs minor tree surgery not requiring special training.

Removes rotted cavity from trunks of trees, cleans and paints, and occasionally cements and sets drains to prevent further decay.

Does routine servicing and simple maintenance work to machinery and equipment; cleans saws and makes minor adjustments to motors.

Drives aerial boom truck to and from work locations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the standard methods, materials and tools used in pruning and maintaining shade and ornamental trees.

Knowledge of the occupational hazards and safety precautions of working at tree-top elevations and near overhead utility wires.

Knowledge of various species of local trees and their growth characteristics.

Ability to understand and follow verbal instructions.

Ability to operate aerial boom trucks, hydraulic lift equipment, dump trucks, stump grinders and branch chipper equipment.

Ability to work at heights.

Ability to observe and follow established safety practices and precautions.

REV 11-94

#### Nature Of Work

This is manual landscape maintenance work in the pruning and general care of shade and ornamental trees in parks and along roadways.

### Parks Sound Technician (007252)

#### Minimum Qualifications

High school or GED. One year of skilled experience in the design and installation of sound, lighting and power systems is required. Must possess a Certificate of Competency as a Journeyman Electrician.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the design, installation and maintenance of sound, lighting and power systems.

An employee in this class is responsible for the design, installation, operation and maintenance of public address systems, power distribution systems and sound/lighting systems for various concerts and special events. Duties include installation of electrical systems at various park facilities, assisting networks and local television and radio stations during special events, preparing and reviewing bids for sound and electronic work, and billing outside agencies for services. Supervision may be exercised over work crews and trades helpers. Supervision is received from a technical superior who reviews work for satisfactory operation of sound, lighting and power systems.

##### ILLUSTRATIVE TASKS

Designs, builds, operates and maintains public address systems for various concerts and special events.

Designs and installs large temporary power distribution systems, and landscape and general lighting for special events.

Designs, installs and maintains sound and lighting, intercom and electrical systems for theaters, auditoriums, pools, stadiums, ball parks, offices and other park facilities.

Coordinates work with networks, local television and radio stations to design and install video and phone lines, power for satellite transceivers, production trucks and associated support systems; maintains during special events and advises outside agencies on system design and installation.

Installs, repairs, modifies and replaces electrical circuiting and wiring at various parks and other facilities.

Prepares and reviews bids for County sound, electric and electronic work; reviews performance of equipment on a periodic basis; trains and supervises work crews as required; prepares invoices to outside agencies for services rendered.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, methods, tools and materials of the electrical-electronic trade.

Considerable knowledge of public address, power distribution and sound/lighting systems.

Considerable knowledge of the occupational hazards and safety precautions of work on high voltage electrical systems and equipment.

Knowledge of local electrical codes effective in the County.

Knowledge of County bid practices and procedures.

Ability to design, install, operate and maintain public address, power distribution and sound/lighting systems.

Ability to install, repair, modify and maintain a variety of electrical equipment and systems.

Ability to locate defects in electrical equipment and systems.

Skill in the diagnosis of electrical malfunctions.

Skill in the electrical trade.

NEW 10-87

#### Nature Of Work

This is advanced skilled technical work in the design, installation and maintenance of sound, lighting and power systems.

### Maintenance Technician (007253)

**Minimum Qualifications**

High school diploma or GED. One year of skilled experience in carpentry, painting, electrical, plumbing, plastering, building maintenance or refrigeration/air-conditioning maintenance is required. Must possess a Miami-Dade County Certificate of Eligibility in Building Maintenance, Mechanical Maintenance, Maintenance Electrician or Plumbing Maintenance or must obtain a Miami-Dade County Journeyman Certificate of Competency as a Plumber, Air-Conditioning/Refrigeration Mechanic, or Electrician within the probationary period. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized work at the journeyman level in the daily maintenance and repair of park and recreation facilities.



## Landscape Architectural Drafter 2 (007257)

### Minimum Qualifications

High school or GED . One year of experience in landscape architectural drafting is required.

### Job Specifications

#### NATURE OF WORK

This is advanced technical work in landscape architectural drafting, requiring use of standard instruments and/or use of a computer aided drafting and design system.

Employees in this class act as principal assistants to professional landscape architects in performing a variety of the more responsible and technical drafting and office landscape architectural tasks. Work requires a considerable knowledge of landscape architecture. Supervision may be exercised over a staff of skilled technical subordinates through a review of work in progress and upon completion. All work is subject to check in progress and upon completion by a professional superior.

#### ILLUSTRATIVE TASKS

Performs final drafting on a wide variety of plans designed by landscape architects including master plans, planting plans, grading plans and layout plans.

Prepares base maps, perspective sketches and elevations as needed to augment and clarify the presentation of various plans.

Prepares landscape architectural working drawings including site plans, elevation sections and details.

Prepares rendered plans and sketches using a wide variety of graphic techniques and media.

Performs a variety of calculations related to grading and site development including area, cut and fill, and plant and material quantities.

Checks and gives preliminary review to the work of subordinate drafting personnel to assure accuracy and completeness.

Uses standard drafting instruments or a computer aided drafting and design system.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and techniques of landscape architectural drafting.

Knowledge of mathematics through trigonometry.

Knowledge of general construction specifications and blueprints.

Knowledge of supervising principles and practices.

Ability to perform technical computations, to make estimates and to compile data in appropriate formats.

Ability to plan and supervise the work of technical assistants in a manner conducive to full performance and high morale.

Ability to make difficult and technical landscape architectural drawings.

Ability to prepare graphic renderings of landscape architectural drawings, sketches and maps used in presentations.

Ability to use or learn to use a computer aided drafting and design system.

Ability to understand, follow and transmit complex oral and written instructions.

Skill in the use of drafting instruments and equipment and various graphic media.

NEW 10-88

### Nature Of Work

This is advanced technical work in landscape architectural drafting, requiring use of standard instruments and/or use of a computer aided drafting and design system.

## Human Resources Department

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### Marine Equipment Operator (007260)

#### Minimum Qualifications

Must possess a United States Coast Guard license to serve as a Master of Near Coastal Steam or Motor Vessels up to 50 gross tons or more. Must possess a Marine Radio Operator Permit. Coast Guard mandated drug/alcohol testing requirements will be applied. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation and maintenance of small craft for the Park and Recreation Department.

Employees in this class operate and maintain small craft up to sixty-five feet to assist in maintenance and repair of Metro-Dade County docks and marina facilities. Duties include operating onboard equipment, and performing maintenance and repair tasks on County marina facilities. A related responsibility is the transporting of guests, government officials and children enrolled in summer programs. Supervision is received from an administrative superior who reviews work for safe operation of small craft and satisfactory repair and maintenance work.

##### ILLUSTRATIVE TASKS

Operates and maintains small craft up to sixty-five feet with a draft of 4.0 feet or less.

Operates and maintains onboard equipment such as cranes, pumps and winches.

Navigates harbor and bay waters using charts, plotting equipment, compass, sounding equipment, daybeacon and lights to plot position and safe courses.

Operates and maintains VHF radio/telephone.

Escorts and transports guests, government officials, and children enrolled in summer programs such as Sea Camp, and other naturalist programs.

Maintains and repairs Metro-Dade County beacons, lights, pilings and moorings, and other dock and marina facilities.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics of small craft up to sixty-five feet.

Knowledge of the International Rules of the Road.

Knowledge of United States Coast Guard requirements pertaining to the safe operation of small craft.

Knowledge of Metro-Dade County marinas and bay waters.

Ability to safely pilot small craft in harbors and marinas.

Ability to repair and maintain dock and marina facilities.

Ability to operate marine cranes, pumps and winches.

Skill in the operation of small craft.

NEW 10-87

#### Nature Of Work

This is skilled work in the operation and maintenance of small craft for the Park and Recreation Department.

## Human Resources Department

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### Ocean Rescue Communications Support Specialist (007263)

#### **Minimum Qualifications**

High school diploma or GED. Two years of public contact or interviewing experience, to include clerical experience, is required. Must be able to work a rotating shift schedule, weekends and holidays.

#### **Job Specifications**

#### **Nature Of Work**

This is communications and clerical work facilitating incident communications with and among various agencies and providing general office support.

Must take and pass a data entry skills test with a net score of 85 keystrokes per minute. Photo identification is required to take the data entry skills test.

## Human Resources Department

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### Marina Support Specialist (007264)

#### Minimum Qualifications

Bachelor's degree. Additional experience in a marina related enterprise may substitute for the required education on a year-for-year basis. Must possess a driver license.

#### Job Specifications

#### Nature Of Work

This is specialized management work in marina and recreational boating operations for the Parks & Recreation Department.

### Ocean Lifeguard 1 (007267)

#### Minimum Qualifications

High school diploma or GED. Must possess certifications in adult, infant/child and two-person CPR, First Aid, DOT First Responder and lifeguarding provided by the Red Cross, YMCA, or other nationally recognized aquatic training program. Prior to the interview, qualified applicants will be scheduled for a performance test which may include distance swim and run, simulated rescue, first aid, and artificial respiration practices and procedures. Must be at least 18 years of age. Must meet Miami-Dade County physical standards, including vision standards of 20/40 in each eye uncorrected. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Continued employment requires meeting all physical standards, successfully completing performance test and maintaining all required certifications.

#### Job Specifications

##### NATURE OF WORK

This is skilled water safety work in preventing accidents and injuries at a public bathing beach or swimming pool.

Employees in this class are responsible for safeguarding patrons at a County bathing beach or swimming pool by preventing injury or loss of life through drowning and for administering first aid or artificial respiration. Work is performed in accordance with departmental rules and regulations governing the public use of swimming areas or pools, and by recognized practices of water safety. Supervision is received from a technical superior who makes work assignments and reviews work for orderliness and rule enforcement by visual inspection.

##### ILLUSTRATIVE TASKS

Maintains order and discipline among bathers and other persons at an assigned county swimming area or pool.

Rescues bathers in distress; applies resuscitation and administers first aid when necessary.

Operates a rescue boat to patrol the swimming area in the enforcement of rules and regulations and also in the rescue of persons in distress.

Assists pool managers in pool procedures such as inspection of rescue equipment and collection of water samples for tests; when assigned assists in the teaching of swimming classes or other aquatic programs.

Maintains general appearance and cleanliness of beach area or pool when able to do so without distraction from lifeguarding.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of approved water rescue methods and specific first aid techniques.

Ability to learn rules and regulations relating to pool, park, and beach activities rapidly and to exercise tact, firmness, and good judgment in enforcing such rules and regulations.

Ability to prevent dangerous situations from arising, to recognize emergencies, and to take effective action.

Skill in pool and surf swimming, lifesaving, and first aid.

Physical strength and agility and freedom from disabling defects; and ability to meet prescribed physical standards.

REV 12-63

#### Nature Of Work

This is skilled water safety work in preventing accidents and injuries at a public bathing beach or swimming pool.

## Human Resources Department

### Beach Safety Manager (007270)

#### Minimum Qualifications

Bachelor's degree in Park Management, Recreation, Business Administration, Public Administration or a related field. Three years of experience in responsible supervisory lifeguarding work in a beach swimming area are required. Additional experience may substitute for the required education on a year-for-year basis up to a maximum of two years.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and administrative work managing lifeguarding and beach safety operations at a Metro-Dade County operated public beach.

Employees in this class are responsible for supervising lifeguard services, coordinating beach operations, and performing various administrative duties at a public beach facility. Emphasis of the work is on assuring the safety of beach patrons through the provision of lifeguard services, maintaining beach areas in a safe and clean manner, and assuring the maintenance of positive relations with the public. Duties include budgetary preparation and administration, lifeguard training and new equipment evaluation. Incumbents exercise independent judgment in enforcing local ordinances and beach safety rules in effect at county public beaches. Supervision is exercised over supervisory lifeguard personnel with assigned lifeguarding responsibilities. Supervision is received from an administrative superior who reviews work for the safe and efficient management of beach safety activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate lifeguard personnel engaged in enforcing local ordinances regarding water safety and public beach usage, responding to emergencies, and promoting the general welfare of beach patrons.

Responds to and resolves complaints from beach patrons on conduct of lifeguards, beach regulations, and beach maintenance.

Responds to emergencies and incidents occurring at the public beach facility.

Prepares and administers beach safety budget; requisitions equipment, materials and supplies; prepares reports of operations.

Updates beach operations training manual and programs to maintain proficiency in lifesaving techniques and first aid methods.

Conducts routine safety checks of beach equipment, lifeguard facilities and grounds; evaluates and tests new equipment for use in lifesaving operations.

Meets with civic groups, municipal officials and the media to provide information on beach operations; represents department at lifesaving, first aid, water safety programs, and clinics.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of laws, ordinances, procedures, and regulations pertaining to the use of public beach facilities.

Considerable knowledge of beach safety principals, practices, and techniques.

Considerable knowledge of tools, equipment, and supplies used in beach safety.

Considerable knowledge of occupational hazards and safety precautions required in beach safety operations.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Knowledge of budget preparation and reporting procedures.

Ability to supervise a staff of lifeguards and supervisors in a manner conducive to full performance and high morale.

Ability to establish and maintain schedules for beach safety and repair operations.

## Human Resources Department

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### Beach Safety Manager (007270)

Ability to design and develop lifeguard training programs.

Ability to establish and maintain effective working relationships with subordinates, superiors, and the public.

Ability to train employees in the area of their assignments.

NEW 7-92

#### **Nature Of Work**

This is advanced supervisory and administrative work managing lifeguarding and beach safety operations at a Miami-Dade County operated public beach.

## Human Resources Department

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### Manager, PROS Fruit and Spice Park (007271)

**Minimum Qualifications**

Bachelor's degree. Three years of professional experience in the development and maintenance of a botanical garden or similar exotic garden. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work with supervisory responsibility managing and developing Miami-Dade County's public tropical fruit garden.



### Purchasing Specialist (007272)

#### Minimum Qualifications

High school diploma or GED. Three years of large-scale purchasing and contract management experience involving a variety of commodities are required.

#### Job Specifications

##### NATURE OF WORK

This is specialized work administering and managing the procurement process of commodities and services for the Miami-Dade County.

Employees in this classification are responsible for specialized specific contract development and compliance, as well as fiscal adherence. Responsibilities typically include managing and administering contracts and one-time requisitions/contracts and processing small purchase orders. Employees in this classification may exercise supervision over subordinate staff through the assignment of work. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

##### ILLUSTRATIVE TASKS

Develop methods and strategies to ensure goods and services are available to facilitate operation of the department.

Coordinate with various end users to establish needs, including modifications to specifications and annual dollar requirements.

Researches sole source vendors, obtains required documentation and prepares justifications for the General Services Administration (GSA), Department of Procurement Management (DPM) or Board of County Commissioners (BCC) action; meet with GSA and DPM staff to complete specialized purchasing requirements for the department.

Reviews various other contracts which may be required by end users to meet department needs including reviewing state contracts or other county contracts.

Coordinates the overall usage of small purchase orders to ensure that the commodity assignments do not exceed the designated amount for the fiscal year.

Respond to departmental inquiries as to proper methods for purchases and interpretation of contracts; provides memoranda to staff as to contract usage; works with end users to analyze their needs, specifications and dollar requirements.

Request allocations and issue releases for purchase orders through ADPICS; print and mail purchase order releases to the awarded vendor.

Maintain on going communication with GSA and DPM to secure contracts.

Develop training programs and facilitate the required training for storeroom staff and other departmental liaison representatives related to purchasing procedures used to facilitate proper contract management.

Perform other related functions such as emergency purchases during critical times such as hurricanes or other types of emergencies.

Perform related work as required.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of large-scale procurement methods, practices and procedures.

Considerable knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

## Human Resources Department

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### Purchasing Specialist (007272)

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by department in the area of assignment.

Knowledge of documentation requirements pertaining to County contracting processes.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to gather, analyze, interpret, summarize and present complex data in a logical format.

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

NEW - FEB 07

#### **Nature Of Work**

This is specialized work administering and managing the procurement process of commodities and services for the Miami-Dade County.

## Human Resources Department

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### Deering Estate Exhibition Specialist (007274)

#### **Minimum Qualifications**

Bachelor's degree in Fine Arts, Art History, Museum Studies, Historic Preservation or related field. Experience in handling, preparation, and installation of fine art, furnishings, and documents for exhibition may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized exhibition and related administrative work at the Deering Estate.

## Human Resources Department

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### Deering Estate Special Events Coordinator (007275)

#### Minimum Qualifications

Bachelors Degree. Two years experience to include sales and event coordination are required.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Deering Estate Exhibits & Collections Coordinator (007276)

#### **Minimum Qualifications**

Bachelor's degree. Three years of experience in one, or a combination of, the following areas: fundraising, development, marketing or coordination of programs, exhibits, collections or archives are required. Preference will be given to applicants who had performed these functions in a museum, historical property or related site. Must possess a Driver license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work in the oversight, coordination, conservation, presentation, research and overall care of all collections and park historical facilities and design.

## Human Resources Department

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### PROS Sign/Graphics Artist (007277)

#### Minimum Qualifications

High school diploma or GED. One year of experience in computerized sign design work; operation of a graphic design station computerized lettering machine, projector enlarger and silk screening; and/or skilled sign painting is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the production of signs and graphics for the Park and Recreation Department.

Employees in this class operate a graphic design station to produce logos and other graphics for use on signs. Duties include operating computerized lettering machines, reproduction cameras and other graphics design equipment. Employees also perform sandblasting, hand painting and silk screening, and are responsible for mixing, matching and blending various paints and other materials. Supervision is received from a technical superior who reviews work for technical quality, satisfactory appearance and conformance with specifications.

##### ILLUSTRATIVE TASKS

Operates a graphic design station; produces logos and other graphics stored in computerized equipment on disc for use on signs.

Lays out signs using scale drawings or other illustrations; performs hand lettering, and places letters cut from various materials; makes show cards, as required; operates button maker machine and sandblasting machine.

Operates computerized lettering machines; cuts letters for metal, wood, plastic or acrylic signs using various materials such as vinyl and scotchlite.

Operates reproduction cameras; lays out and cuts film used for silk screening processing; masks and prints silk screen signs.

Mixes, matches and blends paints, enamels, acrylics and other materials using the proper proportions of pigment, base and thinner; performs staining.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the techniques and methods of computerized graphic design used in the production of signs.

Knowledge of the methods and techniques of sign painting and silk screening.

Knowledge of the proper methods of preparing surfaces for painting.

Knowledge of the types, qualities and uses of paints, enamels, acrylics and other materials.

Ability to operate computerized graphic design equipment to produce logos and other graphics for use on signs.

Ability to interpret work requests from sketches, drawings or other illustrations.

Ability to mix and blend paints, enamels and other materials to required consistency.

Skill in the operation of computerized graphic design equipment.

Skill in sign painting.

Skill in blending, mixing and matching paints, enamels, acrylics and other materials.

NEW 10-87

#### Nature Of Work

This is skilled technical work in the production of signs and graphics for the Parks and Recreation Department.

### PROS Sign/Graphics Supervisor (007278)

#### Minimum Qualifications

High school or GED. Two years of experience in advanced computerized sign design work and in the operation of a graphic design station, computerized lettering machine, project enlarger, an Argyle 24" reproduction camera, and in film developing and silk screening to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and administrative work supervising the production of signs and graphics for the Park and Recreation Department.

An employee in this class is responsible for planning, assigning and reviewing the work of a staff of skilled technicians engaged in graphic design and sign production. Emphasis of the work is on assigning work schedules, explaining jobs to be done, participating in sign production and art work, estimating time and materials required for proposed jobs, and planning new projects. Supervision is exercised over a staff of skilled technicians through review of work in process and upon completion. Supervision is received from an administrative superior who reviews work for technical quality and effective shop operations according to departmental standards and policies.

##### ILLUSTRATIVE TASKS

Assigns work schedules of subordinates; lays out and explains jobs to be done; suggests working procedures and instructs subordinates in new techniques; inspects completed jobs for quality and conformity to shop standards.

Participates as needed in preparing signs or art work; operates a graphic design station, including digitizing of logos and other graphics; operates a computerized lettering machine and operates projector enlarger for various logos and graphics.

Keeps records of employee time for personnel, payroll and cost accounting work order system.

Estimates time and material required for proposed jobs; keeps records and submits reports; submits requisitions for supplies and equipment; assures that stock on hand is adequate for work flow.

Works with administrative superiors in planning new projects; gives technical advice regarding sign work; performs technical inspections.

Obtains prices to procure supplies and major equipment including computer enhancements.

Applies knowledge of graphic technology in sign design work, including drawing the lay out and logos for various signs; maintains a thorough knowledge of graphic art methods and materials used on signs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

Considerable knowledge of the techniques and methods of computerized graphic design used in the production of signs.

Considerable knowledge of the methods and techniques of sign painting and silk screening.

Knowledge of supervisory principles and practices.

Knowledge of the types, qualities and uses of paints, enamels, acrylics and other materials.

Knowledge of the proper methods of preparing surfaces for painting.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to estimate time and materials required for graphic and sign production.

Ability to plan and execute new graphic and sign projects.

Skill in the operation of computerized graphic design equipment.

Skill in sign painting.

Skill in blending, mixing and matching paints, enamels and other materials.

##### MINIMUM QUALIFICATIONS

Three years of skilled experience in the operation of computerized graphics design equipment or in skilled sign painting; graduation from a standard high school or vocational school.

## Human Resources Department

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### PROS Sign/Graphics Supervisor (007278)

NEW 10-87

#### **Nature Of Work**

This is advanced technical and administrative work supervising the production of signs and graphics for the Parks and Recreation Department.



## Human Resources Department

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### PROS Wellness & Fitness Specialist (007279)

#### **Minimum Qualifications**

Bachelor degree in P&R Management, Business Administration, Public Administration, Sports Administration, Recreation, Physical Education or related field. One year of supervisory, management and/or professional administrative experience to include maintenance, operations and/or recreation programming within a park and recreation system is required. Additional experience may substitute for the required education on a year-for-year basis. Must obtain and maintain certification in fitness, wellness or nutrition from one of the organizations certified by the National Commission for Certifying Agencies within the one year probationary period.

#### **Job Specifications**

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of wellness and fitness programs.

## Human Resources Department

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### Manager, PROS Golf Operations (007280)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to five years of supervisory or managerial experience in golf facilities or other revenue generating facility are required. Additional supervisory or managerial experience in golf facilities or other recreation revenue generating facility may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work in the management of golf operations for the Parks and Recreation Department.

## Human Resources Department

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### Manager, PROS Contracts Administration (007281)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of progressively responsible experience in the identification of revenue generating public/private partnerships, contract development, implementation, and evaluation is required.

Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work in the development, implementation and administration of new and renewed private sector operated lease and license agreements that provide recreation and support services to the Parks & Recreation Department.

### Cabinetmaker (007284)

#### Minimum Qualifications

Eighth grade. Two years of skilled experience as a carpenter to include one year of experience in cabinetmaking are required.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level in the fabrication of furniture and cabinets.

Employees in this class are responsible for fabrication of furniture and cabinets, preparation of wood for sign fabrication or construction, and performance of skilled carpentry tasks in accordance with standard trade practices. Assignments require the interpretation of detailed technical drawings and blueprints, and the skilled use of specialized cabinetmaking tools and equipment. Supervision may be exercised over semi-skilled or unskilled helpers. Supervision is received from an administrative superior who reviews work for finished quality of items fabricated and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Fabricates furniture and cabinets using shop machinery including planner, joiner, band saw, table saw, radial arm saw, router, shaper, and standard tools of the carpentry trade.

Prepares wood for sign fabrication and construction; uses plastic, laminates and plexiglas.

Performs skilled carpentry work in the construction, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture; repairs tables, benches and cupboards; builds concrete forms; lays sub-flooring and does sheathing.

Works with and interprets technical drawings and blueprints.

Patches boat hulls, makes ribs and braces, repairs fenders, bulkheads, piers and moorings.

Makes estimates of time and materials required for assigned work and keeps simple records.

Supervises and instructs semi-skilled and unskilled helpers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the design and construction of cabinets, furniture, decorative trim and surface finishes.

Considerable knowledge of the standard practices, methods, tools and materials of the carpentry trade.

Considerable knowledge of the occupational hazards and safety precautions of the carpentry trade.

Knowledge of the proper utilization of plastics, laminates and plexiglas in specialized carpentry work.

Knowledge of technical drawings and blueprints.

Ability to fabricate cabinets and furniture, and work with different types of wood and wood laminates to close tolerance.

Ability to perform skilled carpentry work.

Ability to read and interpret technical drawings and blueprints.

Ability to operate a variety of power-driven wood-working machinery.

Skill in the fabrication of cabinets and furniture.

Skill in carpentry.

Skill in the operation of carpentry tools and equipment.

NEW 6-91

#### Nature Of Work

This is skilled work at the journeyman level in the fabrication of furniture and cabinets.

### PROS Planner 2 (007286)

#### **Minimum Qualifications**

Master's degree and one year of professional planning experience to include park or recreation open space planning; or Bachelor's degree and two years of professional planning experience to include park or recreation open space planning are required. Must possess a Driver license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced professional work in park planning and market research for the Parks & Recreation Department.

### PROS Planner 3 (007287)

**Minimum Qualifications**

Master's degree and two years of professional planning experience to include park or recreation open space planning; or Bachelor's degree and three years of professional planning experience to include park or recreation open space planning are required. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced professional work protecting, conserving and managing environmentally sensitive, natural and cultural resources for the Parks & Recreation Department.

## Human Resources Department

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### PROS Planning Section Supervisor (007288)

#### **Minimum Qualifications**

The Park Planning Section supervisor of Acquisition and Property Management is responsible for land acquisition, real property management (including monitoring encroachments and inappropriate uses), negotiating agreements for joint use of property with other agencies, preparation and execution of easements and covenants, real property records management and other duties related to land use and land use regulations, including development approvals. The desired candidate will have knowledge of real property management, real estate transactions - including acquisitions and lease agreements, the development approval process and will have a strong commitment to preservation of open space.

Minimum requirements include a Masters Degree in Planning, Park and Recreation Management, or related field and three years of progressively responsible professional planning experience to include park and recreation open space planning; or Bachelor's degree in Planning, Park and Recreation Management or related planning field with four years of progressively responsible professional planning experience to include park or recreation open space planning. Related planning fields include Landscape Architecture, Geography, Business Administration, Public Administration, Urban Studies, Architecture, Economics, or Statistics. Extensive knowledge of real property management, real estate transactions - including acquisitions and lease agreements, the development approval process and property records management is preferred.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work with supervisory responsibility for park system planning, and recommendations for the development, restoration, redevelopment, maintenance and growth of the County's park and recreation system.

### PROS Youth Education Town Center Manager (007290)

#### Minimum Qualifications

Bachelor's degree. Three years of professional or supervisory experience in youth development, adult education, or recreational programs to include program evaluation and monitoring and/or grant development and administration experience are required. Additional related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the management of a large complex metropolitan park and Youth Education Town facility.

An employee in this class is responsible for supervising, directing and coordinating operations, maintenance and programming of a large complex metropolitan park and Youth Education Town center. Responsibilities include directing center programming activities and evaluating their effectiveness, overseeing daily maintenance of buildings and grounds, ensuring that outdoor recreational facilities are maintained in a safe and playable condition, meeting with a variety of community-based organizations to discuss community programming needs, and preparing and administering the annual budget for operations. The incumbent exercises considerable independent judgment in managing Y.E.T. center activities and park operations. Supervision is exercised through subordinate supervisors over professional, maintenance and clerical employees. Supervision is received from an administrative superior who reviews work through personal conferences and inspections for effective management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises and manages park operations consisting of facilities including a recreation building, basketball court, track, baseball field, lake, open spaces, and the Youth Education Town center.

Plans, supervises and administers the work of subordinates engaged in Youth Education Center programming including tutorial assistance, adult education, vocational skills, volunteer training, computer training, job interview techniques, good-life program, recreation and sports, cultural arts, special events, and senior citizen programming.

Reviews and analyzes scope of services provided and evaluates their effectiveness in meeting community needs.

Conducts research and formulates plans to promote increased use of facilities.

Coordinates building and grounds maintenance; supervises maintenance employees engaged in the maintenance of buildings and outdoor recreational facilities; initiates work orders as required.

Meets with various community-based organizations to review programming and coordinate future programming to meet the needs of the community.

Prepares budget estimates and forecasts; oversees expenditures; seeks funding opportunities and partnerships with community-based organizations; prepares grant proposals.

Produces monthly brochures detailing offerings of educational and recreational programming.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of public park and recreation management.

Thorough knowledge of the organization and operations, maintenance requirements and activities of a large complex park facility.

Thorough knowledge of the programming and activities of a Youth Education Town center.

Thorough knowledge of safety hazards and precautionary measures pertaining to various types of park and recreation facilities.

Thorough knowledge of supervisory principles and practices.

Ability to direct and coordinate operational and programming activities at a large complex park and Youth Education Town center.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, the public, and various officials representing community-based organizations.



## Human Resources Department

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### **PROS Youth Education Town Center Manager (007290)**

Ability to prepare and administer an annual budget for park facility operations.  
Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-96

#### **Nature Of Work**

This is advanced administrative and supervisory work in the management of a large complex metropolitan park and Youth Education Town Center facility.

## Human Resources Department

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### Deering Estate Visitor Services Coordinator (007291)

#### Minimum Qualifications

Bachelor's degree in management, hospitality management, park and recreation, environmental studies or a related field. Two years experience in professional administration, group tour coordination, education program manager, customer service or marketing. Must possess a Driver License

#### Job Specifications

#### Nature Of Work

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function in a county department or agency.

## Human Resources Department

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### PROS Safety and Training Specialist (007292)

#### **Minimum Qualifications**

Bachelor's degree. One year experience in planning, developing, implementing, and conducting safety and health training programs are required. Must possess a CDL/Class A. Ornamental and Turf Pesticide Applicators License must be obtained within the probationary period.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### PROS Administrative Coordinator (007293)

#### Minimum Qualifications

Bachelor's degree. One year of experience in an advanced clerical or secretarial capacity with administrative responsibility is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in the office of the Park and Recreation Director.

An employee in this class is responsible for performing a variety of administrative duties in support of the Department Director. Responsibilities include managing the department director's office to assure responsiveness and accessibility for various departmental and County officials, reviewing incoming and outgoing mail, serving as departmental liaison to staff of the Board of County Commissioners and the County Manager, coordinating preparation of agenda items for various departmental committees, and scheduling all meetings for the department director. Supervision is exercised over clerical subordinates serving in office support capacities. Supervision is received from the Park and Recreation Director who reviews work for effective office management methods, practices and techniques.

##### ILLUSTRATIVE TASKS

Screens incoming telephone calls to the department director's office and responds to inquiries from the public and various County officials; directs to appropriate departmental employees for response as required.

Reviews incoming mail to department director's office and assigns to various officials according to content; reviews outgoing correspondence and documents for conformance with established policies, procedures, resolutions and ordinances.

Composes and prepares correspondence, reports and other information for the department director; takes dictation and transcribes minutes from various meetings.

Serves in a liaison capacity with the staff of the Board of County Commissioners and County Manager's Office; provides information, handles requests and maintains logs.

Prepares and organizes agenda items for the park, recreation and arts monthly committee meetings; reviews action taken with Department Director and staff and assigns to appropriate staff members for further action.

Supervises subordinate clerical employees assisting with various clerical tasks in the department director's office.

Updates and maintains Dade County code books, administrative orders and departmental manuals.

Plans and prepares travel itinerary for department director; prioritizes office needs and makes recommendations for budgeting and purchasing.

Plans, coordinates and organizes special events and staff functions such as groundbreakings, parades and receptions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the duties and responsibilities of the Park and Recreation Director.

Considerable knowledge of the organization and operations of the Park & Recreation Department.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles and practices of modern office management.

Knowledge of the principles of business and public administration.

Knowledge of supervisory principles and practices.

Ability to manage the office of the Park & Recreation Director in an efficient, effective and responsive manner.

Ability to establish and maintain effective working relationships with subordinates, senior departmental staff and senior County management.

Ability to coordinate a variety of administrative processes to assure the timely and thorough resolution of issues and problems.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to operate a variety of office equipment with speed and accuracy.

## Human Resources Department

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### PROS Administrative Coordinator (007293)

NEW 10-94

#### **Nature Of Work**

This is advanced administrative work in the office of the Parks and Recreation Director.

#### **Minimum Qualifications**

Bachelor's degree in Communications, Marketing, or related field. Two years of professional experience in journalism, advertising, marketing or public relations are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

### Manager, Deering Estate at Cutler (007296)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of professional or supervisory experience in the facility operation and maintenance and/or development of recreational, educational and revenue-producing programming in historical, natural areas, park and recreation or related facilities is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing historic restoration activities for the Park and Recreation Department.

An employee in this class is responsible for overseeing the assessment, salvage, documentation, reconstruction and restoration of historical sites and structures, and the operation and restoration of the Charles Deering Estate. Responsibilities include directing the preservation and restoration of historical sites and structures, supervising all phases of construction management for restoration projects, issuing permits and certificates of appropriateness and digging, and administering all contracts with historic restoration and archeological survey consultants. Related duties include participating in all planning processes related to historic structures and developing policies which affect the acquisition, restoration and operations of historical properties. The incumbent exercises considerable independent judgment in the restoration and rehabilitation of local historical sites. Supervision is exercised over professional, semi-skilled and security employees engaged in restoration activities or serving in support capacities. General direction is received from the Deputy Department Director who holds the incumbent responsible for effective management of the Charles Deering Estate and administration of historic restoration projects.

##### ILLUSTRATIVE TASKS

Supervises and coordinates the work of subordinate employees engaged in restoration planning, design and construction activities or serving in support capacities.

Coordinates work with organizations and agencies involved in the restoration of historical sites and structures, including the Interior Department, Dade County Historic Preservation Board, and other applicable public agencies; maintains contacts with various private non-profit organizations.

Coordinates restoration work among various public agencies, public and private sector providers, and private professional and technical consultants.

Provides recommendations to senior department management on matters pertaining to the appropriate restoration options available for targeted sites and structures.

Oversees and participates in the planning and design phases of restoration including working with departmental staff and outside consultants on all aspects of reconstruction, rehabilitation and restoration; participates in the preparation of plans and specifications, cost estimating, bidding procedures, preparation of contract documents, and the securing of permits.

Supervises and participates in the implementation of the construction phases of historic preservation including architectural, structural, environmental components and retrofitting modern mechanical, plumbing, heating, electrical and air conditioning systems into historic structures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of local, state and national historic preservation programs and agencies.

Thorough knowledge of local, state and national regulatory processes affecting historic restoration and rehabilitation.

Thorough knowledge of local historical styles, materials and methods of construction.

Thorough knowledge of the principles and practices of architectural restoration, architecture and building construction.

Thorough knowledge of contracts, forms and bidding procedures related to building construction projects.

## Human Resources Department

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### Manager, Deering Estate at Cutler (007296)

Knowledge of supervisory principles and practices.

Ability to direct and coordinate historic preservation programs for the restoration and rehabilitation of historic sites and structures.

Ability to plan, schedule and coordinate the work of architects, engineers, contractors and technical consultants.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to present and participate in the negotiation of plans and proposals before various public and private agencies for the restoration of historic sites and structures.

Ability to communicate clearly and concisely, verbally and in writing.

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### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing historic restoration activities for the Park and Recreation Department.

## Human Resources Department

### Intragovernmental Affairs Coordinator (007298)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Administration, Business Administration, Public Administration, Communications or a related field. Four years of professional experience in agenda coordination, office management, technical writing, public relations or a related field are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible intragovernmental administrative work for the Park and Recreation Department.

An employee in this class is primarily responsible for coordinating departmental agenda processes and preparing agenda items for consideration by the Board of County Commissioners. Responsibilities include preparing agenda items for the review and action of the Park and Recreation and Arts Committee, serving in a liaison capacity to the staff and members of the Board of County Commissioners, coordinating work with the County Manager's Office concerning agenda items and other departmental projects, and representing the department at all meetings of the Board of County Commissioners. The incumbent exercises considerable independent judgment in the effective management of departmental agenda processes and in dealing with a variety of elected and appointed County officials. Supervision is exercised over professional and clerical employees with assigned responsibilities in various phases of intragovernmental affairs activities. General supervision is received from an administrative superior who holds the incumbent responsible for the professional management of departmental intragovernmental affairs.

##### ILLUSTRATIVE TASKS

Conducts research and prepares all Park and Recreation agenda items for review and action by the Board of County Commissioners; assures that all agenda items are properly written and in accordance with established guidelines.

Serves in a liaison capacity to the staff and members of the Board of County Commissioners and the County Manager's Office concerning agenda items and other departmental projects.

Supervises subordinate professional and clerical employees assisting in various aspects of intragovernmental administration.

Represents the Park and Recreation Department at all meetings of the Board of County Commissioners.

Conducts research and prepares all agenda items for review and action by the Park and Recreation and Arts Committee at regular monthly meetings.

Researches and prepares responses to inquiries from the Board of County Commissioners and the County Manager's Office concerning departmental projects, citizen complaints and other issues.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of executive protocol and the proper order of etiquette in dealing with appointed and elected public officials.

Thorough knowledge of agenda items which are submitted to the Board of County Commissioners and Commission Committees.

Considerable knowledge of policies and procedures pertaining to the preparation of agenda items for the Board of County Commissioners.

Considerable knowledge of required formats for agenda items.

Knowledge of supervisory principles and practices.

Ability to deal tactfully and diplomatically with a variety of elected and appointed public officials.

Ability to review and prepare agenda items in accordance with established policies and procedures.

Ability to represent the department before various conferences, meetings and committees.

Ability to supervise subordinates in a manner conducive to full performance and high morale.



## Human Resources Department

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### **Intragovernmental Affairs Coordinator (007298)**

Ability to communicate clearly and concisely, verbally and in writing, with groups and individuals.

Ability to coordinate processes for the submittal of departmental agenda items to the Board of County Commissioners and Commission Committee.

NEW 10-94

#### **Nature Of Work**

This is advanced responsible intragovernmental administrative work for the Park and Recreation Department.

## Human Resources Department

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### PROS Employee Records Specialist (007300)

**Minimum Qualifications**

High school diploma or GED. Three years of advanced clerical experience are required. Must possess a driver's license.

**Job Specifications**

No Job Description Available

**Nature Of Work**

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### Recreation Leader (Performing Arts) (007301)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the presentation, performance and/or instruction in art forms to include dance, drama, instrumental and choral music, theater, visual or craft forms, or related experience are required. Related coursework or formalized training in the subject area may substitute for the required experience on a year-for-year basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Must possess Bilingual (English/Spanish) skills.

#### Job Specifications

##### NATURE OF WORK

This is specialized recreation work in planning, organizing and conducting a variety of recreational activities at county playgrounds, recreation centers, parks and related facilities.

Employees in this class are responsible for assisting in the promotion, organization, preparation and personal leadership of a variety of indoor and outdoor recreation activities, such as games and sports for all age groups at one or more recreation facilities. Duties also include coordinating routine maintenance tasks such as litter removal, mowing, watering, and ballfield preparation. Employees work with considerable independence, conducting activities with assigned groups within the general recreation program as outlined by supervisors. Limited supervision may be exercised over subordinates assigned to the facility engaged in recreation and maintenance supervisor, who reviews work for the attainment of desired results by observation of program effectiveness and by personal inspection of facilities.

##### ILLUSTRATIVE TASKS

Organizes, teaches and leads all age groups in general organized recreation activities such as team games and sports, arts and crafts, camping and nature lore, folk dancing, community singing and informal story telling.

Referees and umpires ball games; sees that play equipment and playgrounds are in readiness; maintains good sportsmanship on the part of the players and spectators alike; prepares reports concerning games, giving such data as names of players, scores, forfeits, violations and protests.

Issues and collects such playground equipment as balls, bats and horseshoes; maintains discipline on indoor and outdoor play areas; assists in organizing such games as football, basketball, croquet and ping pong; maintains safety of participants and spectators; renders first aid in cases of minor injuries.

Performs and coordinates minor maintenance work and groundskeeping duties in order to prevent equipment malfunctions and to provide a clean, safe and orderly facility appearance; does minor repair work on recreational equipment.

Coordinates recreation activities at small facilities; assists in planning recreation programs as assigned; schedules league games; meets with community members to discuss recreation needs.

Records facility and worker activities on standardized report forms and files.

Assists in the enforcement of recreation center rules and regulations in order to maintain order and prevent accidents.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of public recreation, including an understanding of the activities which comprise a community recreation program.

Knowledge of rules of instruction in the fundamentals of a variety of team and individual sports.

Knowledge of the principles and techniques of first aid.

Knowledge of safety precautions applicable to the area of assignment and effective precautionary measures.

Knowledge of departmental rules, regulations, policies and procedures.

Knowledge of facilities and equipment used both in indoor and outdoor recreation activities.

Knowledge of routine maintenance procedures.

Ability to lead, instruct and develop interest in recreation activities and promote good sportsmanship.

Ability to recognize and prevent dangerous situations from arising.

Ability to assist in enforcing facility rules.

## Human Resources Department

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### Recreation Leader (Performing Arts) (007301)

Ability to establish and maintain effective working relationships with all age group participants and the general public.

Ability to keep records, prepare reports and maintain material inventory.

Ability to understand and follow oral and written instruction.

Ability to administer basic first aid.

Ability to use simple hand tool, cleaning materials and operate a small utility vehicle.

Skill in a variety of sports and games.

REV 10-79

#### **Nature Of Work**

This is specialized recreation work in planning, organizing and conducting a variety of recreational activities at county playgrounds, recreation centers, parks and related facilities.

### Recreation Specialist 1 (Performing Arts) (007303)

#### Minimum Qualifications

Bachelor's degree in Music, Drama, Theatre or a related field. One year of experience in performing and/or instructing art forms such as instrumental and/or choral music, theatre, dance, drama, visual or craft art, photography or related experience is required. Additional experience may substitute for required education on a year-for-year basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the coordination and instruction of a specific recreation program in a limited number of neighborhood or community parks, a specific service zone, or a small special program.

Employees in this class are responsible for planning, directing and instructing a specialized recreational activity in a specific service zone. Work requires initiative and originality in developing specialized methods, equipment and techniques to carry out a specific program area. Employees work within departmental policies and procedures, but exercise independent judgment in the application of specialized knowledge to the assigned recreation program. Supervision may be exercised over a small group of instructional personnel. Work is performed under the general supervision of a superior who reviews work through observation, personal conferences and attainment of desired program results.

##### ILLUSTRATIVE TASKS

Plans and conducts workshops and classes for specific groups or general public in a specialized recreation program, including music, drama, arts and crafts, aquatics, nature study, or related special activities requiring specific skills in that area; demonstrates and explains techniques, procedures, materials and equipment associated with the assigned specialty.

Disseminates information to the general public regarding departmental activities; schedules special programs; prepares requisitions for purchase of specialized equipment and supplies; assembles materials for use by program participants.

Confers with field staff and instructional personnel in planning the effective use and future development of special activities; prepares program procedures and conducts classes for instructional personnel on program methods; gives advice and assistance on unusual or difficult problems.

Prepares a draft of budget for the specialty assigned, with supporting information as requested; conducts continuing research and relating studies in area of assignments; recommends actions to be taken to meet the needs of the specific service zone.

Supervises employees engaged in the instruction of specialized recreational programs; explains program instruction methods and procedures to subordinate personnel.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and techniques of public recreation.

Considerable knowledge of the principles, practices and techniques of the assigned special recreation area.

Considerable knowledge of the principles, practices and techniques of instruction of the assigned special recreation area.

Knowledge of supervisory principles and practices.

Ability to plan and supervise the activities of subordinate personnel to achieve effective results.

Ability to establish and maintain effective working relationships with the general public, group participants and other employees.

Ability to express ideas thoroughly and concisely, orally and in writing.

Ability to supervise the activities of recreational personnel in a manner conducive to full performance and high morale.

## Human Resources Department

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### Recreation Specialist 1 (Performing Arts) (007303)

#### **Nature Of Work**

This is specialized recreation work in planning, organizing and conducting a variety of recreational activities at county playgrounds, recreation centers, parks and related facilities.

## Human Resources Department

### Recreation Specialist 2 (Aquatics) (007304)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Leisure Services, Sports Administration, Physical Education or related field. Two years of experience as a lifeguard, aquatics manager or related is required. Additional experience may substitute for the required education on a year-for-year basis. Must possess certifications in adult, infant/child and two-person CPR, first aid, lifeguarding and water safety instruction provided by the American Red Cross, YMCA or other nationally recognized aquatic training program; and a Drivers License. Must acquire Florida Pool Operator's license during the first six months of employment. Must successfully complete high risk physical exam, including drug/alcohol screening, and Miami Dade County aquatics operations skills test. Continued employment requires successful completion of skills test and physical exam on demand and maintenance of all required certifications and licenses.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the coordination and instruction of a specialized recreation program area in a large geographic area or on a County-wide basis.

Employees in this class are responsible for planning, directing and instructing a specialized recreation activity County-wide. Work requires initiative and originality in developing specialized methods, equipment and techniques to conduct a large or widespread recreation program. Employees work within departmental policies and procedures, but exercise independent judgment in the application of specialized knowledge to the assigned recreation program. Supervision may be exercised over a group of instructional personnel. Work is performed under the general supervision of a superior who reviews work through observation, personal conferences for attainment of desired program results.

##### ILLUSTRATIVE TASKS

Plans and conducts workshops for groups or the general public in a specialized recreation program on a large-scale or County-wide basis, including music, drama, arts and crafts, aquatics, nature study, or related special activities requiring specific skills in that area; demonstrates and explains techniques, procedures, materials and equipment associated with the assigned speciality.

Disseminates information to the general public regarding departmental activities; schedules special programs; prepares requisitions for purchase or specialized equipment and supplies; assembles materials for use by program participants.

Confers with field staff and instructional personnel in planning the effective use and future development of special activities; prepares program procedures and conducts classes for instructional personnel on program methods; gives advice and assistance on unusual or difficult problems.

Prepares a draft of budget for the specialty assigned, with supporting information as requested; conducts continuing research and relating studies in area of assignments; recommends actions to be taken to meet the needs of the specific service zone.

Supervises employees engaged in the instruction of specialized recreational programs; explains program instruction methods and procedures to subordinate personnel.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and techniques of public recreation.

Considerable knowledge of the principles, practices and techniques of the assigned special recreation area.

Considerable knowledge of the principles, practices and techniques of instruction of the assigned special recreation area.

Knowledge of Supervisory principles and practices.

Ability to plan and supervise the activities of subordinate personnel to achieve effective results.

Ability to establish and maintain effective working relationships with the general public, group participants and other employees.

Ability to express ideas thoroughly and concisely, orally and in writing.

Ability to supervise the activities of recreational personnel in a manner conducive to full performance and high morale.

## Human Resources Department

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### Recreation Specialist 2 (Aquatics) (007304)

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#### **Nature Of Work**

This is supervisory work in the coordination and instruction of a specialized recreation program area in a large geographic area or on a County-wide basis.



### Recreation Specialist Supervisor (Performing Arts) (007305)

#### Minimum Qualifications

Bachelor's degree in Fine Arts, Music, Drama, Dance, Education or a related field. Three years of professional experience in the arts, art-related education, park and recreation or a related field are required. Master's degree may substitute for one year of the required experience. Additional related experience may substitute for required education on a year-for-year basis to a maximum of two years. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is administrative and specialized recreation work in assisting in the development and direction of a specialized phase of the county recreation program.

Work involves responsibility for planning, developing and coordinating a specialized activity of high organization and wide participation for the county recreation program. The incumbent assists the Recreation Superintendent in developing and administering the specialized activity as a compliment to the overall program. Work includes analysis of existing facilities and utilization of present recreation resources and planning for future developments of the specialty within budgetary limitations. The employee exercises considerable initiative and independent judgment gained through prior experience in the field for which employed, in promoting, organizing and supervising the specialty at an operational level. Supervision is exercised directly or indirectly over subordinate Recreation Center Directors, instructional and related personnel. Administrative supervision is received from the Recreation Superintendent and District Recreation Supervisor, who reviews work primarily for attainment of desired recreation objectives.

##### ILLUSTRATIVE TASKS

Plans, organizes and directs the promotion and administration of a specialized phase of the recreation program including music, arts and crafts, dramatics, special events and pageants, pre-school, boy's and men's activities, girl's and women's activities, aquatics, camping and nature study, and related special activities requiring a high degree of organization.

Confers with Center Directors and instructional personnel in planning the effective use and future development of special activity; prepares program procedures and conducts classes for instructional personnel on program methods; gives advice and assistance on unusual or difficult problems.

Prepares an overall budget for the specialty with special statistical and narrative reports as supporting information.

Conducts continuing research and related studies in the field assigned and recommends action to be taken to meet the needs of his jurisdiction.

Demonstrates and explains techniques, procedures, materials and equipment associated with the specialty.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, procedures and techniques of the special recreation activity or activities in the field for which employed.

Considerable knowledge of principles, practices and procedures of public recreation, including an understanding of the current activities which make up a community recreation program.

Considerable knowledge of the facility, equipment and personnel requirements needed to staff the specialized activity on a wide geographical basis.

Ability to plan, supervise and direct the activities of a moderate sized group of recreational personnel in a manner conducive to full performance and high morale.

Ability to work with and obtain the cooperation of civic groups and the general community.

Ability to prepare and submit reports.

## Human Resources Department

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### Recreation Specialist Supervisor (Performing Arts) (007305)

Ability to express one's self clearly and concisely, orally and in writing.

NEW 11-58

#### **Nature Of Work**

This is administrative and specialized recreation work in assisting in the development and direction of a specialized phase of the county recreation program.

## Human Resources Department

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### PROS Design and Advertising Specialist (007308)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional administrative experience in graphic design and marketing/advertising experience is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Recreation Strategic Planner (007309)

**Minimum Qualifications**

Master's degree in Planning, Park and Recreation Management, Business Administration, Public Administration or related field. Three years of progressively responsible professional experience in the development and evaluation of recreational programs in medium to large metropolitan parks or other similar institutions are required.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is professional work with supervisory responsibility conducting park planning and developing and designing a department-wide recreation program plan.

## Human Resources Department

### Public Facilities Manager 2 (007311)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in revenue or retail operations, park and recreation services or related activities are required. Coursework in Business Administration, Public Administration, Park and Recreation Management, Hospitality Management or related field may substitute for the required experience on a year-for-year basis. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying work schedule.

#### Job Specifications

##### NATURE OF WORK

This is specialized and supervisory retail sales work in managing the daily operation of a small public service and revenue producing facility in a specific geographical area.

Employees in this class are typically responsible for the daily operation of a small facility engaged in the sale of a moderate variety of food, beverage, sundry, and confectionary items or golf services. Emphasis is on the efficient and effective utilization of methods and procedures applicable to successful retail sales activities. Work involves considerable public contact and over-the-counter selling. Supervision is exercised over subordinate employees engaged in food, beverage, sundry and confectionary preparation and sales. General supervision is received from an administrative superior or facility manager who reviews operations through field inspection, written and verbal directives and staff conferences to determine conformance with departmental policies, procedures and objectives.

##### ILLUSTRATIVE TASKS

Supervises greenskeeping and landscaping activities at a small golf course; collects required fees and maintains appropriate records; determines requirements of planting and mowing for the facility to insure proper maintenance for patron use.

Manages daily operation of a food service facility; assigns, schedules and reviews work of subordinates; insures accurate recording of cash receipts and sales transactions; orders necessary items for operational needs; maintains appropriate physical inventories.

Investigates customer requests in order to improve service and increase sales.

Inspects equipment to determine maintenance needs; supervises custodial maintenance; insures proper sanitation of food preparation, storage and service areas.

Participates in any and all activities of the facility as necessary due to work load.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental procedures and policies.

Knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation, storage and service.

Knowledge of food preparation and the use and care of food service equipment and related utensils.

Knowledge of principles and practices of retail sales as related to food or golf services.

Knowledge of golf course operations including greenskeeping, pro-shop sales and scheduling of play.

Knowledge of rules and etiquette of golf.

Knowledge of growth characteristics and effective disease treatment of various types of trees, grasses and plant life indigenous to South Florida golf courses.

Knowledge of principles and practices of supervision.

Ability to supervise work of subordinates in a manner conducive to full performance and high morale.

Ability to maintain accurate cash sales and receipt records.

Ability to estimate for and secure appropriate inventories.

Ability to establish and maintain effective working relationships with subordinates, vendors and the general public.

Ability to operate equipment utilized in the facility's daily operations.

Skill in the use of special motorized golf course equipment.

## Human Resources Department

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### Public Facilities Manager 2 (007311)

#### **Nature Of Work**

This is specialized and supervisory retail sales work in managing the daily operation of a small public service and revenue producing facility in a specific geographical area.

## Human Resources Department

### Public Facilities Manager 4 (Golf) (007313)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Horticulture, Park and Recreation Management or a related field. Two years of experience as a head greenskeeper and/or managing a golf course to include supervisory experience are required. Additional golf course maintenance experience may substitute for the required education on a year-for-year basis. Must obtain a State certificate to purchase and use restricted pesticides prior to the completion of the probationary period. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in management of a large and complex revenue-producing public service facility. Employees in this class are responsible for management and supervision of operational and maintenance needs of a major revenue-producing facility heavily utilized by the public and generating substantial income. Primary emphasis is on the effective and efficient utilization of supplies, staff and equipment in providing quality service to a large number of patrons. Work also involves interpretation and implementation of departmental policies and procedures required for an efficient leisure type service operation. Incumbents exercise considerable judgment and initiative in solving operational and maintenance problems. Supervision is exercised over subordinate facility managers and support personnel engaged in restaurant service, golf course operation and maintenance, or special technical services. General supervision is received from an administrative superior who reviews plans and procedures to determine the quality and efficiency of operations and service to the public.

##### ILLUSTRATIVE TASKS

Supervises subordinate facility manager and support personnel engaged in the purchasing, preparation, storage and serving operations of a large full-service restaurant and bar.

Plans menus for breakfasts, luncheons, dinners and short orders; plans and directs catering and banquet services for the facility; determines proper portion control for all meals and beverages served; analyzes and adjusts menus according to patron desires.

Supervises subordinate managerial and support personnel engaged in operation and maintenance of an 18-hole regulation golf course; schedules employee work assignments to meet patron demands for use of the facility; reviews work for conformance to departmental procedures and objectives.

Conducts analyses to determine operational efficiency in relation to customer satisfaction; analyzes and recommends alternative methods and practices to increase sales through customer use; resolves customer complaints.

Insure maintenance of accurate cash and sales records and fee collections.

Determines and plans short and long range maintenance requirements; prepares bid specifications for new equipment specific to the assigned facility.

Develops and implements procedures to increase employee productivity.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of departmental policies and procedures.

Thorough knowledge of methods and techniques used in all aspects of golf course pro-shop operation, equipment sales and landscape maintenance.

Thorough knowledge of the chemicals and equipment used in golf course landscape maintenance.

Thorough knowledge of golf course design, construction, turf maintenance, golf rules and etiquette of play.

Thorough knowledge of methods and techniques used in all aspects of large restaurant and bar operation and maintenance.

Considerable knowledge of the planning and implementing of various golf programs and tournaments.

Considerable knowledge of menu preparation and planning.

Considerable knowledge of health precautions necessary in large scale food preparation and service.

Considerable knowledge of the principles and practices of supervision.

Knowledge of State, Federal and local laws regulating the purchase and sale of alcoholic beverages.

Knowledge of pricing of products to increase sales and revenue.

Knowledge of bookkeeping principles and practices.

## Human Resources Department

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### Public Facilities Manager 4 (Golf) (007313)

Ability to plan and supervise work of subordinates in a manner conducive to full performance and high morale.  
Ability to manage the assigned facility in conformance with departmental policies, procedures and objectives.  
Ability to establish and maintain effective working relationships with subordinates, vendors and the general public.  
Ability to maintain control of revenue and inventory records and activity reports.  
Ability to analyze operations and develop improved work methods and procedures.

NEW 10-77

#### **Nature Of Work**

This is responsible supervisory work in management of a large and complex revenue-producing public service facility.



## Human Resources Department

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### Manager, PROS Communications & Marketing Division (007316)

**Minimum Qualifications**

Bachelor's degree in Marketing, Communications, Public Relations or related field. A minimum of three to five years of professional administrative and supervisory experience to include two years of public relations, marketing and special events coordination is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional public relations work in the management of marketing and public relations activities for the Parks & Recreation Department.

## Human Resources Department

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### Women's Park Facility Manager (007319)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in the operation of a historic house museum, gallery, or related cultural facilities are required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of a large metropolitan park or a complex community service zone.

### PROS Manager 1 (007320)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Recreation, Physical Education, Sports Administration, or related field. Experience in planning, organizing, conducting or supervising park and recreation services may substitute for the required education on a year-for-year basis. Must possess a Driver license. Some positions may require a CDL/Class B with a passenger endorsement. Must obtain a HRS Child Care Training Certificate prior to the completion of the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work with administrative responsibility in the management of neighborhood parks or a small metropolitan park.

Employees in this class are responsible for supervising the operation of neighborhood parks with varied recreation programs and facilities such as ballfields, tennis courts and recreation centers, or a pool and park. Emphasis of the work is on planning and supervising the work of subordinate recreation and maintenance personnel, routine facility maintenance and program administration. Duties include program planning and implementation, activity scheduling, revenue producing activities and coordination of special events. Work is performed independently within the scope of departmental rules, regulations and program policy. Supervision is exercised over subordinate maintenance supervisors, maintenance employees and recreational specialists engaged in recreational programming and facility maintenance. Supervision is received from a park and recreation supervisor who reviews work for achievement of desired objectives through periodic facility inspections, personal conferences and written reports.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate recreation and maintenance personnel engaged in conducting a limited recreation program, organized athletic events, games, and special or generalized classes of instruction for all age groups in a variety of recreational activities.

Coordinates activities of crews engaged in landscape maintenance procedures such as fertilization and pest control; issues work orders for repair of equipment or facilities by various tradesmen; identifies needs for renovation or replacement of facilities or equipment.

Plans, assigns and reviews the work of subordinates engaged in the maintenance of a bayfront park or atoll pool and park; directs maintenance activities such as litter removal, parking lot clean-up, trimming of trees and shrubs, edging, mowing, watering, fertilization, non-selective weed control and ballfield maintenance.

Plans, directs and coordinates a diversified program of aquatic events and activities of a swimming pool facility; operates pool filtration plant, chlorination system and backwashing process; prepares and submits required reports related to pool operation required by state and county health department authorities.

Assists subordinates in program administration of a small facility; offers advice and assistance on unusual or difficult problems; directs safety and energy conservation programs.

Meets with organized groups and individuals in order to define specific needs and interests and to adapt the program to such factors.

Confers with supervisors to plan overall county programs and maintain maximum participation; schedules diversified recreation activities; rearranges work schedules in the event of postponement or cancellation.

Prepares reports on facility operation, maintenance and participation; makes recommendations concerning program application and possible improvements; prepares budget estimates.

Requisitions equipment, materials and supplies and maintains inventory.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of public park and recreation operations.

Knowledge of various activities which make up a comprehensive recreation program, and equipment requirements of all common recreational activities.

### **PROS Manager 1 (007320)**

Knowledge of maintenance requirements of parks, playgrounds, athletic fields, pool facilities and other recreational facilities.  
Knowledge of animal, fish and plant life found in park and surrounding areas.  
Knowledge of the safety hazards inherent in the use of the types of facilities to which assigned and of necessary precautionary measures.  
Knowledge of budget preparation procedures including revenue and expenditure forecasts and fiscal control methods.  
Knowledge of first aid principles and practices.  
Some knowledge of community characteristics and particular programming needs.  
Some knowledge of turf management, fertilizing, irrigation and preventive maintenance.  
Some knowledge of supervisory principles and practices.  
Ability to select games and activities suitable to the needs and desires of all age groups.  
Ability to establish and maintain effective public relations.  
Ability to keep records and to prepare and submit reports.  
Ability to express ideas and information clearly and concisely, verbally and in writing.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10-78

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of neighborhood parks or a small metropolitan park.

## Human Resources Department

### PROS Manager 2 (007321)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Sports Administration, Recreation, Physical Education or a related field. One year of supervisory, managerial and/or professional administrative experience to include maintenance, operations and/or recreation programming within a park and recreation system or related field is required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work with administrative responsibility in the management of moderately complex metropolitan parks or a community service zone.

Employees in this class are responsible for supervising the operation of moderately complex metropolitan parks or community service zones with moderately complex recreation programs and facilities such as ballfields, tennis centers, recreation centers, handball courts, pools and parks. Emphasis of the work is on planning and supervising the work of subordinate park and recreation managers, zone or park maintenance, revenue producing activities, and program development and administration. Duties include program planning and implementation, community meetings, coordination of moderately complex special events, and maintenance activities. Work is performed with considerable independence of action in accordance with departmental rules, regulations and program policy. Supervision is exercised over subordinate park and recreation supervisors, maintenance supervisors, and recreational specialists engaged in recreational programming and facility maintenance. Supervision is received from a senior park and recreation supervisor who reviews work for achievement of desired objectives through periodic zone or facility inspections, personal conferences and written reports.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate park and recreation managers engaged in supervising recreation and maintenance programs consisting of organized athletic events, games, instructional classes and facility maintenance.

Coordinates activities of roving crews engaged in landscape maintenance procedures such as pruning, transplanting of large plant materials or tree removal; reviews work orders for repair of equipment or facilities; evaluates needs for renovation or replacement of facilities or equipment.

Coordinates diversified program events in a community service zone or metropolitan park; directs subordinate staff engaged in organizing competitive team sports activities; schedules special events.

Assists subordinates in program administration at a group of neighborhood parks or a small metropolitan park; provides assistance with difficult or unusual problems; coordinates safety and energy conservation programs.

Organizes and supervises recreational programs to satisfy community interests and needs; conducts tournaments in various athletic events; participates in rules committee work; develops programs in handicraft or dancing; handles publicity and awards to promote interest and participation.

Coordinates the activities of a number of roving crews assigned to a maintenance district; inspects parks, determines maintenance procedures; prepares reports and monitors budget expenditures.

Attends conferences and workshops to exchange information; develops new services and coordinates efforts with other agencies to reduce duplication of services.

Participates in policy development, recommends new methods, programs and equipment and develops procedures to increase recreation and maintenance efficiency.

Prepares annual budget estimates and monitors expenditures; requisitions equipment and supplies and prepares periodic reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of principles, practices and techniques of public park and recreation operations.

Considerable knowledge of various activities which make up a comprehensive recreation program and equipment requirements of all

### PROS Manager 2 (007321)

common recreational activities.

Considerable knowledge of maintenance requirements of parks, playgrounds, athletic fields, pool facilities and other recreational facilities.

Considerable knowledge of the safety hazards inherent in the use of the types of facilities to which assigned and of necessary precautionary measures.

Considerable knowledge of animal, fish and plant life found in park and surrounding areas.

Considerable knowledge of budget preparation procedures including revenue and expenditure forecasts and fiscal control methods.

Knowledge of community characteristics and particular programming needs.

Knowledge of turf management, fertilizing, irrigation and preventive maintenance.

Knowledge of supervisory principles and practices.

Ability to select games and activities suitable to the needs and desires of all age groups.

Ability to establish and maintain effective public relations.

Ability to coordinate recreation and maintenance activities at a variety of facilities.

Ability to coordinate and plan comprehensive recreation programs that satisfy community needs.

Ability to supervise preparation of records and reports.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to express ideas and information clearly and concisely, verbally and in writing.

NEW 10-78

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of moderately complex metropolitan parks or a community service zone.

### PROS Manager 3 (007322)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Sports Administration, Recreation, Physical Education or a related field. Two years of responsible administrative, supervisory, managerial and/or professional experience to include maintenance, operations and/or programming within a park and recreation system or related field are required. Additional experience may substitute for required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work with administrative responsibility in the management of a large metropolitan park or a complex community service zone.

Employees in this class are responsible for supervising the operation of large metropolitan parks or complex community service zones with complex recreation programs and facilities such as stadiums, lakes, atoll pools, equestrian centers, marinas, tennis centers, ballfields and handball courts. Emphasis of the work is on planning and supervising the work of subordinate park and recreation managers, complex zone maintenance, revenue producing activities, and program development and administration. Duties include program planning and implementation, community meetings, coordination of complex special events and complex maintenance activities. Work is performed with considerable independence of action within the scope of departmental rules, regulations and program policy. Supervision is exercised over subordinate park and recreation supervisors, maintenance supervisors and recreational specialists engaged in recreational programming and facility maintenance. Supervision is received from a senior park and recreation supervisor who reviews work for achievement of desired objectives through periodic zone or facility inspections, personal conferences and written reports.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate park and recreation supervisors engaged in supervising specialized programs in moderately complex metropolitan parks.

Plans and develops recreation program framework; delegates program planning tasks to subordinate managers and coordinates program implementation; evaluates program effectiveness and makes recommendations to superiors concerning changes in program objectives. Assists subordinates in program administration at a complex or moderately complex metropolitan park; provides assistance on unusual or difficult problems; coordinates and monitors safety and energy conservation programs.

Meets with community leaders to discuss overall recreation needs; discusses program deficiencies and conducts large-scale publicity campaigns to promote program interest and participation; handles sensitive or unusual community criticisms.

Attends conferences and workshops to exchange information, develop new services and coordinate efforts with other agencies to reduce duplication of services.

Participates in policy development; recommends new methods, programs and equipment; develops procedures to increase recreation and maintenance efficiency.

Prepares annual budget estimates and monitors expenditures; requisitions equipment and supplies and prepares periodic reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of principles, practices and techniques of public park and recreation operations.

Thorough knowledge of the various activities which make up a comprehensive recreation program and of the equipment requirements of all common recreation activities.

Thorough knowledge of maintenance requirements of parks, playgrounds, athletic fields, pool facilities and other recreational facilities.

Thorough knowledge of the safety hazards inherent in the use of the types of complex facilities to which assigned and of necessary precautionary measures.

Considerable knowledge of community characteristics and particular programming needs.

Considerable knowledge of animal, fish and plant life found in the park and surrounding area.

## Human Resources Department

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### PROS Manager 3 (007322)

Considerable knowledge of budget preparation procedures including revenue and expenditure forecasts and fiscal control methods.

Considerable knowledge of turf management, fertilizing, irrigation and preventive maintenance.

Considerable knowledge of supervisory principles and practices.

Ability to establish and maintain effective public relations.

Ability to plan and coordinate comprehensive complex recreation programs that satisfy community needs.

Ability to coordinate recreation and maintenance activities at complex facilities.

Ability to supervise preparation of records and reports.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to plan and supervise the work of subordinate personnel in a manner conducive to full performance and high morale.

NEW 10-78

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of a large metropolitan park or a complex community service zone.



### PROS Manager 4 (007323)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Sports Administration, Recreation, Physical Education, or a related field. Three years of responsible administrative, supervisory, managerial or professional experience to include maintenance, operations, and/or programming within a park and recreation system or related field are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the management of a large complex metropolitan park and related service areas and functions for the Miami-Dade Park & Recreation Department.

Employees in this class are responsible for supervising, directing and coordinating operations, maintenance and related public services for Haulover, Crandon or Tropical Park. Responsibilities include planning and organizing comprehensive maintenance programs for grounds, beaches, landscaping, facilities, equipment and structures, preparing and monitoring cost control systems and budget allocations, planning and organizing special events, and supervising revenue collection and accountability. Incumbents exercise considerable independent judgment in supervising and coordinating diversified park operations and activities. Supervision is exercised through subordinate supervisors over employees engaged in park operations, maintenance and various specialized functions. General supervision is received from an administrative superior who reviews work through personal conferences, written reports and personal inspections for effective management of the park and related facilities.

##### ILLUSTRATIVE TASKS

Manages and supervises Tropical Park consisting of facilities and functions including an equestrian center, mounted patrol complexes, tennis/racquetball center, community center, stadium, softball fields, park maintenance, turf grass maintenance, lake operations and park security.

Manages and supervises Haulover Park consisting of facilities and functions including picnic areas and shelters, boat launching ramp, parking lots, beach and beach promenades, marina, charter fishing boats, restaurant, boat rentals, fishing pier, concession stands and tennis courts; supervises Pelican Harbor boat launching ramp and marina with related public service activities.

Manages and supervises Crandon Park consisting of facilities and functions including a tennis center and stadium, marina, dry storage area for boats, boat ramp, parking lots, charter fishing boats, softball fields, championship golf course, beach, picnic areas, concession stands and a botanical garden.

Supervises cash handling and accounting for all revenues generated by the various park operations; manages expenditures for goods, services and equipment.

Plans, organizes and establishes schedules for facility and grounds operations and maintenance.

Monitors leased operations at park facilities and enforces provisions of lease agreements.

Maintains effective working relationships with members of the public, civic organizations and various private associations.

Plans and promotes special events designed to encourage public attendance and utilization of park facilities.

Participates in policy development and facility planning activities; makes recommendations for new programs, methods and equipment.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of public park and recreation management.

Thorough knowledge of the organization, operations, maintenance requirements and activities of a large and complex metropolitan park facility.

Thorough knowledge of safety hazards and precautionary measures pertaining to various types of park and recreational facilities.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of County purchasing practices and procedures.

### **PROS Manager 4 (007323)**

Considerable knowledge of budget preparation, justification and administration.

Considerable knowledge of the principles of business and public administration.

Knowledge of the principles of accounting.

Ability to supervise, direct and coordinate operational and maintenance activities at a large and complex metropolitan park.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to ensure that all park operating revenues are collected and accounted for in accordance with established procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors, members of the public and officials of various public and private organizations.

Ability to plan and assist in the planning of special events at major park and recreation facilities.

Ability to enforce provisions of lease agreements between lease operators and the Park & Recreation Department.

NEW 10-94

### **Nature Of Work**

This is advanced and administrative and supervisory work in the management of a large complex metropolitan park and related service areas and functions for the Metro-Dade Park & Recreation Department.

## Human Resources Department

### PROS Goulds Center Manager (007324)

#### Minimum Qualifications

Bachelor's degree. Three years of professional or supervisory experience in youth development, adult education, or recreational programs to include program evaluation and monitoring and/or grant development and administration experience are required. Additional related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the management of a large and complex gymnasium, recreation building and metropolitan park facilities and service area.

An employee in this class is responsible for supervising, directing and coordinating operations, maintenance and programming of a large complex metropolitan park and gymnasium. Responsibilities include directing center programming activities and evaluating their effectiveness, overseeing daily maintenance of buildings and grounds, ensuring that outdoor recreational facilities are maintained in a safe and playable condition, meeting with a variety of community-based organizations to discuss community programming needs, and preparing and administering the annual budget for operations. The incumbent exercises considerable independent judgment in managing the Goulds Gymnasium and park facilities' activities and park operations. Supervision is exercised through subordinate supervisors over professional, maintenance and clerical employees. Supervision is received from an administrative superior who reviews work through personal conferences and inspections for effective management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises and manages park operations comprised of a service area which include a gymnasium, recreation building, 400-meter track, three-hole miniature golf course, baseball and softball fields, three full-size basketball courts, four tennis courts and a 50-meter swimming pool.

Plans, supervises and administers the work of subordinates engaged in the provision of community service programs including tutorial assistance, youth mentoring services, swimming and golf instruction for disadvantaged youth, recreation and sports, special events and senior citizen programming.

Reviews and analyzes scope of services provided and evaluates their effectiveness in meeting community needs.

Conducts research and formulates plans to promote increased use of facilities.

Coordinates building and grounds maintenance; supervises maintenance employees engaged in the maintenance of buildings and outdoor recreational facilities; initiates work orders as required.

Meets with various community-based organizations to review programming and coordinate future programming to meet the needs of the community.

Prepares budget estimates and forecasts; oversees, monitors and authorizes expenditures; seeks funding opportunities and partnerships with community-based organizations; coordinates the proposal of CBO participation in programming funding.

Promotes the provision of community services by participating in community events and functioning as liaison and presenter of available community services and beneficial aspects of such.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of public park and recreation management.

Thorough knowledge of the organization and operations, maintenance requirements and activities of a large complex park facility.

Thorough knowledge of the programming and activities of a Goulds Center Park Facility.

Thorough knowledge of safety hazards and precautionary measures pertaining to various types of park and recreation facilities.

Thorough knowledge of supervisory principles and practices.

## Human Resources Department

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### PROS Goulds Center Manager (007324)

Ability to direct and coordinate operational and programming activities at a large complex park and Community Service center.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, the public, and various officials representing community-based organizations.

Ability to prepare and administer an annual budget for park facility operations.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 04/03

#### **Nature Of Work**

This is advanced administrative and supervisory work in the management of a large complex metropolitan gymnasium center and park facility.

## Human Resources Department

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### PROS Regional Manager (007325)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of responsible experience in the management of public park and recreation facilities and activities to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing park and recreation services in a geographical region of Miami-Dade County.

Employees in this class are responsible for supervising through various levels of subordinate supervisors, the management, operation, maintenance and recreational programming of park facilities and park lands in a geographical area of the county. Responsibilities include developing regional objectives and evaluating progress toward their accomplishment, determining park and recreation area and facility demands, establishing program planning cycles and levels of services, and reviewing personnel, equipment and material requirements. Duties include budget preparation and monitoring including forecasting revenues and expenditures, monitoring recreational activities and routine grounds maintenance functions, frequent visits to district offices and recreational areas and coordination of work with other department divisions. Incumbents exercise a considerable degree of independent judgment and professional managerial knowledge in planning and supervising divisional park and recreation operations. Supervision is exercised over various levels of park and recreation supervisors, maintenance supervisors, administrative, technical and clerical employees with assigned responsibilities in various phases of park and recreation activities. General supervision is received from the Assistant Director, Park Operations who holds the incumbent responsible for the efficient and effective operation of regional activities.

##### ILLUSTRATIVE TASKS

Provides direction and supervision to subordinate park and recreation managers and other supervisors engaged in the administration, operation, maintenance and recreational programming of park districts, park facilities and park lands.

Prepares regional goals and objectives, and annual work program within the structure of departmental goals and objectives and continuously evaluates progress toward completing assigned responsibilities.

Reviews demographic information, plans and supervises the conduct of user surveys, meets with park patrons and civic organizations, and evaluates information provided by subordinates to determine park and recreation area and facility demands and needs; prepares recommendations on land needed for parks and park facilities; and on development of parks and park facilities within the division; reviews site development plans prior to construction.

Establishes the annual program planning cycle for the region and establishes program levels of service; coordinates planning with other regions and through supervisor, to ensure consistent recreational programming throughout the county; periodically reviews program schedules for recreation areas and ensures the preparation of calendars containing recreation program events and special events.

Supervises and participates in the development of the annual budget; evaluates requirements for equipment, materials and supplies; prepares forecasts of revenues and expenditures and ensures regional operations conform to budget requirements; prepares recommendations for fees and charges, and park facility operating schedules to assure operations within planned budget expenditures; reviews park facility financial reports.

Plans regional facility and building preventive maintenance program and assures the provision of adequate maintenance activities to maintain parks, park facilities and park lands.

Periodically visits assigned regional offices, recreation areas and region parks to inspect operations and ensure the provision of park and recreation services to the public; coordinates training requirements of employees.

Conducts regular safety meetings with regional staff; reviews all accident, injury and unusual incidents; inspects facilities and areas and

## Human Resources Department

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### **PROS Regional Manager (007325)**

directs corrective actions on violations; works cooperatively with the departmental safety officer to establish and implement guidelines for the regional accident prevention and safety programs.

Responds to citizen complaints and assures their resolution; plans and participates in dedication ceremonies for new parks and facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Extensive knowledge of the principles and practices of public park and recreation administration.

Thorough knowledge of the maintenance requirements of parks, park facilities and park lands.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of community demands and needs for park and recreation services within the area of assignment.

Thorough knowledge of the goals and objectives of a comprehensive county park and recreation operation.

Considerable knowledge of the principles of public and business administration.

Considerable knowledge of budget preparation and monitoring procedures including revenue and expenditure forecasting and fiscal control methods.

Knowledge of the principles of accounting.

Knowledge of public relations principles and techniques.

Ability to supervise, through subordinate levels of supervisors, the work of a large staff of geographically dispersed park and recreation managers, technical, maintenance and other employees in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates sufficient to perform assigned responsibilities in various park and recreation functions.

Ability to establish and maintain effective working relationships with subordinates, superiors, various public and private organizations and the public.

Ability to coordinate park and recreation and maintenance activities at wide variety of geographically dispersed locations.

Ability to establish implement and monitor a variety of park and recreation activities to provide adequate park and recreation services for the public.

Ability to devise and present effective recommendations concerning the development and use of park and recreation facilities.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to exercise judgment and discretion in interpreting and applying departmental policies, procedures and regulations.

### **PROS Regional Manager (007325)**

REV 02/00

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing park and recreation services in a geographical region of Miami-Dade County.

## Human Resources Department

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### Senior Regional Manager (007326)

#### Minimum Qualifications

Bachelor's degree. A minimum of four to eight years of progressively responsible administrative experience is required.

#### Job Specifications

#### Nature Of Work

This is highly responsible professional managerial work in planning and directing the activities of a division of General Services Administration.



## Human Resources Department

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### Manager, PROS Natural Areas (007332)

#### **Minimum Qualifications**

Bachelor's degree in Biology, Ecology or related environmental or natural science field. A minimum of three to five years of professional administrative experience in natural resource management, restoration, land management or related, to include budgeting, grants administration, procedure development, and/or public education is required.

Must possess Driver license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work in the management and preservation of natural areas controlled by the Parks & Recreation department.

### PROS Manager 5 (007333)

#### Minimum Qualifications

Miami-Dade County's Park and Recreation Department is seeking to fill a top management position for its largest Metropolitan Park. Crandon Park on Key Biscayne has 900+ acres with two miles of oceanfront beach, cabanas and picnic shelters; gardens and a state of the art nature center with Eco Adventure programs and concessions; an amusement area with a classic carousel; a championship tennis center with stadium housing the annual Sony Ericsson Tennis Championships; and two ball fields. The position provides oversight for all facilities, activities and toll booth operation. Crandon Park is one of the Department's most sophisticated operations requiring an individual with exceptional resource and business management skills.

Minimum requirements include a Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Sports Management or related fields with four years of responsible administrative, supervisory, managerial or professional experience to include maintenance, operations, and/or programming within a park and recreation system or related field are required. The candidate must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the management of a large recreational service area and assisting the Regional Manager in the administration of the regions facilities.

Employees in this class have countywide responsibility in planning, administering and directing a large and/or highly complex service area to include activities of revenue-producing and/or community recreational facilities. Emphasis of the work is on the application of advanced management principles and techniques in the administration of complex revenue-producing operations. Responsibilities include the continuous review of methods and procedures and the analysis of operational problems to provide improvement and increase efficiency and effectiveness of service to the public. Work may also involve the implementation and review of Departmental policies & procedures.

Supervision is exercised over subordinate facility managers and support personnel by means of field inspections, reviews of performance, activity reports and financial statements as well as by personal conferences to ascertain the successful accomplishment of facility, divisional and departmental objectives. General supervision is received from an administrative superior who reviews work by analyses of the attainment of divisional and departmental objectives and the quality of service to the public.

##### ILLUSTRATIVE TASKS

Assists the Regional Manager in directing the activities of the Region in its entirety.

Recommends and participates in the development and implementation of departmental policy & procedures.

Exercises direct oversight over a metropolitan or district park and single community or neighborhood parks consisting of facilities and functions including picnic areas and shelters, boat launching ramp, parking lots, beach and beach promenades, marina, charter fishing boats, restaurant, boat rentals, fishing pier, concession stands and tennis courts; may also supervise Marina and/or related public service activities.

Manages and supervises facilities and functions, which may include tennis centers, stadiums, marinas, dry storage areas for boats, boat ramps, parking lots, charter fishing boats, softball fields, championship golf courses, beaches, picnic areas, concession stands, nature centers, botanical gardens, equestrian centers and recreational programs.

Oversees cash handling and accounting for all revenues generated by the various park operations; manages expenditures for goods, services and equipment.

Plans, organizes and establishes schedules for facilities and grounds operations and maintenance.

Monitors leased operations at park facilities and enforce provisions of lease agreements.

Maintains effective working relationships with members of the public, civic organizations and various private associations.

Plans and promotes special events designed to encourage public attendance and utilization of park facilities.

Develops policy for efficient operation of facilities; recommends and develops new programs and methods to improve effectiveness.

Makes weighted recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

### PROS Manager 5 (007333)

#### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of public parks and recreation administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of the goals and objectives of a comprehensive county park and recreation operation.

Considerable knowledge of the principles of business and public administration.

Considerable knowledge of budget preparation and monitoring procedures including revenue and expenditure forecasting, accounting principles and fiscal control methods.

Considerable knowledge of County purchasing practices and procedure.

Ability to supervise and delegate through subordinate levels of supervisors, the work of a large staff of geographically dispersed park and recreation managers, technical, maintenance and other employees in a manner conducive to full performance and high morale.

Ability to ensure that all park operating revenues are collected and accounted for in accordance with established procedures.

Ability to coordinate operational, recreational, security and maintenance activities at a wide variety of geographically dispersed recreational facilities.

Ability to establish and maintain effective working relationships with subordinates, superiors, members of the public and officials of various public and private organizations.

Ability to devise and present effective recommendations concerning the development and use of park and recreation facilities.

Ability to enforce provisions of lease agreements between lease operators and the Park & Recreation Department.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to exercise judgment and discretion in interpreting and applying departmental policies, procedures and regulations.

#### **Nature Of Work**

This is advanced administrative and supervisory work in the management of a large recreational service area and assisting the Regional Manager in the administration of the regions facilities.

## Human Resources Department

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### PROS Business Specialist 1 (007334)

#### **Minimum Qualifications**

Bachelor's degree in Parks & Recreation Management, Business or Public Administration, or related field is required. Professional experience in Park & Recreation Management or a related field may substitute for the degree on a year for year basis. Must possess a Driver's License.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### PROS Business Specialist 2 (007335)

#### **Minimum Qualifications**

Bachelor's degree in Parks & Recreation Management, Business or Public Administration, or related field and one year of professional administrative or business management experience. Must possess a Driver's License.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### PROS Business Specialist 3 (007336)

#### **Minimum Qualifications**

Bachelor's degree in Parks & Recreation Management, Business or Public Administration or related field and two years of professional administrative or business management experience. Must possess a Driver's License.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Parks Business Development Specialist (007337)

#### **Minimum Qualifications**

Bachelor's degree in Communications, Marketing, Business Administration or related field. Two years of professional administrative experience are required. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional work in developing and maintaining fundraising activities for the Parks & Recreation Department.

## Human Resources Department

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### PROS Sales Marketing Coordinator (007338)

#### **Minimum Qualifications**

Bachelor's degree in Communications, Public Relations, Advertising, Marketing, Sales, Business or Public Administration and/or related field. Three years professional experience in the Communications, Marketing, Sales and/or Public Relations field to include management/administrative duties. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### PROS Sales Systems Specialist (007339)

#### **Minimum Qualifications**

Bachelor's degree in Business, Management, Information Systems, Computer Science or related field. Two years experience working with an automated business/sales system or computerized systems environment and/or related system are required. A Master's degree in a related field may substitute for the required experience. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying work schedule.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### **PROS Eco Adventures Sales & Business Manager (007341)**

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in group or corporate sales of attractions, special events planning or revenue operations are required. Additional related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Assistant Tennis Facility Manager (007342)

#### **Minimum Qualifications**

Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Recreation, Physical Education, Sports Administration, or related field. Experience in planning, organizing, conducting or supervising park and recreation services may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of neighborhood parks or a small metropolitan park.

## Human Resources Department

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### Sales Membership & Warehouse Specialist 1 (007343)

#### **Minimum Qualifications**

High School Diploma or GED. Four years of advanced clerical experience to include customer service, sales or warehouse purchasing activities are required. A bachelors degree may substitute for the required years of experience on a year-for-year basis. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Sales Membership & Warehouse Specialist 2 (007344)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional administrative experience to include sales or warehouse purchasing activities are required. Additional experience may substitute for the required education on a year-for-year basis.

Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### P & R Marketing Specialist (007345)

#### **Minimum Qualifications**

Bachelor's degree. Two years of professional administrative experience in public relations, marketing, advertising or market research are required. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

## Park Services Officer 1 (007347)

### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Urban Planning, Regional Planning, Environmental Studies, or a related field.

### Job Specifications

#### NATURE OF WORK

This is specialized management work in park and recreational facility operations.

Employees in this class research and plan park and recreational development, assist supervisory staff with administrative and operational functions and analyze departmental services to insure efficiency and economy. Work involves research, investigation, inspection and report writing to present recommendations and proposals for management information and departmental action. Duties require the exercise of independent judgment and initiative in studying diversified park and recreational activities and in applying management principles to serve the public effectively. Indirect supervision is exercised over facility supervisors through training and assisting in operational techniques and in determining requirements and standards for public service. Work is subject to review through conferences, inspections and analysis of unit operating reports to determine efficiency, public acceptance and conformity with departmental policy.

#### ILLUSTRATIVE TASKS

Compiles and analyzes data necessary for planning and locating park and recreational facilities; utilizes information on population, land valuation, road network, zoning and master plan projection for the metropolitan area.

Trains and assists facility supervisors with inventory selection, pricing, equipment utilization and maintenance; prepares specifications for revenue merchandise and contractual services.

Assists a principle administrative superior with activities in budget administration cost reduction, equipment replacement programming, personnel requirements, maintenance and construction control and field studies to implement new methods and procedures.

Conducts briefing and conferences to disseminate departmental policies, new procedures and regulations to park managers and recreation center directors; explains directives and discusses techniques for utilization, maintenance and improvement of various services and facilities for the public.

Answers correspondence, gathers necessary information from operating units of the park and recreation program, submits reports and recommendations to administrative staff.

Investigates matters referred by the public; determines the feasibility of establishing various art and craft programs, community recreation services, camping and nature study activities.

Relieves facility supervisors during peak demand periods, assists with supervision and training of attendants and recommends needs to division superintendent.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and their application to governmental services.

Considerable knowledge of the techniques and methods of administering a large and diversified public park and recreational program.

Knowledge of the operating and maintenance requirements of varied facilities, equipment and activities typically used in sports, recreation and park programs.

Knowledge of the techniques used to gather information through research, investigation and inspection.

Ability to analyze operating problems and to implement procedures to improve efficiency and economy.

Ability to prepare and submit precise reports and recommendations on varied activities within the area of assignment.

Ability to conduct relations with the public in a courteous and tactful manner.

Ability to project the operating requirements for new and expanded public services in varied park and recreational programs.

## Human Resources Department

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### Park Services Officer 1 (007347)

This is specialized management work in park and recreational facility operations.



## Human Resources Department

### Park Services Officer 2 (007348)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Sports Administration, Business Administration, Public Administration, Planning or related field. One year of professional administrative experience is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized management services work in park and recreation administration.

Employees in this class research, plan and execute diversified and responsible assignments in site location, facility development, financial analysis, feasibility studies and similar projects related to the operation and expansion of a comprehensive park, cultural, zoological and recreational program for the metropolitan area. Work involves responsibility for compiling and evaluating data from varied sources, developing comprehensive reports and recommendations, supervising the implementation of new operating procedures and measuring the effectiveness of results. Duties require the application of specialized experience and training in park or recreation administration as well as the use of considerable independent judgment in determining the most efficient and economical procedures to be carried out. Supervision may be exercised over subordinate administrative, departmental specialists and clerical staff by assignment and review of work upon completion. General supervision is provided by a management superior who reviews work through conferences and written reports to determine the feasibility of recommendations and the effectiveness of administrative activities carried out.

##### ILLUSTRATIVE TASKS

Serves as principal assistant to the chief administrative officer; prepares leases, contracts, bid proposals, equipment specifications, bid analysis reports, insurance liability claim reports and similar documents required by the department.

Serves as administrative assistant to the assistant department head; conducts independent field studies of operating problems pertaining to citizen complaints, analysis of new products and equipment and requests for services from other governmental agencies.

Performs varied assignments in all operating facilities of a major departmental division; assumes responsibility for directing the parks division, in absence of the superintendent; coordinates major functions of the division, administers division budget, expedites work orders and reassigns personnel as required.

Devises and implements procedures for the collection of research data needed in the planning of facility location, public services and future expansion.

Researches sources of state and Federal financial assistance available for park, recreational, landscaping and cultural facilities to be located within the metropolitan area.

Assists in the development of the metropolitan area park and recreation master plan; confers with other governmental agencies engaged in planning, zoning and building subdivision control.

Meets with civic and neighborhood groups to explain departmental policies and programs; determines the recreational interests and needs of the particular area.

Assists in determining programs to be financed through franchise fund bond issue projects.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and their application to the administration of governmental affairs.

Considerable knowledge of the methods and procedures of public park and recreation administration.

Considerable knowledge of research techniques and the various sources of available information in the assigned field.

Knowledge of the operating and maintenance requirements of varied public facilities, equipment and supplies typically used in sports, recreational and park programs.

Knowledge of the basic concepts of urban planning as applied to park and recreational facilities.

Knowledge of the basic concepts of administrative analysis and office management.

Ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to research information, evaluate data and prepare concise reports on varied operating activities.

Ability to carry out effective public relations with varied groups and individuals.

Ability to supervise professional and supporting personnel in a manner conducive to full performance and high morale.

## Human Resources Department

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### Park Services Officer 2 (007348)

Ability to express ideas clearly and concisely orally and in writing.

NEW 3-69

#### **Nature Of Work**

This is specialized management services work in park and recreation administration.

## Human Resources Department

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### Deering Estate Business Manager (007350)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional administrative experience is required. Must possess a Driver license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility for financial accounting, procurement and human resources administration.

### Deering Estate Natural Resources Program Manager (007351)

#### Minimum Qualifications

Bachelor's degree in Biological Sciences. Three years of professional experience in biological resources fieldwork to include the study of conservation of historic and archeological resources are required. Must possess an Arborist certification.

#### Job Specifications

##### NATURE OF WORK

This is supervisory professional biology work with administrative responsibility in biological programs in the conservation and management of natural areas and landscaped grounds of the Deering Estate for the Park and Recreation Department.

An employee in this class supervises and coordinates biological programs related to the conservation and management of natural, historic, cultural and architectural resources found within the natural areas of the Deering Estate. Responsibilities include coordination of environmental, biological, archeological and preservation programs, planning of comprehensive evaluation studies, and administrative duties in the requisition of materials and recommendation of new procedures. Typical assignments are broad in scope with considerable opportunity for exercising independent judgment and making complex decisions. Supervision is exercised over a group of professional and technical employees. General supervision is received from a professional superior employee who reviews results for conformity with departmental policies, practices and regulations and for attainment of desired objectives.

##### ILLUSTRATIVE TASKS

Plans, designs and supervises biological programs in the conservation and management of natural areas and landscaped historic grounds in accordance with the landscape plan of the Deering Estate.

Supervises and guides professional, technical and administrative assistants by delegation of assigned projects and review of completed work for quality of results.

Assists in developing ecotourism programs compatible with site resources to provide regional, national and international opportunities for learning.

Plans and coordinates educational programs for college level students, post-graduate students and adult programs on natural areas in conjunction with higher public and private educational institutions. Develops seminars, workshops and training sessions for technical specialist, staff and the general public on Deering Estate resources.

Directs the preservation and protection of natural areas containing endangered species, historic ground and archaeological resources and directs complex microbiological investigations seeking to determine impact from exotic species.

Directs and participates in the development of grant applications related to resource management and oversee the management of grant funded projects.

Updates and develops field and laboratory procedures; develops quality control techniques, analyzes sampling and testing procedures.

Purchases needed materials for the Deering Estate natural areas.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the science of biology in the areas of assignment, including basic principles and techniques of biological investigation and analysis.

Thorough knowledge of current trends and research in terrestrial, aquatic and marine biology in tropical environments.

Considerable knowledge of laws, regulations, ordinances, procedures and guidelines required for the protection and restoration of environmentally sensitive ecosystems.

Considerable knowledge of the protection and restoration of archaeological and fossil sites.

Ability to organize and direct complex biological programs in a manner conducive to full performance and high morale.

Ability to plan, conduct and evaluate research, experiments and studies.

Ability to establish and maintain good public relations through contacts with individuals, organizations and representatives of other agencies.

Ability to develop improved quality control, sampling and testing techniques.

Ability to express ideas clearly and concisely, orally and in writing.

## Human Resources Department

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### Deering Estate Natural Resources Program Manager (007351)

Rev. 03/05

#### **Nature Of Work**

This is supervisory professional biology work with administrative responsibility in biological programs in the conservation and management of natural areas and landscaped grounds of the Deering Estate for the Park and Recreation Department.

## Human Resources Department

### Tennis Facility Manager (007353)

#### Minimum Qualifications

Bachelor's degree in Sports Administration, Business Administration, Public Administration, Park and Recreation Management, or a related field. Three years of experience in the supervision and management of a large sports complex are required. Additional experience in sports administration or park and recreation management or a related field may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is responsible supervisory work in the management of the Crandon Park Tennis Center.

An employee in this class is responsible for the management, supervision, programming and maintenance of a large tennis center and stadium complex. Responsibilities include the effective and efficient utilization of staff and equipment in providing quality service to a large number of patrons, interpreting and applying departmental policies and procedures required for efficient leisure services operations, overseeing scheduling of events to be held in the stadium facility, and maintaining working relationships with various tennis organizations and the public. The incumbent exercises considerable independent judgment in solving operational, programming and maintenance problems. Supervision is exercised over subordinate supervisors and support employees engaged in various phases of operations. General supervision is received from an administrative superior who reviews work for effective management of the tennis center and quality of service to the public.

##### ILLUSTRATIVE TASKS

Supervises subordinate supervisors and support employees engaged in tennis facility service, clubhouse operation and maintenance, purchasing, special technical services, pro shop sales, and maintenance of clay, hard courts and grass courts.

Plans tennis programs, clinics, tournaments and clubhouse rental.

Oversees the maintenance and scheduling of events to be held in the stadium facility.

Schedules employee work assignments to meet demands of patrons for use of the facility.

Markets tennis activities and available facilities to the public including appropriate tennis organizations and potential corporate clients.

Develops facility goals and objectives, and long-range plans for the development of tennis operations and activities.

Assures maintenance of accurate cash and sales records and fee collections; develops annual operating budget for facility.

Evaluates short and long-range maintenance requirements; prepares bid specifications for new equipment specific to the facility.

Analyzes customer satisfaction with facility operations, makes recommendations for alternatives to increase sales through patron use, and resolves customer complaints.

Establishes and maintains effective working relationships and administers pertinent terms of contractual agreements between the Lipton Championship and the United States Tennis Association.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the operational and maintenance requirements of a large and complex tennis center and stadium complex.

Thorough knowledge of techniques and equipment used in landscape and tennis court maintenance.

Thorough knowledge of the planning and implementation of tennis programs and tournaments.

Considerable knowledge of tennis court design, construction, turf, clay and hard-court maintenance.

Considerable knowledge of tennis rules and etiquette.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Ability to manage and supervise the operation and maintenance of a large tennis center and stadium complex.

Ability to establish and maintain effective working relationships with subordinates, superiors, the public, and representatives of private tennis organizations.

Ability to maintain revenue, inventory and activity records.

## Human Resources Department

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### **Tennis Facility Manager (007353)**

Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to analyze customer satisfaction with facility operations and resolve customer complaints.

NEW 10-95

#### **Nature Of Work**

This is responsible supervisory work in the management of the Crandon Park Tennis Center.

### Horticultural Specialist (007354)

#### Minimum Qualifications

High school diploma or GED. One year of experience in interior landscaping to include supervisory experience is required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in landscaping for County offices and facilities.

An employee in this class supervises a small staff and participates in the design and maintenance of interior landscape projects.

Responsibilities include supervision of a subordinate staff engaged in cultivating, installing and maintaining indoor landscape materials, and may include supervising the operation of landscape equipment and the maintenance of a container nursery. Related duties consist of applying pesticides and insecticides, requisitioning various materials, and training employees in indoor plant care. Supervision is received from an administrative superior who reviews work for completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of a staff of equipment operators, semi-skilled laborers and laborers assisting in interior plant installation and maintenance.

Occasionally supervises the operation of mowers, tractors, edgers and other equipment, and the maintenance of a container nursery.

Supervises and participates in plant cultivation, identification, propagation, acclimation and rotation.

Supervises and participates in planting, transplanting, fertilizing and cutting flowers and plants, removing weeds, diagnosing and controlling plant diseases, and the application of pesticides and insecticides to combat insects, fungi, parasites and other pests.

Prepares layouts and installs plants for assigned areas of responsibility; experiments with new plants, products and techniques.

Plans and conducts training sessions on indoor plant care for various departments.

Requisitions equipment, materials and supplies required for work assignments; trains employees in proper use of equipment and materials; prepares a daily supervisor report and completes other forms and reports as required.

Communicates and enforces established safety measures and instructs subordinates in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of indoor landscaping and container nursery methods and techniques.

Knowledge of supervisory principles and practices.

Knowledge of plant diseases and pests.

Knowledge of pesticides and insecticides used to combat pests and preserve plants.

Knowledge of established safety practices and procedures.

Some knowledge of the operating characteristics and maintenance requirements of equipment used in landscape work.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to keep records and prepare routine reports.

Ability to recognize plant diseases and pests.

Skill in the use of landscape equipment and garden tools.

Physical agility sufficient to perform assigned duties.

NEW 1-84

#### Nature Of Work

This is supervisory work in indoor landscaping for County offices and facilities.



### Horticulturist (007355)

#### Minimum Qualifications

Bachelor's degree in Horticulture or related field. Two years of experience in the development and operation of a horticultural program in a governmental program or commercial enterprise are required.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work in the development of a horticultural program in the Park and Recreation Department. An employee in this class is responsible for developing a department-wide horticultural program to assure the growth and healthy development of non-turf plant materials at the various metropolitan parks, community parks and other park facilities. Responsibilities include supervising field and container nursery operations, reviewing horticultural matters with a variety of department officials, purchasing horticultural materials and coordinating plant material propagation and acquisition activities. Supervision is exercised over a staff of supervisors, equipment operators, semi-skilled and unskilled laborers engaged in various phases of the program. Supervision is received from a technical and administrative superior who reviews work for effective on-going development and implementation of the horticulture program through personal conferences, written reports and observation of field activities.

##### ILLUSTRATIVE TASKS

Supervises through a subordinate supervisor an extensive plant and tree and tree nursery operation including pruning and transplanting of trees and shrubs, pruning and trimming of trees, and weed control in the field and container nurseries.

Develops a comprehensive department-wide horticulture program to assure the growth and healthy development of plants, trees shrubs and other non-turf materials.

Consults with a variety of park and recreation officials concerning horticultural matters pertaining to their respective areas of responsibility.

Analyzes horticultural needs and purchases horticultural materials for nursery and field operations.

Works with landscape architects and landscape supervisors in the selection, propagation and installation of plant material; reads landscape plans prepared by landscape architects and determines horticultural materials required and physical arrangement of landscaping; assists in installation and authorizes substitution of horticultural materials or relocations as needed.

Coordinates plant material propagation and acquisition with other horticultural programs of other jurisdictions.

Examines horticultural materials to determine the presence of plant and tree diseases and pests.

Prepares a variety of reports, forms and requisitions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the theory, principles and practices of modern Horticulture.

Considerable knowledge of park and recreation landscape operations.

Considerable knowledge of the location and nature of park and recreation horticultural areas and facilities.

Considerable knowledge of plant and tree diseases and pests.

Considerable knowledge of the operation of extensive plant and tree nurseries.

Knowledge of supervisory principles and practices.

Knowledge of established safety practices and procedures.

Ability to develop and implement a comprehensive horticultural program.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to recognize plant and tree diseases and pests.

Ability to keep records and prepare reports.

Ability to express ideas clearly and concisely, verbally and in writing.

NEW 1-85

#### Nature Of Work

## Human Resources Department

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### Horticulturist (007355)

This is professional and supervisory work in the development of a horticultural program in the Park and Recreation Department.

#### **Minimum Qualifications**

High school. Four years of experience in general landscape maintenance and maintenance of South Florida natural areas to include supervisory experience are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is skilled supervisory work coordinating, scheduling and participating in the work of crews and volunteers responsible for grounds maintenance at the Deering Estate.

### Landscape Architect 2 (007358)

#### Minimum Qualifications

Bachelor's degree in Landscape Architecture. Must possess a State of Florida Landscape Architect license and have three years of professional experience in landscape architecture; OR Must be licensed as a Landscape Architect in another state, which would include having passed the Landscape Architecture Registration Examination (LARE), with three years of professional experience in landscape architecture. Must obtain a State of Florida Landscape Architect license within the one year probationary period. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional landscape design work with some supervisory responsibility in the preparation of plans, drawings, and specifications for the functional and ornamental development of parks, recreational and related areas.

Work involves the applications of advanced professional knowledge and site planning skills to the design, construction and inspection of varied engineering and landscaping projects. Considerable independent judgement and creativity is exercised in determining the comprehensive park and recreational design for a project area and in finalizing work plans, specifications and cost estimates for site preparation and landscaping work. Work may involve the coordination of survey crews, construction forces and design personnel engaged in major construction and modification work. Supervision is occasionally exercised over subordinate professional landscape design and drafting personnel by providing advice and assistance on unusual or difficult assignments. A professional superior reviews work primarily for compliance with completion schedules and general departmental policy.

##### ILLUSTRATIVE TASKS

Supervises the design, construction and maintenance and development of landscape projects throughout the parks system; makes preliminary surveys; lays out general plans, assigns design details to an assistant; reviews final plans; draws up contracts; acts as County representative in dealings with private contractors; inspects contractual work.

Supervises and schedules work for land survey party in the laying out of parking areas, roads, utilities, drainage systems, sanitary systems; supervises plane table surveys to record utilities and structures throughout the parks systems.

Performs varied landscape architectural work in such areas as golf courses, beaches and hammocks, nature trails, swimming pools, picnic areas, parkways, marinas, camp sites and similar facilities having specialized landscape requirements.

Exercises professional judgment in developing planting policies and programs, and in coordinating the nursery stock supply with future planting needs.

Confers with architectural and engineering staff to coordinate all phases of structural, excavation, design, construction and inspection work on force account and contractual projects.

Submits comprehensive recommendations for the acquisition of lands for park development including land use plans; prepares narrative reports and justification for recommendations which may include sketches, renderings, and photographic overlays.

Maintains up-to-date plans on each project as modifications and adjustments are made in policy and general use planning.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of landscape architecture.

Considerable knowledge of the principles and practices of civil engineering.

Considerable knowledge of the plant life of the local area including ornamental and hybrid species.

Knowledge of the theory, principles and practices of horticulture, entomology and plant pathology.

Ability to make engineering and related mathematical computations.

Ability to take charge of engineering or survey projects in field or office and to obtain adherence to plans and specifications.

Ability to make cost and material estimates for projected construction.

Ability to review, revise, and prepare plans and designs for a wide variety of park facilities.

### Landscape Architect 2 (007358)

Ability to communicate ideas clearly and concisely, orally and in writing.

Ability to plan, schedule, and supervise the work of professional, technical and clerical subordinates in a manner conducive to full performance and high morale.

Skill in drawing architectural and excavation plans.

NEW 10-64

#### **Nature Of Work**

This is advanced professional landscape design work with some supervisory responsibility in the preparation of plans, drawings, and specifications for the functional and ornamental development of parks, recreational and related areas.

### Landscape Architect 3 (007359)

#### Minimum Qualifications

Bachelor's degree in Landscape Architecture. Five years of professional landscape architecture experience are required. Must possess a State of Florida Landscape Architect license.

#### Job Specifications

##### NATURE OF WORK

This is responsible landscape design work with some administrative responsibility in the supervision of the plans and designs section of a large metropolitan area department of parks and recreation.

The Landscape Architect 3 is responsible for coordinating the total program of park and recreation site selection and development, landscape design, preliminary engineering improvements, and preparation of plans and specifications and inspection of work. Work responsibility also includes determining functional space requirements, elevations and preliminary design for all proposed structures, which are prepared in a manner compatible with the purpose of the park site and the natural environment of the area. Considerable discretion and independent judgment are exercised in presenting comprehensive park and recreation development plans to the highest levels of department management. Supervision is exercised over professional landscape architects, drafters and engineering subordinates through assignment and review of work projects and by personal participation in unusual or highly complex design problems. Work is reviewed by the director of the department primarily for the attainment of desired objectives and conformance with general administrative policy.

##### ILLUSTRATIVE TASKS

Supervises, through subordinate professional staff, the development of plans, specifications and landscaping designs for all existing and proposed park and recreational facilities.

Recommends the use of force account or competitive bid award for proposed work projects; draws contract agreement, recommends contractor to receive bid, inspects work for compliance with specifications.

Participates in interdepartmental conferences on matters pertaining to the development of a master plan for land use, property acquisition, sub-division regulation, neighborhood improvement, zoning control, and conservation of natural scenic beauty.

Confers with high level departmental officials to discuss matters of site acquisition, expansion of facilities and major modifications of existing park and recreational areas.

Researches horticultural and botanical sources of information to revise and improve quality and species of nursery stock and landscaping materials.

Recommends structural and architectural features to be utilized in construction plans; interprets park and recreational requirements into functional structural designs and submits to County Engineer.

Supervises the preparation of final working plans for park area excavation, disposition of fill, survey work, grading, irrigation systems and local drainage improvements.

Prepares preliminary budget request for the work unit;

recommends staff changes, the purchase of equipment and supplies and the development of operating procedures for the department.

Assists other County departments on all phases of landscape design and matters related to area beautification.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of landscape architecture.

Extensive knowledge of the plant life of the local area including ornamental and hybrid species.

Considerable knowledge of the principles and practices of civil engineering.

Considerable knowledge of the theory, principles and practices of horticulture, entomology and plant pathology.

Considerable knowledge of current trends, research projects and sources of information in the field of landscape architecture.

Ability to make engineering and related mathematical computations.

Ability to make cost and material estimates for projected construction.

Ability to plan, schedule and supervise the work of professional, technical and clerical subordinates in a manner conducive to full performance and high morale.

Ability to render professional review to comprehensive plans for park and recreation site development and utilization.

## Human Resources Department

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### Landscape Architect 3 (007359)

Ability to communicate ideas clearly and concisely, orally and in writing.

NEW 10-64

#### **Nature Of Work**

This is responsible landscape design work with some administrative responsibility in the supervision of the plans and designs section of a large metropolitan area department of parks and recreation.

## Human Resources Department

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### Landscape Architect 4 (007360)

**Minimum Qualifications**

Bachelor's degree in Landscape Architecture. Six years of professional landscape architecture experience are required. Must possess a State of Florida Landscape Architect license.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is highly responsible professional architectural work with administrative responsibilities.

## Human Resources Department

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### Parks Property Management Supervisor (007361)

**Minimum Qualifications**

Bachelor's degree in Landscape Architecture, Architecture, or a related field. Five years of progressively responsible professional experience in landscape architecture, park and recreation management, urban design or planning to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work supervising the Property Management section of the Parks & Recreation Department.



### Landscape Supervisor 1 (007362)

#### Minimum Qualifications

High school diploma or GED. One year of experience in landscape maintenance or related field is required. Must possess a CDL/Class B. Must successfully complete the Pesticides Applicator's Core Course within six months of employment.

#### Job Specifications

##### NATURE OF WORK

This is supervisory landscaping and grounds maintenance work at various county properties and installations.

Employees in this class supervise and participate in landscaping and grounds maintenance activities at metropolitan parks, community parks, roadway median strips and other locations. Duties include supervising a small staff engaged in the operation of landscape and grounds maintenance equipment, picking up trash, planting landscape materials and fertilizing trees and shrubs according to prescribed instructions. Supervision is exercised over a crew of equipment operators, attendants, laborers, and may include volunteer or contract workers, and prison inmates. Supervision is received from a technical or administrative superior who reviews work for proper landscaping techniques and proper care and maintenance of assigned areas.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of equipment operators, laborers, attendants, volunteer and contract workers, and prison inmates, engaged in landscaping and grounds maintenance activities at metropolitan parks, community parks, roadway median strips and other locations; supervises and inspects the work of private firms under contract to perform landscape maintenance in specific areas.

Supervises and participates in the operation of mowers, tractors, edgers and other equipment, picking up trash, raking leaves, removing weeds, planting landscape materials, fertilization, and controlling of insect pests and turf diseases.

Supervises and participates in propagating, cutting, planting, transplanting and fertilizing trees, shrubs, flowers and plants according to detailed instructions.

Requisitions equipment, materials and supplies required for work assignments; trains employees in proper use of equipment and materials.

Prepares a daily supervisors report and completes other forms and reports as required.

Supervises the application of pesticides and insecticides to trees, shrubs, grasses, flowers and plants to combat insects, fungi, parasites and other pests.

Communicates and enforces established safety measures and instructs subordinates in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of landscape gardening and grounds maintenance methods and techniques.

Knowledge of supervisory principles and practices.

Knowledge of the operating characteristics and maintenance requirements of equipment used in landscape work.

Knowledge of the geography of Metropolitan Dade County.

Knowledge of plant, tree and grass diseases and pests.

Knowledge of pesticides and insecticides used to combat pests and preserve trees, shrubs and grasses.

Knowledge of established safety practices and procedures.

Knowledge of ballfield maintenance including dragging ballfields, adding clay, and other maintenance requirements.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to keep records and prepare routine reports.

Ability to recognize plant, tree and grass diseases and pests.

Ability to obtain a Public Operator's Pesticide Applicator license from the State of Florida.

Skill in the use of landscape tools and equipment.

Physical agility sufficient to perform assigned duties.

## Human Resources Department

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### Landscape Supervisor 1 (007362)

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#### **Nature Of Work**

This is supervisory landscaping and grounds maintenance work at various county properties and installations.

### Landscape Supervisor 2 (007363)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in landscape and grounds maintenance or tree trimming to include one year of supervisory experience are required. Must successfully complete the Pesticides Applicator's Core Course within six months of employment. Must possess a Driver license. Some positions may require a CDL/Class B.

#### Job Specifications

##### NATURE OF WORK

This is supervisory landscape and grounds maintenance work with some technical responsibility at various county properties and installations.

Employees in this class supervise a moderate-sized staff and participate in landscaping and grounds maintenance activities at metropolitan parks, community parks, roadway median strips and other locations. Duties frequently include the supervision of several crews engaged in landscape and grounds maintenance over a large geographical area. Incumbents generally supervise landscape and grounds maintenance of a combination of large metropolitan parks, community parks, special activity parks, and roads and trails which are equal to a large area of acreage. Employees exercise some independent judgment and decision making within their assigned responsibilities. Supervision is exercised over a staff of equipment operators, technicians, and laborers, which may include volunteer and contract workers and prison inmates, and occasionally subordinate supervisors. Supervision is received from a technical or administrative superior who reviews work for completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises a moderate-sized staff of subordinate equipment operators, attendants, technicians, laborers, volunteer and contract workers, and prison inmates frequently split into two or more crews responsible for landscape and grounds maintenance activities covering a large geographical area; supervises and inspects the work of private firms under contract to perform landscape maintenance in specific areas.

Supervises a less extensive staff and a smaller geographical area where strict requirements for intensive landscaping and maintenance of beautified areas open to the public exist, and where tasks may include frequent mowing, edging, weeding, spraying, hedge trimming, watering, cleaning and restoration.

Supervises and participates in the work of a moderate to large sized staff of subordinates in a landscaping construction activity including tree planting, relocation, root pruning, sodding, seeding on a project-by-project basis; consults with landscape architects in the interpretation of landscape plans and in coordinating the installation of plant materials.

Plans and supervises landscape renovation projects and the establishment of new landscape or turf areas.

Supervises the application of pesticides and insecticides to trees, shrubs, grasses, flowers and plants to combat insects, fungi, parasites and other pests.

Supervises the work of a specialized crew of tree trimmers and laborers engaged in trimming, pruning, and removing trees over an extensive geographical territory.

Continually reviews landscape and grounds maintenance needs of assigned areas of responsibility.

Requisitions equipment, materials and supplies required for work assignments.

Prepares a daily supervisors report and completes other forms and reports as required.

Communicates and enforces established safety measures and instructs subordinates in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of landscape gardening and grounds maintenance methods and techniques.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of plant, tree and grass diseases and pests.

Considerable knowledge of pesticides and insecticides used to combat pests and preserve trees, shrubs and grasses.

Considerable knowledge of the park facilities and landscape and grounds maintenance requirements of the area of assignment.

### Landscape Supervisor 2 (007363)

Considerable knowledge of the specialized techniques used in landscape construction including tree planting, relocation and root pruning.  
Knowledge of the operating characteristics and maintenance requirements of equipment used in landscape work.  
Knowledge of established safety practices and procedures.  
Knowledge of ballfield maintenance including dragging ballfields, adding clay, and other maintenance requirements.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to recognize plant, tree and grass diseases and pests.  
Ability to apply specialized landscape techniques and methods to landscape construction work.  
Ability to keep records and prepare routine reports.  
Ability to supervise the safe application of pesticides and insecticides.  
Ability to review landscape and grounds maintenance needs and initiate required actions.  
Ability to obtain a Public Operator's Pesticide Application license from the State of Florida.

Skill in the use of landscape tools and equipment.  
Physical agility sufficient to perform assigned duties.

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#### **Nature Of Work**

This is supervisory landscape and grounds maintenance work with some technical responsibility at various county properties and installations.

### Landscape Supervisor 3 (007364)

#### Minimum Qualifications

High school diploma or GED. Three years of supervisory experience in complex landscape, grounds maintenance or tree trimming are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and technical landscape and grounds maintenance work at various county properties and installations. Employees in this class supervise a large staff of subordinates, frequently through subordinate supervisors, engaged in landscaping and grounds maintenance activities at metropolitan parks, community parks, roadway median strips and other locations. Some employees may be assigned responsibilities for landscape construction activities or for supervision of an extensive county plant and tree nursery operation. Incumbents generally supervise landscape and grounds maintenance of a combination of large metropolitan parks, community parks, special activity parks and roads and trails which are equal to an extensive area of acreage. Employees exercise independent judgment in scheduling crews and equipment and in determining work methods and procedures. Supervision is exercised generally through subordinate supervisors, over a staff of equipment operators, attendants, technicians and laborers, and may include volunteer and contract workers, and prison inmates, frequently dispersed to several separate geographical locations. Supervision is received from a technical or administrative superior who reviews work for completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Supervises a large staff of subordinates, frequently through subordinate supervisors and composed of several separate crews, responsible for landscape and grounds maintenance covering an extensive geographical area; supervises and inspects the work of private firms under contract to perform landscape maintenance in specific areas.

Supervises a less extensive staff and a moderate to large-sized geographical area where requirements exist for intensive landscaping and grounds maintenance due to high public visibility or heavy public usage.

Supervises a moderate to large-sized staff of subordinates in various landscape construction, grounds maintenance and forestry activities on a project-by-project basis including insecticide and herbicide usage, fertilization of nursery and in-field plantings, controlled burning, exotic vegetation control, and exhibit and convention display.

Supervises an extensive county plant and tree nursery operation including pruning and transplanting of trees and shrubs, pruning and trimming of trees and weed control in the field and container nursery; consults with landscape architects in the selection of proper plant materials for various landscape construction projects.

Plans and supervises landscape renovation projects and the establishment of new landscape or turf areas.

Supervises the application of pesticides and insecticides to trees, shrubs, grasses, flowers and plants to combat insects, fungi, parasites and other pests.

Continually reviews landscape and grounds maintenance needs of assigned areas of responsibility.

Requisitions equipment, materials and supplies required for work assignments; trains employees in proper use of equipment and materials.

Prepares a daily supervisors report and completes other forms and reports as required.

Communicates and enforces established safety measures and instructs subordinates in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of landscape gardening and grounds maintenance methods and techniques.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the specialized techniques used in landscape construction including tree planting, relocation and root pruning.

Thorough knowledge of the operation of an extensive plant and tree nursery.

Considerable knowledge of plant, tree and grass diseases and pests.

Considerable knowledge of pesticides and insecticides used to combat pests and preserve trees, shrubs and grasses.

Considerable knowledge of the park facilities, and landscape and grounds maintenance requirements of the area of assignment.

### Landscape Supervisor 3 (007364)

Knowledge of the operating characteristics and maintenance requirements of equipment used in landscape work.  
Knowledge of established safety practices and procedures.  
Knowledge of ballfield maintenance including dragging ballfields, adding clay, and other maintenance requirements.  
Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.  
Ability to recognize plant, tree and grass diseases and pests.  
Ability to supervise the operation of a large plant and tree nursery.  
Ability to apply specialized landscape techniques and methods to landscape construction projects.  
Ability to keep records and prepare routine reports.  
Ability to supervise the safe application of pesticides and insecticides.  
Ability to review landscape and grounds maintenance needs and initiate required actions.  
Ability to obtain a Public Operator's Pesticide Applicator license from the State of Florida.  
Skill in the use of landscape tools and equipment.  
Physical agility sufficient to perform assigned duties.

REV 3-84

#### **Nature Of Work**

This is advanced supervisory and technical landscape and grounds maintenance work at various county properties and installations.

## Human Resources Department

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### Parks Maintenance Facilities Coordinator (007365)

**Minimum Qualifications**

Bachelor's degree and a minimum of two years of administrative experience in a construction and facilities maintenance environment to include supervisory responsibility are required. Florida General Contractor's license that may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Description Available

**Nature Of Work**

This is advanced professional and supervisory work with administrative responsibility in the development, administration and evaluation of County training programs.

## Human Resources Department

### Parks Maintenance Supervisor (007366)

#### Minimum Qualifications

High school diploma or GED. Five years of journeyman trade experience to include two years of supervisory experience are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is specialized technical and supervisory work in park landscaping, parks engineering construction and the construction of public park and recreation facilities.

A Parks Maintenance Supervisor gives technical direction and field supervision in a wide variety of skilled functions required in the development and maintenance of park beautification, public works construction and maintenance, and the alteration and construction of a variety of structures throughout the county parks. The employee used independent judgment in determining methods and procedures of work and is responsible for the quality of the completed work. Assignments are received in oral or written form and are often accompanied by sketches, diagrams and blue-prints. Conferences are held with administrative superiors on planting policies and programs and the landscaping needs of the park system. Work is subject to inspection and review while in process and upon completion by the Parks Maintenance Chief, through field inspections, personal conferences and review of written reports.

##### ILLUSTRATIVE TASKS

Supervises, assigns and checks the work of skilled foremen and laborers engaged in such activities as: pruning, propagating, spraying, planting and transplanting, cultivating, and mulching trees and plants; supervises the operations of the nursery and arboretum.

Diagnoses plant and tree diseases and prescribes treatment; coordinates nursery stock with landscaping needs; assists in the planning and preparation of landscaping specifications, estimates costs of labor and materials.

Conducts continuous inspection program on all trees and plants to ascertain amount and type of fertilizer, weed killer, fungicide, insecticide, and irrigation requirements; provides for systematic maintenance of all landscaping through park system.

Supervises maintenance and construction jobs in the field; coordinates men and equipment on such activities as: filling and grading new park areas, roadway construction, driving piling in marina areas, clearing and dredging boat channels, digging garbage pits, setting electric poles, maintaining beaches, and constructing underground water lines, boat ramps and sea walls.

Coordinates equipment maintenance and repair with shop foreman in order to effect efficient scheduling with field crews; supervises pouring pre-cast concrete materials in the shop for use in the field.

Supervises skilled tradesmen in plumbing, electrical, refrigeration, carpentry, painting and masonry work in a variety of construction, alteration and repair activities in park structures.

Estimates costs of construction jobs, orders necessary materials and supplies; lays out work from plans and specifications, assigns jobs to trades foremen, and inspects completed jobs.

Participates in administrative staff conferences, conducts in-service training, prepares preliminary budget requests, and recommends the purchase of new material and supplies used in maintenance and construction work.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and procedures of landscaping forestry.

Considerable knowledge of the methods, tools and practices used in the propagation, planting, transplanting, digging and cultivation of nursery stock.

Considerable knowledge of the methods and practices of treating plants and trees for blights, fungi, insects, parasites and diseases peculiar to subtropical climates.

Considerable knowledge of the optimum conditions for growing all types of nursery stock, shrubs, plants, flowers and trees in a subtropical climate.

Considerable knowledge of the practices and techniques of public works construction and maintenance and the equipment typically used.

Considerable knowledge of the principles, methods, materials and equipment common to building construction.

Knowledge of the occupational hazards and the safety precautions of maintenance and construction work.

Knowledge of the applicable legal and administrative regulations relative to new building construction.

Ability to coordinate the large scale use of men, equipment and materials in geographically separated areas.



## Human Resources Department

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### Parks Maintenance Supervisor (007366)

Ability to plan and devise ornamental, natural and formal landscaping patterns.

Ability to work from specifications, blue-prints and oral and written instructions and to prepare working sketches.

Ability to maintain records and prepare reports.

#### **Nature Of Work**

This is specialized technical and supervisory work in park landscaping, parks engineering construction and the construction of public park and recreation facilities.

## Human Resources Department

### Beach Maintenance Supervisor (007368)

#### Minimum Qualifications

High school. Four years of experience on beach maintenance operations to include supervisory experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and technical work in the maintenance of county beaches.

An employee in this class is responsible for supervising the maintenance of county beaches, and the repair and maintenance of related structures and facilities. Responsibilities include supervising county and contractual employees engaged in the maintenance of geographically separated county beaches, planning and scheduling beach maintenance work, determining and providing for equipment and supply requirements, and maintaining responsible contacts with various governmental agencies which have an interest in proper beach maintenance. Duties require the use of independent judgment in selecting work methods, scheduling maintenance work at a variety of locations and in supervising a geographically dispersed work force. Supervision is exercised through subordinate supervisors over a staff of equipment operators and attendants. Supervision is received from an administrative superior who holds the incumbent responsible for effective beach maintenance activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of a staff of supervisors, equipment operators, attendants, and contracted employees located at various beach locations, engaged in beach maintenance and in the maintenance and repair of beach structures and facilities.

Plans, organizes and establishes schedules for beach maintenance including sand contouring, erosion control, sand sifting and rock removal.

Plans, organizes and sets schedules for beach cleaning including placing trash receptacles, emptying trash receptacles, removal of litter to disposal site, removal and disposition of seaweed and removal and disposition of flotsam.

Determines equipment, supply and personnel requirements in support of maintenance operations; tests equipment, recommends modifications and develops specifications; maintains inventory of equipment, supplies and materials.

Monitors cost control system, table of organization, forecast of utilization of part-time employees and contracted labor records to assure efficient conduct of the maintenance operation.

Maintains contacts with various city and county agencies that are interested in proper beach maintenance; investigates, resolves or reports upon a variety of daily inquiries; coordinates maintenance work with beach safety units and security and law enforcement agencies.

Enforces established safety practices and procedures.

Plans, organizes and supervises maintenance and repair of structures and facilities on beaches including seawalls, signs, lifeguard stations, shelters and benches; schedules repair work as required.

Establishes a preventive maintenance and repair schedule for all heavy equipment including bulldozers, graders, sand shifters, trucks and tractors utilized in the maintenance operation; provides and operates maintenance base stations where equipment is located, stored, secured and serviced.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of beach maintenance principles, practices and techniques.

Considerable knowledge of the tools, equipment and materials used in beach maintenance and in the repair and maintenance of beach structures.

Considerable knowledge of the operating and maintenance characteristics of heavy mobile equipment used in beach maintenance.

Considerable knowledge of supervisory principles and practices.

Knowledge of the impact of surf and weather action on beach areas.

Knowledge of occupational hazards and safety precautions required in beach maintenance operations.

Ability to supervise a large staff of subordinates, in dispersed geographical locations, in a manner conducive to full performance and high morale.

Ability to establish and maintain schedules for beach maintenance and structural repair operations.

## Human Resources Department

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### Beach Maintenance Supervisor (007368)

Ability to deal tactfully and persuasively with governmental officials, the public, and other departmental officials.  
Ability to keep records and prepare reports.

Ability to understand and follow verbal and written instructions.

NEW 1-84

#### **Nature Of Work**

This is advanced supervisory and technical work in the maintenance of county beaches.

### Beach Operations & Maintenance Supervisor (007369)

#### Minimum Qualifications

Bachelor's degree in Park and Recreation Management, Business or Public Administration or a related field. Two years of experience supervising beach maintenance or trades activities including some administrative experience are required. Additional experience may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and administrative work in operation and maintenance of County beaches.

An employee in this class is responsible for supervising the maintenance of County beaches and the programming of beach services along the beach shoreline. Responsibilities include supervising beach maintenance operations, scheduling equipment maintenance, planning the effective use and development of beach areas, assisting in research to promote and maintain beach areas, planning preventive maintenance programs for beach maintenance equipment, and meeting with various local, state and federal agencies to identify needs and resolve problems. The incumbent exercises considerable independent judgment in organizing and coordinating beach operations and maintenance activities to assure beach quality for beach patrons. Supervision is exercised through subordinate supervisors over a staff of equipment operators, skilled employees and clerical subordinates engaged in beach maintenance activities or serving in support capacities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory maintenance of beach areas and programming of beach services.

##### ILLUSTRATIVE TASKS

Supervises the operation, maintenance and programming of beach services at County beach facilities along a dispersed beach shoreline.

Plans, assigns and reviews the work of supervisors, equipment operators, attendants and contracted employees located at various beach locations engaged in beach maintenance and the maintenance and repair of beach structures and facilities.

Establishes schedules for equipment maintenance; establishes schedules for beach maintenance including sand contouring, erosion control, sand sifting and rock removal.

Assists in the conduct of research and studies on beach needs to promote and maintain beach areas; assists in planning, design and coordination of beach renourishment projects.

Coordinates the work of irrigation contractors on beach dunes; makes recommendations concerning plans and designs of dune areas.

Confers with superiors in planning the effective use and development of beach areas; makes recommendations regarding plans for dunes, shorelines, rock removal, buildings and other facilities.

Monitors costs and evaluates financial reports; forecasts requirements for labor, equipment, materials and supplies.

Coordinates the work of staff and volunteers in the finding, transporting, hatching and releasing of endangered marine species such as sea turtles.

Meets with local, state and federal agencies, local civic groups, and business owners of beach property concerning beach preservation and development, beach services and facilities, and needs for proper beach maintenance.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and methods of beach maintenance.

Thorough knowledge of County beach maintenance operations, beach operations, services and facilities.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the impact of surf and weather action on beach areas.

Considerable knowledge of the occupational hazards and safety precautions required in beach maintenance operations.

Knowledge of public relations principles and techniques.

Ability to plan and initiate effective beach maintenance operations and beach services to provide a safe and clean environment for beach patrons.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to deal tactfully and diplomatically with officials of various public and private organizations and the public.

## Human Resources Department

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### **Beach Operations & Maintenance Supervisor (007369)**

Ability to provide effective assistance in conducting research on County beach needs and in planning the effective use and development of beach areas.

Ability to establish and maintain effective working relationships with subordinates, superiors, the public, and officials of various public and private organizations.

NEW 10-94

#### **Nature Of Work**

This is advanced supervisory and administrative work in operation and maintenance of County beaches.

### Park Construction & Maintenance Supervisor (007372)

#### Minimum Qualifications

High school. Four years of supervisory experience in the construction and maintenance of diversified public facilities, structures and installations are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and technical work with administrative responsibility in the maintenance and construction of various park and recreation projects.

Employees in this class are responsible for planning, organizing and supervising large-scale maintenance and construction of diversified park facilities, grounds and structures. Responsibilities include establishing maintenance, renovation and construction priorities, providing for the effective utilization of employees, equipment and materials, and assuring that projects are completed in accordance with plans, instructions and specifications. Duties require the use of independent judgment in the large-scale coordination of employees, equipment and supplies to complete park maintenance and construction projects. Supervision is exercised through subordinate supervisors over a staff of equipment operators, laborers, semi-skilled laborers, and contract employees engaged in various phases of work. General supervision is received from an administrative superior who reviews work through personal conferences and reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors, heavy equipment operators, laborers, semi-skilled laborers and contract laboring and trades employees engaged in park construction, renovation and maintenance projects.

Provides on-site supervision of major and minor projects including construction of roadways, parking lots, ball fields and other park structures and facilities.

Coordinates the mix between County employees and contract labor assistance utilized at job-sites; reviews and approves payments for contract laboring employees.

Schedules heavy equipment for use at construction and maintenance project sites; assures proper utilization and maintenance of heavy equipment.

Coordinates the procurement, timing and delivery of construction materials and supplies to various construction locations throughout the park system; assures adequate stock of supplies and equipment to complete construction and maintenance assignments.

Communicates and enforces established safety measures and regulations; instructs employees in occupational hazards and safety precautions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of construction and maintenance methods and techniques and their application to various park projects.

Thorough knowledge of the specialized construction and maintenance requirements of park facilities, grounds and structures.

Thorough knowledge of the tools, equipment and materials used in park construction and maintenance.

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of departmental policies and procedures.

Considerable knowledge of the operating and maintenance characteristics of heavy mobile equipment used in park construction and maintenance.

Knowledge of the principles of management.

Knowledge of the occupational hazards and safety precautions of park construction and maintenance work.

Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to coordinate employees, heavy equipment and materials required to complete a variety of separate park construction and maintenance projects.

Ability to establish park maintenance and construction priorities.

Ability to estimate time, equipment and materials required to complete construction and maintenance projects.

Ability to understand and follow verbal and written instructions.

## Human Resources Department

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### Park Construction & Maintenance Supervisor (007372)

NEW 1-84

#### **Nature Of Work**

This is advanced supervisory and technical work with administrative responsibility in the maintenance and construction of various park and recreation projects.

## Human Resources Department

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### Parks Construction Contract Specialist (007375)

**Minimum Qualifications**

Bachelor's degree. Two years of experience in construction contract administration or project management are required. Additional experience may substitute for the required education on a year-to-year basis to a maximum of two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work managing the Parks & Recreation Department's capital construction contracts.



## Human Resources Department

### Parks Communications Services Coordinator (007377)

#### Minimum Qualifications

High school diploma or GED. Two years of experience providing and planning telephone services in a telephone company, governmental agency or similarly structured large organization is required.

#### Job Specifications

##### NATURE OF WORK

This is specialized work assisting in administration of energy conservation programs at the Parks and Recreation Department.

An employee in this class is responsible for analysis of various utility billings, coordinating telephone repair requests for the department, and performing various data processing duties in support of an energy management system. Duties include maintaining utility bill payable files, resolving discrepancies on utility bills, preparing computer programs, and designing computer programs on the energy management system. Supervision is received from a professional superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Designs and creates programs on energy management system units; works with operations on scheduling EMS operation and with electrical staff on design parameters and layout.

Manages downloaded EMS information to monitor use to assure cost reduction and efficient utilization of utility operations.

Coordinates telephone repair requests for department, for transmittal to OCSIS; prepares reports on telephone problems and recommendations for appropriate action; Analyzes bills for action by department or outside agencies.

Maintains computerized accounts payable files; resolves billing discrepancies concerning telephone or electrical power.

Writes small programs; maintains and updates data bases for changes in Index Codes, Account Numbers and DDL numbers, using JCL or Query.

Creates budget files on PC for transfer to parks computer center; answers proper distribution through Journal Entries on FAMIS transmittal form of joint tenant utility accounts.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of utility usage patterns, practices and procedures.

Considerable knowledge of Personal Computer and Mini-Computer operations particularly related to an energy management system.

Considerable knowledge of the Park and Recreation Department's Energy Management System.

Knowledge of telephone, gas, electrical and water billing procedures and practices.

Ability to design programs on energy management system units.

Ability to operate complex personal and mini-computer equipment.

Ability to coordinate work with department staff and officials of outside agencies.

Ability to resolve utility billing discrepancies.

NEW 10-89

#### Nature Of Work

This is specialized work assisting in administration of energy conservation programs at the Parks and Recreation Department.

## Human Resources Department

### Special Tax District Zone Manager (007379)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in grounds and landscaping maintenance, tree trimming or construction to include two years of supervisory experience are required. Must possess a Driver license. Must obtain a Landscape Technician certification during the probationary period.

#### Job Specifications

##### NATURE OF WORK

This is advanced and administrative and supervisory work in the management of a large complex metropolitan park and related service areas and functions for the Miami-Dade Park & Recreation Department.

Employees in this class are responsible for supervising, directing and coordinating operations, maintenance and related public services for Haulover, Crandon or Tropical Park. Responsibilities include planning and organizing comprehensive maintenance programs for grounds, beaches, landscaping, facilities, equipment and structures, preparing and monitoring cost control systems and budget allocations, planning and organizing special events, and supervising revenue collection and accountability. Incumbents exercise considerable independent judgment in supervising and coordinating diversified park operations and activities. Supervision is exercised through subordinate supervisors over employees engaged in park operations, maintenance and various specialized functions. General supervision is received from an administrative superior who reviews work through personal conferences, written reports and personal inspections for effective management of the park and related facilities.

##### ILLUSTRATIVE TASKS

Manages and supervises Tropical Park consisting of facilities and functions including an equestrian center, mounted patrol complexes, tennis/racquetball center, community center, stadium, softball fields, park maintenance, turf grass maintenance, lake operations and park security.

Manages and supervises Haulover Park consisting of facilities and functions including picnic areas and shelters, boat launching ramp, parking lots, beach and beach promenades, marina, charter fishing boats, restaurant, boat rentals, fishing pier, concession stands and tennis courts; supervises Pelican Harbor boat launching ramp and marina with related public service activities.

Manages and supervises Crandon Park consisting of facilities and functions including a tennis center and stadium, marina, dry storage area for boats, boat ramp, parking lots, charter fishing boats, softball fields, championship golf course, beach, picnic areas, concession stands and a botanical garden.

Supervises cash handling and accounting for all revenues generated by the various park operations; manages expenditures for goods, services and equipment.

Plans, organizes and establishes schedules for facility and grounds operations and maintenance.

Monitors leased operations at park facilities and enforces provisions of lease agreements.

Maintains effective working relationships with members of the public, civic organizations and various private associations.

Plans and promotes special events designed to encourage public attendance and utilization of park facilities.

Participates in policy development and facility planning activities; makes recommendations for new programs, methods and equipment.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of public park and recreation management.

Thorough knowledge of the organization, operations, maintenance requirements and activities of a large and complex metropolitan park facility.

Thorough knowledge of safety hazards and precautionary measures pertaining to various types of park and recreational facilities.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of County purchasing practices and procedures.

Considerable knowledge of budget preparation, justification and administration.

## Human Resources Department

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### Special Tax District Zone Manager (007379)

Considerable knowledge of the principles of business and public administration.

Knowledge of the principles of accounting.

Ability to supervise, direct and coordinate operational and maintenance activities at a large and complex metropolitan park.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to ensure that all park operating revenues are collected and accounted for in accordance with established procedures.

Ability to establish and maintain effective working relationships with subordinates, superiors, members of the public and officials of various public and private organizations.

Ability to plan and assist in the planning of special events at major park and recreation facilities.

Ability to enforce provisions of lease agreements between lease operators and the Park & Recreation Department.

NEW 10-94

#### **Nature Of Work**

This is advanced administrative supervisory work in the management of a large complex metropolitan park and related service areas and functions for the Miami-Dade Park & Recreation Department.

### Chief, PROS Procurement & Contracts Management Division (007381)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to five years of professional experience in purchasing, inventory management, contract development and administration and/or specification development to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing activities of the Procurement and Contracts Management Division for the Park and Recreation Department.

An employee in this class is responsible for planning, directing and coordinating department-wide procurement and contracts management functions, warehousing and distribution, and a variety of other administrative functions. Responsibilities include supervising the development of proposals for operation and/or management of revenue facilities, warehousing and distribution of supplies and materials, management of capital and materials inventories, procurement of commodities and services for the department, and overseeing the records management system. The incumbent exercises considerable independent judgment in efficiently and effectively integrating and coordinating a variety of departmental operational and administrative activities. Supervision is exercised through subordinate supervisors over administrative, professional and clerical employees with assigned responsibilities in various phases of operations. General direction is received from the Assistant Director, Park and Recreation Administration who holds the incumbent responsible for the professional management of division activities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and coordinates the development of proposals for operations and/or management of revenue-generating facilities or operations, review and analysis of preliminary proposals for private development and operation of facilities and services, and drafting and modification of bid documents and the bidding process; assists in presentation of potential contracts to reviewing bodies and supervises negotiation and drafting of contract terms and amendments.

Supervises warehousing of supplies and materials for department operations, management of the departmental print shop, capital and materials inventory functions, departmental messenger and delivery services, development and maintenance of the automated inventory control system, and records management system.

Directs and supervises the preparation of specifications for goods and services and the procurement of all commodities and services for the department; monitors purchase orders, requisitions, bids and contracts for compliance with established procurement rules and regulations.

Oversees the monitoring of the departmental purchase order requisition log system; reviews systems for updates and modifications. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of County procurement practices, procedures and processes.

Thorough knowledge of the preparation of Requests for Proposals and Professional Service Agreements.

Thorough knowledge of the principles and practices in the receipt, warehousing and distribution of a large volume of supplies, materials and equipment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the organization and operations of the Park and Recreation Department.

Ability to direct and coordinate a variety of administrative functions for the Park and Recreation Department.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to coordinate a variety of procurement processes to achieve the acquisition of equipment, materials and services.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to develop and implement a variety of policies and procedures to improve various administrative activities.

## Human Resources Department

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### **Chief, PROS Procurement & Contracts Management Division (007381)**

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

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#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing activities of the Procurement and Contracts Management Division for the Park and Recreation Department.

## Human Resources Department

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### Chief, PROS Division 1 (007384)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Construction Management or related field. A minimum of three to six years of professional experience in the design, construction and/or management of building or engineering projects is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing the activities of a division of the Park and Recreation Department.

## Human Resources Department

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### Chief, PROS Division 2 (Financial Management) (007387)

**Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of professional financial management experience to include supervisory experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional managerial work in planning and directing the activities of the Financial Management Division of the Parks and Recreation Department.

## Human Resources Department

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### Chief, PROS Design and Development Division (007388)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Construction Management or related field. A minimum of five to nine years of professional experience in the design, construction and/or management of building or engineering projects is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional engineering work supervising, reviewing and coordinating design development and construction of capital projects and diverse Parks and Recreation facilities.



## Human Resources Department

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### PROS Disability Services Manager (007390)

#### **Minimum Qualifications**

Bachelor's Degree in Recreation Therapy or related field. A minimum of two to four years of professional administrative experience in developing, implementing and administering therapeutic recreational programs for individuals with disabilities. Must possess a current certification as a Therapeutic Recreation Specialist through the National Council for Therapeutic Recreation Certification.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work assisting in protecting the Parks & Recreation Department from ADA complaints/lawsuits; delivering therapeutic recreation services to citizens with disabilities and administering services in accordance with all applicable ADA guidelines.

## Human Resources Department

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### PROS Capital Programs Director (007391)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Construction Management, or a related field. A minimum of four to eight years of professional administrative experience in the management of large construction projects, construction contracts and construction administration is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### Director, PROS Fundraising, Development & Intergovt Affairs (007392)

#### **Minimum Qualifications**

Bachelor's degree. Four years of business/public administration and legislative policy analysis experience to include two years of grants coordination and fundraising experience.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional managerial work developing and implementing a legislative, grant, fundraising and donor strategy plan for the Parks & Recreation Department.

## Human Resources Department

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### Assistant Director, Parks, Recreation & Open Spaces (007393)

**Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of professional experience in engineering, architecture, planning, or construction management are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible executive level work in planning and directing activities for the Park and Recreation Department.

## Human Resources Department

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### Deputy Director, Parks, Recreation & Open Spaces Department (007396)

**Minimum Qualifications**

Bachelor's degree. A minimum of six to ten years of professional managerial experience in engineering, architecture, planning, or construction management is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Director, Parks, Recreations & Open Spaces Department (007399)

#### Minimum Qualifications

Bachelor's degree. A minimum of seven to ten years of progressively responsible administrative experience in large-scale, complex governmental activities and operations to include experience in the field of park and recreation or leisure services are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in planning and directing activities of the Park and Recreation Department.

An employee in this class is responsible for planning, directing and supervising diversified operations in the provision of park and recreational services to the public. Emphasis of the work is on providing administrative direction and coordination to all phases of departmental operations, directing long and short-range planning to meet community park and recreation needs, determining leisure service needs of the public and establishing priorities to provide park and recreation services in an economical and efficient manner, and coordinating departmental activities with other county executives. The incumbent exercises extensive independent judgment and professional managerial knowledge in formulating departmental policies and in directing diversified departmental operations. Supervision is exercised through various levels of subordinate executives, managers and supervisors over a large and varied staff of professional, technical, administrative, specialized and clerical employees assigned to various departmental activities. General direction is received from the County Manager who holds the incumbent responsible for the efficient and effective provision of park and recreation services to the public for the professional management of departmental operations.

##### ILLUSTRATIVE TASKS

Directs and coordinates, through subordinate executive, managerial, professional, administrative and supervisory employees, complex and varied divisional and staff activities such as park construction, maintenance and repair, recreational programming, countywide landscape projects, park planning and development, county beach maintenance, park and beach safety, natural areas management, museum operation, zoo operation, historical preservation, cultural and artistic programming and administrative services.

Formulates departmental fiscal administrative and budgetary policies and revises or modifies as necessary to improve efficiency and effectiveness of departmental operations.

Evaluates park and recreation operations, programs and service and assesses their effectiveness in meeting the leisure service needs of the public; directs the development of plans to provide for future services.

Coordinates departmental operations with other county executives and with senior county management to ensure the provision of departmental services required by other county agencies, plan and review park and recreation policies and activities and to resolve administrative, operational and fiscal problems.

Meets with individuals and community groups to keep abreast of public desires for leisure services; represents the department to the news media and promotes the public use of recreational facilities; periodically visits park and recreation areas to inspect operations and ensure the provision of quality park and recreation services to the public.

Reviews periodic expenditure and revenue reports, financial and fund reports; assures the sound financial management of park and recreation activities consistent with budget requirements.

Convenes meeting with key department personnel to discuss major operating problems, program accomplishments and the status of expenditures in various categories.

Directs and supervises the development of budget proposals for operations; reviews and approves department budget; attends budget meetings and hearings to justify proposed expenditures.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates

## Human Resources Department

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### Director, Parks, Recreations & Open Spaces Department (007399)

employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, county personnel rules and all other applicable rules and regulations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of public park and recreation administration, public and business administration.

Extensive knowledge of the operations and activities of a large park and recreation system.

Extensive knowledge of the principles of management and their application to the administration of government activities.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of applicable county, state and federal laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of community demands and needs for park and recreation services.

Ability to use advanced professional knowledge of the principles of management and public administration to formulate departmental policy and control departmental activities.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to effectively evaluate the impact of alternative possible courses of action on departmental operations, future developments and circumstances of a new or unprecedented nature.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and county policies, rules and regulations.

Ability to establish and maintain effective working relationships with senior county management, and officials in other county departments.

Ability to communicate clearly, concisely and persuasively, verbally and in writing to individuals and groups.

Ability to evaluate results in achievement of departmental goals and objectives and to redirect efforts and priorities as needed.

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#### **Nature Of Work**

This is highly responsible executive level work in planning and directing activities of the Park and Recreation Department.

### Zookeeper (007401)

#### Minimum Qualifications

High school diploma or GED. One year of experience working with non-domestic animals, reptiles, or exotic birds is required. Completion of related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is animal caretaker work at the Metropolitan Zoo.

Employees in this class are responsible for the routine feeding and custodial care of a variety of creatures within an assigned area, and assisting superiors in more technical aspects of animal care. Duties include making routine inspections of exhibit areas and cleaning exhibits, preparing food for creatures and observing animals for evidence of veterinary problems. Supervision is received from a superior who provides detailed instructions and reviews work for satisfactory completion of animal caretaking assignments.

##### ILLUSTRATIVE TASKS

Makes routine inspections of assigned exhibit areas; routinely monitors health and safety conditions of creatures; removes harmful foreign objects from exhibit areas; checks to assure exhibit areas are escape proof and that any special devices are in working condition.

Cleans exhibit areas, night sleeping compartments and surrounding area; depending on nature of exhibit, cleans, rakes, scrubs, and applies any necessary sterilizing agents.

Prepares food for creatures; insures that correct portions of food and any additives are weighed or measured as necessary.

Discusses with supervisors any observed peculiarities in behavior, appearance, gait or other conditions which may be early evidence of veterinary problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the custodial care and general habits of typical animals.

Knowledge of the food likes and dislikes of assigned animals.

Some knowledge of the custodial care requirements for keeping a variety of creatures.

Ability and willingness to work with wild, delicate and, occasionally, dangerous creatures.

Ability to deal courteously and tactfully with the public.

Ability to rapidly acquire knowledge of specific custodial and minor veterinary care requirements of assigned creatures.

#### Nature Of Work

This is animal caretaker work at the Metropolitan Zoo in routine feeding and custodial care of a variety of creatures within an assigned area, and assisting superiors in more technical aspects of animal care.



### Senior Zookeeper (007402)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in animal husbandry at a zoological park are required. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is advanced animal caretaker work with some supervisory responsibility at the Metropolitan Zoo.

Employees in this class are responsible for the supervision and performance of animal feeding and custodial care of a variety of creatures. Work involves the performance of the more technical animal care tasks in an assigned area, performing specialized animal care tasks, training animals for use in shows or presentations, and participating in cleaning and inspection of exhibit areas. Advice and assistance is provided to subordinate zookeepers in the routine care and feeding of animals. Supervision is received from a superior who coordinates assignments and inspects work for completeness of results.

##### ILLUSTRATIVE TASKS

Assists superiors in the performance of specialized animal care including baby and immature animal care, and medical care; assists in animal handling not of a routine nature, requiring knowledge of specific animal behavior.

Trains animals for use in shows or presentations; provides special animal handling and assistance in educational and research projects.

Provides advice and assistance to other employees and participates in routine inspections of assigned exhibit areas; monitors the health and safety conditions of creatures; removes harmful foreign objects from exhibit areas; checks to assure exhibit areas are escape proof and that special devices are in working condition.

Supervises and assists in cleaning exhibit areas, night sleeping compartments and surrounding areas; depending on nature of exhibit, cleans, rakes, scrubs, and applies any necessary sterilizing agents.

Prepares food for creatures; insures that correct portions of food and any additives were weighed as necessary.

Discusses with supervisors any observed peculiarities in behavior, appearance, gait or other conditions which may be early evidence of veterinary problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the custodial care and general habits of typical animals.

Considerable knowledge of animal handling and training techniques.

Knowledge of the food likes and dislikes of assigned animals.

Knowledge of custodial care requirements for keeping a variety of creatures.

Some knowledge of supervisory principles and practices.

Ability to train assigned animals.

Ability to present animal shows and presentations.

Ability and willingness to work with wild, delicate and, occasionally, dangerous creatures.

Ability to deal courteously and tactfully with the public.

Ability to perform specific custodial and minor veterinary care requirements of assigned creatures.

#### Nature Of Work

This is advanced animal caretaker work with some supervisory responsibility at the Metropolitan Zoo.

### Zoo Commissary Keeper (007403)

#### Minimum Qualifications

Eighth grade. One year of experience in a feed store or diet preparation in an animal facility or zoo is required. Must be able to lift 50 pounds.

#### Job Specifications

##### Nature of Work

This is specialized commissary work in the Metropolitan Zoo.

Employees in this class assemble food items needed for diet of various animals as directed by supervisory personnel. The incumbent is responsible for receiving items for everyday or special diets, storage of received or prepared items, sanitation of commissary, and diet preparation and delivery of food for animals at Miami Metro Zoo. Supervision is received from a superior who provides instructions on food requirements and commissary cleanliness; and reviews work for satisfactory completion of assignments.

##### Illustrative Tasks

Responsible for the accurate preparation of approximately 100 animal diets (individual produce diets); includes measuring, weighing, or counting items to obtain amount of all individual diet items and specialized cutting of each item based on animal needs.

Sorts and stores items on shelves, in bins, or in refrigerated storage room of commissary.

Ensures quality control, proper rotation and washing of all produce items.

Maintains the cleaning and sanitation of the produce station; cleans, disinfects work station and all tools, sweeps floors and ensures that the good hygiene is maintained throughout the work day.

Sets up and breakdowns produce station.

Delivers food to specific animal areas.

Performs related work as required.

##### Knowledge, skills and abilities

General knowledge of animal nutrition and food quality.

General Knowledge of cleaning supplies and usage.

Ability to keep clear and accurate written records.

Ability to lift a minimum of 50 pounds, push and hold equipment, tools, supplies, and debris; and work in adverse weather conditions.

#### Nature Of Work

This is specialized commissary work in the Metropolitan Zoo.

### Zoological Supervisor (007405)

#### Minimum Qualifications

High school diploma or GED. Four years of experience with mammals, reptiles and/or birds in a zoological park or related facility to include one year of supervisory experience are required. Coursework in Zoology, Biology, Ecology or related field may substitute for the required experience on a year-for-year basis to a maximum of two years. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is supervisory animal caretaker work in a major geographic zone of the Metropolitan Zoo.

Employees in this class are responsible for the supervision of animal care in a major animal zone, combining a variety of mammals, birds, reptiles and amphibians. Duties involve custodial responsibility and performance of the more technical aspects associated with feeding and health care of captive wildlife. Supervision is exercised over subordinate animal custodial employees engaged in routine and specialized tasks. Supervision is received from a professional superior who develops and assigns work projects, and reviews work through personal conferences and observations for achievement of desired results.

##### ILLUSTRATIVE TASKS

Plans, assigns and supervises the work of subordinate animal custodial employees in the routine cleaning and care of animals and exhibit areas; conducts inspections of the geographic area of responsibility to assure that health and safety conditions for animals are maintained; assures that all special equipment is in working order.

Assists in the coordination of special project work scheduled to be performed in the incumbent's geographic area, such as research and educational projects; carries out instructions of administrative and professional employees pertaining to or involving animals in the incumbent's area of assigned responsibility.

Supervises and participates in the rendering of medical care as directed by a professional veterinary superior; assists in the performance of specialized animal care, including baby and immature animal care.

Inspects prepared animal food for correct portions and proper balance of ingredients and additives.

Assists in the planning and preparation of the budget for the geographic area of responsibility; prepares requisitions for equipment, materials and supplies.

Makes recommendations regarding hiring, discipline and promotion of subordinates; schedules daily work routine of subordinate animal care employees; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the custodial care and general habits of typical animals.

Considerable knowledge of animal handling and training techniques.

Considerable knowledge of the food likes and dislikes of assigned animals.

Knowledge of supervisory principles and practices.

Some knowledge of budget preparation procedures.

Ability and willingness to work with wild, delicate and, occasionally, dangerous creatures.

Ability to perform custodial and minor veterinary care requirements of assigned creatures.

Ability to deal courteously and tactfully with the public.

Ability to plan, assign, coordinate and supervise the work of others in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with other employees, supervisors and professional and administrative department officials.

Ability to understand and follow written and verbal instructions.

NEW 10-80

#### Nature Of Work

## Human Resources Department

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### **Zoological Supervisor (007405)**

This is supervisory animal caretaker work in a major geographic zone of the Metropolitan Zoo.

## Zoological Curator (007412)

### Minimum Qualifications

Bachelor's degree in Ecology, Zoology, Biology or a related field. Three years of experience at a zoological park or related facility working with a wide variety of birds to include one year of experience in a supervisory or curatorial capacity are required.

### Job Specifications

#### NATURE OF WORK

This is specialized administrative work in the development and implementation of animal related programs for the Metropolitan Zoo. Employees in this class are responsible for participating in the development and field implementation of animal management, propagation and conservation programs for a taxonomically assigned portion of the animal collection. Some employees in this class may be responsible for a public education program for the zoo. Duties involve the monitoring of program progress as it relates to assigned animal group. Supervision is exercised through subordinate supervisors over specialized employees who carry out programs as instructed. Supervision is received from a professional and administrative superior who assigns work and reviews through personal conferences and observations for achievement of desired results.

#### ILLUSTRATIVE TASKS

Participates in the development and implementation of various programs designed for a taxonomically similar portion of the animal collection, such as mammals, amphibians, birds, reptiles or invertebrates; monitors field implementation of animal management, propagation and conservation projects.

Assists professional superiors in research and development of specific animal diets, health programs, initial animal intake and quarantine procedures; researches and records specific animal habits for breeding and handling needs.

Assists in the development of and maintains recordkeeping procedures for animal inventory, genealogy, ISIS and other records; develops breeding files for use in animal propagation.

Monitors overall care of exhibits; assures proper use of chemicals in exhibit areas.

Conducts breeding loan transactions; applies for breeding permits; maintains records of breeding permits, studbook registration and breeding loan agreements; conducts commercial transactions of animals, such as purchases, sales, trades and exchanges.

Develops a variety of materials for conducting an extensive public education program for the zoo and outside facilities; plans, edits and supervises publication of educational materials, such as pamphlets and booklets; prepares slides, posters and other illustrative devices for specialized educational programs.

Assists in planning and preparation of the budget as it relates to assigned duties.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the custodial care and general habits of assigned animal groups, such as mammals, amphibians, birds, reptiles or invertebrates.

Thorough knowledge of research procedures for the development of programs for the care and breeding of assigned animals.

Thorough knowledge of procedures and practices relating to animal management, propagation and conservation projects for a taxonomically similar group of animals.

Thorough knowledge of journalistic principles and practices in the development of a specialized public education program, including planning, composing, editing and publication of educational material. Considerable knowledge of chemicals and their use in animal exhibit areas.

Knowledge of budget preparation procedures.

Knowledge of supervisory principles and practices.

Ability to apply knowledge of animal management, propagation and conservation procedures to develop a comprehensive program for a taxonomically similar group of animals.

Ability to maintain record systems for animal inventory, genealogy, ISIS, studbook registration and breeding loan agreements.

Ability to plan, compose, and edit informational and educational material for specialized programs.

Ability to plan, organize and conduct informational programs.

Ability to plan, assign, coordinate and supervise the work of others in a manner conducive to full performance and high morale.

## Human Resources Department

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### **Zoological Curator (007412)**

Ability to establish and maintain effective working relationships with other employees, supervisors and professional and administrative departmental officials.

NEW 10-80

#### **Nature Of Work**

This is specialized administrative work in the development and implementation of animal related programs for the Metropolitan Zoo.

## Human Resources Department

### General Zoological Curator (007414)

#### Minimum Qualifications

Bachelor's degree in Biology, Zoology, Ecology or a related field. Four years of progressively responsible experience in an accredited zoological park or related facility including three years of managerial or curatorial experience are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in the direction of an overall animal management program for the Metropolitan Zoo. An employee in this class is responsible for the planning, development, coordination and supervision of all animal related programs. Emphasis of the work is on the management of a total care and maintenance program for the entire animal collection. Supervision is exercised over administrative and specialized employees through subordinate supervisors by assignment of responsibilities and review of results for attainment of desired objectives. General direction is received from an administrative superior who evaluates work for achievement of administrative and professional objectives through personal conferences and review of reports.

##### ILLUSTRATIVE TASKS

Develops and directs the implementation of a variety of programs designed for the animal collection, such as animal management, propagation and conservation projects; reviews the progress of all projects and provides technical assistance; analyzes reports for attainment of objectives.

Directs professional and specialized subordinates in the research and development of specific animal diets and health programs.

Directs the development and implementation of formal standards and procedures for animal health care and maintenance of recordkeeping procedures for animal inventory, ISIS and other records.

Supervises and coordinates breeding loan and commercial transactions concerning animals, such as purchases, sales, trades and exchanges, with subordinate supervisors; monitors the upkeep of required permits, registrations and agreements.

Prepares, provides narrative information and assists in finalizing division budget documents relating to the animal collection.

Provides assistance to and coordinates involvement with other departments and outside agencies in animal related matters, such as educational and public relations programs.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the custodial care, general habits, biological requirements and reproduction of a variety of animals.

Thorough knowledge of procedures and practices relating to animal management, propagation and conservation.

Thorough knowledge of research procedures for the development of programs for the care and breeding of the animal collection.

Thorough knowledge of applicable county, state and Federal laws, rules and regulations pertaining to animal care operations.

Considerable knowledge of budget preparation procedures.

Considerable knowledge of supervisory principles and practices.

Ability to initiate, develop and maintain a comprehensive animal management program for a variety of animals.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to plan, assign, coordinate and supervise others in a manner conducive to full performance and high morale.

NEW 10-80

#### Nature Of Work

This is advanced administrative and supervisory work in the direction of an overall animal management program for the Metropolitan Zoo.

## Human Resources Department

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### General Zoological Curator (007414)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work



## Human Resources Department

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### Zoo Hospital Technician (007419)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in Veterinary Medicine. One year of experience in a zoological park, veterinary office or related experience is required. Additional work experience may substitute for the required education on a year-to-year basis. Must obtain the Veterinary Technician certification during the probationary period. Must be able to lift 50 pounds.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Aquatic Life Support Technician (007420)

**Minimum Qualifications**

High School or GED. One year experience working with aquatic life support systems is required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a Driver's License. Must be able to lift 50lbs.

**Job Specifications**

No Job Description Available

**Nature Of Work**

## Human Resources Department

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### Zoo Interpretive Programs Manager (007433)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in revenue operations at zoological park or attraction to include supervisory experience are required. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying work schedule. Experience in developing interpretive programs at a zoological park or attraction is preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Zoo Interpretive Programs Supervisor (007434)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Parks and Recreation Management or related field. Experience in managing a zoo or other attraction facilities to include one year in a supervisory capacity may substitute for the required education on a year-for-year basis. Must possess a Driver License. Must be able to work days, nights, weekends and holidays on a varying work schedule.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory work in management of a moderate-sized public service and revenue-producing facility or a group of small public service facilities separated geographically.

## Human Resources Department

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### Zoo Transportation Manager (007437)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Horticulture, Park and Recreation Management or a related field. Two years of experience as a manager of a transportation operation to include supervisory experience are required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible supervisory work in management of a large and complex revenue-producing public service facility.

## Human Resources Department

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### Zoo Rentals Operations Manager (007438)

#### **Minimum Qualifications**

Bachelor's degree. Experience in group or corporate sales of attractions, special events planning, revenue operations, park and recreation management, or related field may substitute for the required education on a year-for-year basis.

Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory work in management of a moderate-sized public service and revenue-producing facility or a group of small public service facilities separated geographically.

## Human Resources Department

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### Zoo Monorail Operator/Guide (007440)

**Minimum Qualifications**

High school diploma or GED. Six months of customer service experience is required. Must possess a Driver license. Must possess excellent communication skills. Must be able to work days, nights, weekends and holidays on a varying schedule. to include public speaking, tour guide or attraction guide experience are required. Experience as a tour guide, an attraction guide or public speaking is preferred.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is customer service work in the operation of the Zoo Monorail guided tour.

### Zoo Monorail Maintenance Supervisor (007445)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the diagnosis, repair and maintenance of mechanical, electronic and electrical systems in a monorail or similar transportation systems are required.

#### Job Specifications

##### NATURE OF WORK

This is technical and supervisory work in the maintenance of a zoo monorail system.

An employee in this class is responsible for supervising and participating in the inspection, diagnosis, repair and maintenance of a zoo monorail system and related facilities. Duties include maintenance and repair of the elevated guideway, monorail vehicles and monorail stations. Related work includes scheduling and prioritizing work assignments, conducting periodic maintenance inspections, purchasing required parts and supplies, and performing general mechanical, electrical and structural repairs. Supervision is exercised over subordinate technicians who assist with various phases of the work. Supervision is received from an administrative superior who reviews work for efficiency and effectiveness of zoo monorail repair and maintenance activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technicians assisting with the inspection, diagnosis, repair and maintenance of a zoo monorail system and related facilities.

Maintains elevated guideway, electric air conditioned monorail cars and monorail support system including monorail stations.

Schedules and prioritizes daily work assignments.

Enforces established safety policies, procedures and regulations.

Conducts periodic maintenance checks of the monorail system.

Inspects, diagnoses and repairs electronic and electrical equipment, air conditioning systems, bearings, seals, gear assemblies, shafts and other monorail system equipment.

Performs touch-up painting of guideway; makes emergency repairs of wooden monorail station railings.

Purchases repair and maintenance parts and supplies.

Cleans carpets and windows, pressure cleans concrete ramps and platforms, and performs other custodial tasks.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of electronics and electricity, mechanics, heating and air conditioning as applied to monorail equipment.

Considerable knowledge of the operating characteristics and maintenance requirements of monorail equipment and related facilities.

Considerable knowledge of the occupational hazards and safety precautions applicable to the repair and maintenance of monorail equipment.

Knowledge of supervisory principles and practices.

Knowledge of operations and activities at Metrozoo.

Ability to diagnose, repair and maintain mechanical and electronic monorail equipment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to purchase parts and supplies required for monorail repair and maintenance.

Ability to read and understand technical blueprints, diagrams and schematics.

Ability to observe and enforce established safety practices and procedures.

Skill in the diagnosis of a variety of mechanical and electrical malfunctions.

Physical agility and strength to perform assigned duties.



## Human Resources Department

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### Zoo Monorail Maintenance Supervisor (007445)

#### **Nature Of Work**

This is technical and supervisory work in the maintenance of a zoo monorail system.

#### **Minimum Qualifications**

High school diploma or GED. Six months of experience in security/protective services or customer service are required. Must possess a Driver license. Must be able to work nights, weekends and holidays on a varying work schedule.

#### **Job Specifications**

#### **Nature Of Work**

This is routine protective and public information work at a public historical art musuem.

## Human Resources Department

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### Assistant Zoo Security Supervisor (007449)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in park and recreation services, security, protective services, or military or civilian law enforcement are required. Coursework may substitute for the required experience on a year-for-year basis to a maximum of two years. Must possess a Driver license. Must be able to work nights, weekends and holidays on a varying work schedule. Must be able to stand, walk, drive a vehicle, and ride a bicycle for extended periods of time. Must obtain certification in CPR and First Aid during the first six months of employment and maintain certifications for continued employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is supervisory security work assisting the Zoo Security Supervisor in coordination with local law enforcement agencies a variety of special zoo related activities.

## Human Resources Department

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### Zoo Safety and Security Supervisor (007451)

#### **Minimum Qualifications**

High school or GED. Four years of experience in security, protective service work or safety training programs including two years of supervisory experience are required. Must possess a Driver license. Coursework may substitute for the required experience on a year-for-year basis to a maximum of two years. Must be able to work nights, weekends, and holidays on a varying work schedule. Must be able to stand, walk, drive a vehicle, and ride a bicycle for extended periods of time. Must obtain certification in CPR and First Aid during the first six months of employment and maintain certifications for continued employment.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Zoo Group Sales & Events Manager (007453)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Marketing or related field. Two years of professional administrative experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work directing, coordinating and scheduling group events for the Miami Metrozoo.

## Human Resources Department

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### Zoo Revenue Operations Manager (007454)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Park and Recreation Management, or related. Two years of professional finance administration experience to include project-based cost accounting and budget management are required.

#### Job Specifications

#### Nature Of Work

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function in a county department or agency.

## Human Resources Department

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### Zoo Rentals Operations Supervisor (007455)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in managing a zoo or other attraction facilities to include one year in a supervisory capacity are required. Coursework in Zoology or related field may substitute for the required experience on a year-for-year basis. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying work schedule.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Zoo Exhibits Manager (007461)

#### **Minimum Qualifications**

Bachelor's degree. Two years of professional experience in a zoo, natural history museum, park and recreation or related facility to include the coordination, planning and administration of interpretive exhibits or educational programming, or coordination and administration of educational exhibitions are required. Additional experience may substitute for required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional administrative work in the strategic planning, exhibit concept design, content development and daily operations of the Education Court.

## Human Resources Department

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### Zoo Operations Specialist 1 (007463)

#### **Minimum Qualifications**

Bachelor's degree. Professional administrative experience in marketing, public relations, customer service or parks-related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### Zoo Operations Specialist 2 (007464)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional administrative experience in marketing, public relations, customer service or parks-related experience is required. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Zoo Operations Manager 1 (007465)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional administrative experience in marketing, public relations, customer service or parks-related experience including one year of supervisory experience is required. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Zoo Operations Manager 2 (007466)

#### **Minimum Qualifications**

Bachelor's degree. Four years of supervisory experience in zoo operations or other revenue generating facility are required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Zoo Hospital Attendant (007468)

**Minimum Qualifications**

High school. Two years of experience working with a variety of non-domestic animals in zoological park are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is animal caretaker work at the Metropolitan Zoo in routine feeding and custodial care of a variety of creatures within an assigned area, and assisting superiors in more technical aspects of animal care.

### Zoo Hospital Clerk (007470)

#### Minimum Qualifications

High school. Two years of general clerical experience including experience in bookkeeping, records management and inventory control are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work assisting in administration of the zoo hospital at Metro-zoo.

An employee in this class is responsible for performing a variety of clerical and administrative duties in support of the Zoo Veterinarian and the zoo hospital. Work includes assisting the Zoo Veterinarian in preparing the hospital's operating budget, maintaining records, compiling cost analysis and expenditure reports, researching the cost of capital equipment requests and coordinating work with local hospitals and regulatory agencies. The incumbent may utilize laboratory equipment to assist the Zoo Veterinarian in medical procedures, and exercises some independent judgement in the performance of various clerical duties. Supervision may be exercised over a volunteer clerical staff. Supervision is received from the Zoo Veterinarian who reviews work for satisfactory performances through personal observation and review of completed work products.

##### ILLUSTRATIVE TASKS

Monitors, determines and projects budget expenditures; checks for accuracy of budget codes and computations; prepares and researches the cost of capital equipment requests.

Maintains accounting, purchasing, inventory and other hospital records.

Compiles reports to show cost analysis and expenditures.

Researches means to upgrade Metro-zoo's hospital facilities; prepares capital equipment requests.

Coordinates TB testing and vaccination of Metro-zoo personnel with local hospitals.

Plans, assigns and reviews the work of a volunteer clerical staff engaged in typing, filing and general clerical work.

Utilizes laboratory equipment when assisting the Zoo Veterinarian in minor medical procedures.

Coordinates the application process for Metro-zoo's internship program for veterinary students.

Works with regulatory agencies to assure compliance with rules and regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation and administration of a zoo hospital facility.

Considerable knowledge of bookkeeping principles and practices.

Considerable knowledge of general office procedures and practices.

Knowledge of business English, Spelling, and Arithmetic.

Knowledge of public relation principles and techniques.

Knowledge of general laboratory procedures, principles, methods and materials used in routine laboratory tests.

Ability to make minor decisions in accordance with procedures, rules and regulations and to apply these to work problems.

Ability to keep records and prepare reports.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to perform repetitive laboratory procedures.

Skill in the operation of standardized office equipment.

Skill in manipulative laboratory techniques.

## Human Resources Department

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### Zoo Hospital Clerk (007470)

NEW 10-88

#### **Nature Of Work**

This is advanced clerical work assisting in administration of the zoo hospital at Metro-zoo.

#### **Minimum Qualifications**

Bachelor's degree. Experience in group or corporate sales of attractions, special events planning, revenue operations, park and recreation management, or related field may substitute for the required education on a year-for-year basis.

Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory work in management of a moderate-sized public service and revenue-producing facility or a group of small public service facilities separated geographically.

## Human Resources Department

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### Group Sales and Events Supervisor (007474)

#### **Minimum Qualifications**

Bachelor's degree. Experience in group or corporate sales of attractions, special events planning, revenue operations, park and recreation management, or related field may substitute for the required education on a year-for-year basis.

Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory work in management of a moderate-sized public service and revenue-producing facility or a group of small public service facilities separated geographically.

## Human Resources Department

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### Zoo Conservation & Research Specialist (007479)

#### **Minimum Qualifications**

Bachelor's degree in Biology or related natural or environmental science. One year of professional experience in conservation and research to include experience working in an AZA accredited institution is required.

#### **Job Specifications**

#### **Nature Of Work**



### Manager, Zoo Communications & Media Relations (007480)

#### Minimum Qualifications

Bachelor's degree in Communications, Zoology, Biology, Ecology, Journalism or a related field. Two years of public information experience are required. Must possess a Permit to Possess Wildlife for Exhibition or Public Sale, classes 1, 2 and 3. Additional experience may substitute for the required education on a year-for-year basis up to a maximum of two years.

#### Job Specifications

##### NATURE OF WORK

This is advanced communications and public relations work for Metrozoo.

An employee in this class is responsible for serving as spokesperson for Metrozoo and liaison to the general public. Responsibilities include developing and managing all media-related activities at Metrozoo, developing and writing articles for publication, and producing and delivering a wide variety of zoo-related presentations for social, civic and educational groups. Additional duties include coordinating all print ad and film shoots at Metrozoo, providing special tours for visiting dignitaries, and responding to various public inquiries regarding zoo animals and zoo operations. The incumbent exercises considerable independent judgment in generating positive publicity and interest in Metrozoo throughout local, national and international markets. Supervision is received from an administrative superior who holds the incumbent responsible for effective representation of Metrozoo to the public and development of innovative public relations programs.

##### ILLUSTRATIVE TASKS

Develops and implements interesting story ideas concerning Metrozoo for release to the media to assist in promoting the zoo and achieving positive public exposure; coordinates the writing and distribution of press releases.

Prepares and presents verbal presentations to the public and a wide variety of social, civic and educational organizations to promote Metrozoo.

Serves as spokesperson for Metrozoo and coordinates all media regarding any planned or unplanned media events such as animal births, animal deaths, unusual incidents or unique procedures.

Coordinates and manages all print ad and film shoots done at Metrozoo including catalogue photo sessions and major motion picture productions.

Provides special tours of Metrozoo for visiting dignitaries, zoo officials and other VIP's.

Responds to various public inquiries regarding zoo animals and general zoo operations.

Meets with the Zoo Superintendent to review press releases and story ideas; attends various meetings concerning zoo publicity activities.

Makes guest appearances on local, national and international television and radio stations representing Metrozoo.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the organization, operations and activities at Metrozoo.

Thorough knowledge of the custodial care, behavioral characteristics and general habits of animals at Metrozoo.

Thorough knowledge of the practices and procedures of animal management, propagation and conservation.

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of journalistic principles and practices used in the promotion of a major metropolitan zoo.

Considerable knowledge of the long-term goals and objectives of Metrozoo.

Ability to create and implement promotional ideas to enhance public interest in Metrozoo.

Ability to plan, compose and edit a variety of informational and promotional zoo materials.

Ability to make verbal and visual presentations before large groups of zoo patrons.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with superiors, representatives of the media and the public.

Ability to manage and coordinate all media-related activities at Metrozoo.

## Human Resources Department

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### Manager, Zoo Communications & Media Relations (007480)

#### **Nature Of Work**

This is advanced communications and public relations work for Metrozoo.

#### **Minimum Qualifications**

Bachelors Degree. A minimum of three years of experience in wildlife management, wildlife education, and/or zoological conservation is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

### Zoo Superintendent (007492)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to ten years of experience in the administration and management of a large zoo facility to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing the operation of the Metrozoo.

An employee in this class is responsible for supervising directly or through subordinate supervisors, the management, operation and maintenance of the Metrozoo. Responsibilities include coordination and supervision of all operational activities, including construction, administration, concessions, animal management, maintenance and security. Duties include making recommendations and decisions concerning animal management, budget appropriations, developing and implementing long-range planning, and monitoring revenues and expenditures to provide services at minimum cost. The incumbent exercises extensive independent judgment and professional managerial knowledge in directing all Metrozoo operations. Supervision is exercised over professional, administrative and specialized employees directly or through subordinate supervisors with responsibilities in the various phases of zoo activities. General supervision is received from the Deputy Department Director who holds the incumbent responsible for the professional management of all Metrozoo operations.

##### ILLUSTRATIVE TASKS

Provides direction and supervision through subordinate supervisors to professional and specialized employees engaged in providing an overall animal management program, veterinary services, security services, maintenance and landscape services, promotions and concessions.

Coordinates and supervises construction activities for animal displays, patron services and facilities; participates in the development of concepts and final design of facilities with construction staff; approves scheduling of construction with regard to animal welfare.

Participates in the conceptual development and makes final approval on marketing and promotional strategies related to the zoo.

Develops and establishes zoo service objectives; directs the planning, scheduling and coordination of projects; reviews progress of all projects through reports prepared by supervisors and conferences with subordinates; assists in the resolution of difficult and unusual problems.

Supervises the study and analysis of the conditions, public demands and trends affecting zoo activities; develops long-range planning to meet future needs in animal management, public facilities and programs.

Establishes and maintains cooperative planning and working relationships with various public and private organizations and volunteer groups; assists such groups in fund raising activities, educational programs and membership campaigns to benefit the zoo; coordinates programs using volunteers in zoo activities.

Prepares and supervises the preparation of budget estimates and justifications; controls and accounts for expenditure of operational funds; reviews and makes recommendations for revision of various fees and charges; oversees the operation of a variety of concessions leased to outside organizations.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of administration of a zoo.

Extensive knowledge of the goals and objectives of a major zoo operation.

Thorough knowledge of procedures and practices relating to an overall animal management program.

Considerable knowledge of the principles of public and business administration.

Considerable knowledge of applicable local, state and federal laws, rules and regulations pertaining to animal care operations.

Considerable knowledge of landscaping and maintenance requirements of a major zoo and its facilities.

Considerable knowledge of budget preparation and monitoring procedures.

Considerable knowledge of supervisory principles and practices.

## Human Resources Department

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### Zoo Superintendent (007492)

Considerable knowledge of public relations principles and techniques.

Ability to supervise, directly or through subordinate staff, the work of a large staff of professional, specialized and other employees in a manner conducive to full performance and high morale.

Ability to delegate authority to subordinates sufficient to perform assigned responsibilities.

Ability to establish and maintain effective working relationships with subordinates, officials of various public and private organizations, superiors and the public.

Ability to devise and present effective recommendations concerning the development of long-range planning for the provision of adequate services and facilities at the Metrozoo.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to exercise judgment and discretion in interpreting and applying departmental policies, procedures and regulations.

REV 04/98

### **Nature Of Work**

## Human Resources Department

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### Marina Manager 1 (007501)

#### Minimum Qualifications

Bachelor's degree. One year of experience in marina operations or other revenue generating facility is required. Marina related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Marina Manager 2 (007502)

#### Minimum Qualifications

Bachelor's degree. Two years of professional and/or supervisory experience in marina operations or other revenue generating facility is required. Marina related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Marina Manager 3 (007503)

#### Minimum Qualifications

Bachelor's degree. Two years of professional and/or supervisory experience in marina operations or other revenue generating facility is required. Marina related experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Golf Irrigation Manager (007506)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience in the maintenance and installation of golf course irrigation systems are required.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### Golf Sales & Marketing Coordinator (007508)

#### **Minimum Qualifications**

Bachelor's Degree in Marketing Business Administration or Related Field. Two years of experience in marketing or sales is required. Additional years of experience in the Golf Industry may substitute for the required education on a year for year basis. Must have a valid Driver License.

#### **Job Specifications**

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of a large metropolitan park or a complex community service zone.

## Human Resources Department

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### Golf Superintendent 2 (007511)

#### **Minimum Qualifications**

Associates Degree. Two years of experience as a golf course equipment operator or assistant golf course superintendent and/or in golf turf management are required. Additional golf course management may substitute for the required education. Additional experience may substitute for required education on a year-for-year basis. Must possess a Driver license.

#### **PREFERRED REQUIREMENTS**

Advanced computer skills and Pesticide Applicator License, or ability to obtain such during the probationary period is highly desired. Membership in the Golf Course Superintendents Association or willingness to apply for membership during the probationary period is also preferred.

#### **Job Specifications**

#### **Nature Of Work**

This is professional and supervisory work with administrative responsibility in the management of a large metropolitan park or a complex community service zone.

### Golf Superintendent 3 (007512)

**Minimum Qualifications**

Bachelor's degree. Three years of experience as an assistant golf course superintendent or in golf turf management are required. Must apply for and obtain a State of Florida Pesticide Applicator License during the probationary period. Additional golf course management experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

**PREFERRED REQUIREMENTS**

Advanced computer skills and a Pesticide Applicator License. Member of the Golf Course Superintendents Association.

**Job Specifications****Nature Of Work**

## Human Resources Department

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### Golf Superintendent 4 (007513)

#### **Minimum Qualifications**

Bachelor's degree. Four years of experience as a golf course superintendent or in golf turf management. Must State of Florida Pesticide Application License. Additional golf course management experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.

#### **PREFERRED REQUIREMENTS**

Member of the Golf Course Superintendents Association and advanced computer skills.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Golf Clubhouse Manager 1 (007514)

#### **Minimum Qualifications**

High School Diploma or GED. One year of experience in player services or golf shop operations.  
Must possess Driver License.

#### **PREFERRED REQUIREMENTS**

Experience in Point of Sales and/or Computer Skills and/or willingness to apply for the PGA Golf Professional Training Program during probationary period is highly preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Golf Clubhouse Manager 2 (007515)

#### **Minimum Qualifications**

Associate's Degree. Two years of experience in player services or golf shop operations and/or as an assistant golf professional is required. Additional golf course management experience may substitute for the required education on a year-for-year basis. Must possess Driver License.

#### **PREFERRED REQUIREMENTS**

Experience in Point of Sales and/or Computer Skills and Class A Membership in PGA of America and/or willingness to apply for the PGA Golf Professional Training Program during probationary period is highly preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Golf Clubhouse Manager 3 (007516)

#### **Minimum Qualifications**

Bachelor's degree. Three years of experience as an assistant golf professional and/or head golf professional. Additional golf course management experience may substitute for the required education on year-for-year basis. Must possess Driver License.

#### **PREFERRED REQUIREMENTS**

Experience in Point of Sales and/or Computer Skills and Class A Membership in PGA of America.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### PROS Special Events Coordinator (007521)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Marketing or related field. A minimum of two years of professional administrative experience in special event design, programming, planning, delivery and follow up work for events to include experience working with vendors and arranging for contracted services is required. Additional related experience may substitute for the required education on a year-for-year basis. Must possess a valid driver's license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### Manager, PROS Development and Public Affairs (007522)

#### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree in Architecture or Interior Design. A minimum of three to six years of experience as an interior designer including three years in a supervisory capacity is required. Must be a State of Florida Registered Architect or a Registered Interior Designer.

#### **Job Specifications**

#### **Nature Of Work**

### Museum Attendant (007606)

#### Minimum Qualifications

Eighth grade. Six months of experience in public contact work, cashiering or protective service is required. Must possess a Driver License.

#### Job Specifications

##### NATURE OF WORK

This is routine protective and public information work at a public museum/exhibit.

Employees in this class are assigned to a specific area of a museum/exhibit to guard against pilfering and destruction, enforce established rules and regulations, and provide information to visitors concerning the museum/exhibit and its facilities. Duties include directing visitors to various areas of the museum/exhibit and answering visitor questions. Incumbents are required to work long hours while standing. Supervision is received from a superior who assigns duties and reviews work through personal observations and inspections.

##### ILLUSTRATIVE TASKS

Reports to superior for assignment; opens doors and windows, and turns on lights; ensures that exhibits are in order.

Ensures that visitors observe all rules and that only specially permitted photographic equipment is used; enforces rules prohibiting smoking.

Greets visitors, provides guidebooks, answers inquiries and guides visitors to facilities.

At end of shift, closes windows and doors, and locks facilities securely.

Reports all emergencies to supervisor.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the basic rules of conduct required in a public museum/exhibit.

Knowledge of basic public relations practices.

Knowledge of the layout and exhibits.

Ability to work long hours while standing.

Ability to deal courteously and tactfully with the public.

Ability to enforce basic rules of conduct at a public museum/exhibit.

REV 07/2010

#### Nature Of Work

This is routine protective and public information work at a public museum/exhibit.

### Museum Security Officer (007608)

#### Minimum Qualifications

High school diploma or GED. One year of experience in protective services or security work is required. Must possess a Driver license. Must be able to work nights, weekends and holidays on a varying work schedule. Must obtain certification in CPR and First Aid during the first six months of employment and maintain certification for continued employment.

#### Job Specifications

##### NATURE OF WORK

This is routine protective and public information work at a public historical art museum.

Employees in this class are assigned to a specific area of the Vizcaya Museum and Gardens to guard against pilfering and destruction, enforce established rules and regulations, and provide information to visitors concerning the museum and its facilities. Duties include directing visitors to various areas of the museum and answering visitor questions. Incumbents are required to work long hours while standing. Supervision is received from a superior who assigns duties and reviews work through personal observations and inspections.

##### ILLUSTRATIVE TASKS

Reports to superior for room assignment in museum; opens doors and windows, and turns on lights; ensures that exhibits are in order.

Ensures that visitors observe all museum rules and that only specially permitted photographic equipment is used; enforces rules prohibiting smoking.

Greets visitors, provides guidebooks, answers inquiries and guides visitors to museum facilities.

At end of shift, closes windows and doors, and locks facilities securely.

Reports all emergencies to supervisor.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the basic rules of conduct required in a public historical art museum.

Knowledge of basic public relations practices.

Knowledge of the layout and exhibits of the Vizcaya Museum and Gardens.

Ability to work long hours while standing.

Ability to deal courteously and tactfully with the public.

Ability to enforce basic rules of conduct at a public historical art museum.

REV 12-93

#### Nature Of Work

This is routine protective and public information work at a public historical art museum.

## Human Resources Department

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### Museum Security Supervisor (007610)

#### **Minimum Qualifications**

High School Diploma or GED. Three years of experience in protective services, security, or law enforcement is required. Must possess driver license. Must possess a State of Florida Class D Security Officer license. State of Florida Class D Security Officer License must be maintained current and valid for continued employment. Must be able to work nights, weekends and holidays on a varying work schedule. Must obtain certification in AED, CPR, and First Aid during the first six months of employment and maintain certifications for continued employment.

#### **Job Specifications**

#### **Nature Of Work**

### Museum Security Chief (007611)

#### Minimum Qualifications

Bachelor's Degree in Criminal Justice, Public Administration or related field required. Two years of experience in law enforcement, protective services or security work in a supervisory capacity are required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a driver license. Must be able to work nights, weekends and holidays on a varying work schedule. Must obtain certification in CPR and First Aid during the first six months of employment and maintain certification for continued employment.

Certification as a State of Florida Criminal Justice Officer is highly preferred. Knowledge of personal computer operations and applications and fluency in a second language are highly desired.

#### Job Specifications

##### NATURE OF WORK

This is specialized administrative supervisory and security work overseeing the protection and patrolling of the Vizcaya Museum and Gardens.

An employee in this class is responsible for supervising the work of a group of security and other museum employees engaged in protecting public property at the Vizcaya Museum and Gardens. Emphasis of the work is on personally patrolling the premises, supervising subordinates engaged in specific security and related assignments and coordinating work with police officials during special events. Work involves the use of some judgment in the enforcement of established security and safety practices. Supervision is exercised over a staff of security employees, museum and concession attendants through assignment of work and review for conformance with established policies and procedures. Supervision is received from an administrative superior who reviews work for efficiency and effectiveness of security operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate security employees and supervisors, museum and concession attendants; establishes and revises work schedules as required.

Personally patrols museum buildings and gardens and periodically checks posts and assignments to maintain public order and to guard against theft and vandalism.

Responds to reports of unusual incidents and emergencies from security personnel and assists in their resolution.

Keeps abreast of new procedures and developments in the security field and recommends appropriate changes in rules, regulations and policies.

Assigns stations and coordinates security activities with police officials for protective and traffic control work during special events which attract large crowds to the museum and gardens.

Trains subordinates in security and safety practices, public information and assistance and related activities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the policies, regulations and procedures used in protecting and patrolling public property at the Vizcaya Museum and Gardens.

Thorough knowledge of the geography of Vizcaya Museum and Gardens.

Knowledge of modern security practices and techniques.

Knowledge of supervisory principles and practices.

Ability to plan, assign and review the work of a staff of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and the public.

Ability to react promptly and appropriately under emergency circumstances.

Ability to enforce security and safety regulations firmly and impartially.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### Museum Security Chief (007611)

NEW 10-81

#### **Nature Of Work**

This is specialized supervisory and security work in protecting and patrolling the Vizcaya Museum and Gardens.

## Human Resources Department

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### Assistant Museum Security Chief (007612)

#### **Minimum Qualifications**

Bachelor's Degree in Criminal Justice, Public Administration or related field and three years of supervisory experience in museum or related security service is required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a driver license. Must be able to work nights, weekends and holidays on a varying work schedule. Must obtain certification in CPR and First Aid during the first six months of employment and maintain certification for continued employment.

Certification as a State of Florida Criminal Justice Officer is highly preferred. Knowledge of personal computer operations and applications and fluency in a second language are highly desired.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is supervisory security work assisting the Zoo Security Supervisor in coordination with local law enforcement agencies a variety of special zoo related activities.

## Human Resources Department

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### Vizcaya Visitor Services Coordinator (007613)

**Minimum Qualifications**

High school diploma or GED. Three years of experience in museum visitor services. One year of museum group tour coordination, excellent communication, and organizational skills preferred.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**



### Vizcaya Special Events Coordinator (007615)

#### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is professional public relations work in coordinating special events at the Vizcaya Museum and Gardens.

An employee in this class is responsible for organizing and directing special events and exhibitions and communicating information for scheduling of events to the public pertaining to the Vizcaya Museum and Gardens. Emphasis of the work is on planning short and long-range schedules and determining costs to be incurred and revenues to be generated from special events. Duties include coordinating the work of a staff of security and maintenance employees with assigned duties in various facility activities. Supervision is received from an administrative superior who reviews the quality and quantity of work and for effectiveness in coordination of special event planning and execution.

##### ILLUSTRATIVE TASKS

Directs, coordinates and schedules special events, exhibitions, photo and film sessions, concerts and tours; arranges for individual tours and acts as a guide for foreign dignitaries.

Provides assistance concerning the feasibility of co-sponsored special events; determines cost advantages of each event.

Assists in directing and coordinating the assignments of security and maintenance employees during events.

Plans annual and long-range schedules for events and exhibitions; sends information regarding events to periodicals, institutions and other attractions as pertinent.

Assists museum administrators in establishing policies and procedures, evaluating current and proposed plans, and planning new developments.

Contacts hotel and tour operators, meeting and travel planners regarding facility availability to maximize attendance and special event rentals.

Represents department at Florida Attractions Association meetings as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of operations, events and scheduling at the Vizcaya Museum and Gardens.

Considerable knowledge of public relations principles and techniques.

Knowledge of cost/revenue analyses related to special events at a major tourist attraction.

Knowledge of departmental administrative and procedural regulations.

Knowledge of local and regional periodicals, institutions and attractions concerned with special events at the Vizcaya Museum and Gardens.

Knowledge of one or more foreign languages.

Ability to plan, schedule and coordinate varied special events at a large museum and gardens attraction.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to maintain effective working relationships with tourism officials, hotel and tour operators, department officials and the public.

Ability to promote the use of Vizcaya Museum and Gardens to tourism officials, private groups and the public for special events.

NEW 1-86

#### Nature Of Work

This is professional public relations work in coordinating special events at the Vizcaya Museum and Gardens.

## Human Resources Department

### Chief Horticulturist of Historic Landscapes (007619)

#### Minimum Qualifications

Bachelor's degree in Horticulture or a related field. Two years of progressive responsible experience in a historic or other public garden setting are required.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work in the development of a horticultural landscape program for the historic Vizcaya Museum and Gardens Department.

An employee in this class is responsible for developing, implementing and managing a department-wide horticultural program to assure the growth and healthy development of historical landscape at Vizcaya's Museum and Gardens (VMG). Responsibilities include day-to-day care of 50 acres of gardens and grounds, including the formal gardens at VMG, and neighboring Vizcaya village. Other responsibilities include assessing current plant conditions, and in the development of long-range restoration and replanting plans. Supervision is exercised over specialized professional, technical, skilled and unskilled laborers engaged in various phases of the landscape program. General direction is received from a senior executive who holds the incumbent responsible for the professional management of assigned responsibilities and achievement of historical landscape management goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and supervises the work of professional, technical and skilled staff engaged in different phases of landscape maintenance and restoration activities.

Conducts archival and historic research on Gilded Age gardens and develops a plan for combining Vizcaya's historic, European-influenced design with conditions and specimens native to South Florida.

Develops new planting scheme for historic gardens to recapture their integrity.

Plans, develops, implements, and oversees an ongoing and effective maintenance plan for the care of gardens, grounds, plants and garden features, including a large number of historic statutes and architectural elements that interact with and must be protected from biogrowth.

Develops plans for management of mangroves and other protected plant specimens.

Maintains nursery infrastructure, including irrigation, climate control, greenhouse, and shade house facilities.

Analyzes horticultural needs and materials for nursery and field operations.

Conducts and manages VMG inventory of equipment, plants, materials and supplies.

Examines horticultural medium to determine the presence of plant and tree diseases and pests.

Responsible for the selection, propagation and installation of plant materials, landscape plans, physical arrangement of landscaping; assists in installation and authorizes substitution of horticultural materials or relocations as needed.

Oversees relationship with David A. Klein Foundation trustee, identifies new funding sources for restoration and care of Vizcaya's gardens; introduces donors and prospective donors to horticultural assets an needs.

Leads presentation on horticulture to volunteers and general public.

Prepares a variety of reports, forms and requisitions as necessary, including those for grants and capital projects.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizing leave and overtime; evaluating and rating employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the theory, principles, and practices of modern horticulture.

Considerable knowledge of garden design and historic period influences.

Considerable knowledge of plant and tree diseases and pests.

Considerable knowledge of tropical plants.

Knowledge of pesticides and insecticides used to combat pests and preserve plants.

Knowledge of established safety practices and procedures.

Some knowledge of the operating characteristics and maintenance requirements of equipment used in landscape work.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Skill in the use of landscape equipment and garden tools.

#### Nature Of Work

## Human Resources Department

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### Chief Horticulturist of Historic Landscapes (007619)

This is professional and supervisory work in the development of a horticultural landscape program for the historic Vizcaya Museum and Gardens Department.

#### **Minimum Qualifications**

Bachelor's degree in Art, Art-History, Museum Studies or related field. One year experience in care and conservation of museum artifacts is required.

#### **Job Specifications**

No Job Description available

#### **Nature Of Work**

This is professional work in the in care and conservation of museum artifacts.

## Human Resources Department

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### Vizcaya Archivist (007625)

#### **Minimum Qualifications**

Bachelor's degree in Architecture, History, Art History, or related field is required. Two years of professional experience in a museum, library or archive environment appraising, arranging and describing manuscripts and archival material are required. The position requires an individual able to lift up to 35 pounds and work on a ladder. Must possess a Florida driver license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional work in the management of archives for an American Association of Museums accredited institution.

## Human Resources Department

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### Vizcaya Learning Programs Manager (007629)

**Minimum Qualifications**

Bachelor's degree in Art History, Humanities, Social Sciences or related field. Two years as a museum educator or education administrator in a visual arts and/or history museum environment are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional education work in the management of visual art and historical learning programs for Vizcaya.

## Human Resources Department

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### Director, Vizcaya Learning (007630)

#### **Minimum Qualifications**

Bachelor's degree in Art, Art History, Art Education, Humanities, Social Sciences or related field. A minimum of two to four years of experience in museum education to include visual arts or historic museum experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional education work in the evaluation, revision and development of guided tours, programs for schools, youth, family and adult audiences and the development of interpretive programs and materials for Vizcaya's permanent and temporary exhibits.

### Curator of Orchids & Gardens (007643)

#### Minimum Qualifications

Bachelor's degree in Botany, Horticulture, Biology, Landscape Architecture or a related field. Two years of experience in construction and the operation of commercial orchid propagation facilities to include floral design are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical and supervisory work in the development of an orchid program and maintenance of formal gardens at a county historical museum.

An employee in this class is responsible for developing and implementing a comprehensive orchid program and supervising maintenance of formal gardens at the Vizcaya Museum and Gardens. Responsibilities include planning and coordinating construction of an orchid display garden and propagation facilities, promoting the orchidarium, constructing orchid exhibits, giving lectures on orchids to the public, representing the program at various orchid shows, and supervising the systematic maintenance of the museum grounds. The incumbent exercises considerable independent judgment and technical expertise in the organization and operation of an orchidarium and propagation facilities. Supervision is exercised over a staff of subordinates engaged in the maintenance of museum grounds and gardens. Supervision is received from a professional superior who reviews work for effective management of assigned responsibilities.

##### ILLUSTRATIVE TASKS

- Plans and coordinates the construction of an orchid display garden and propagation facilities.

- Supervises subordinate skilled and unskilled employees engaged in pruning, propagation, spraying, planting and transplanting, cultivating, and mulching trees and plants; supervises operations of a nursery and atrium.

- Diagnoses plant and tree diseases and prescribes treatment; coordinates nursery stock with landscaping needs; assists in the planning and preparation of landscape specifications, estimates, costs of labor and materials.

- Conducts continuous inspection program on all trees, and herbicide, fungicide, insecticide, and irrigation requirements; provides for systematic maintenance of all landscaping.

- Supervises and maintains interior plantscapes at the Vizcaya Museum and Gardens; treats plant ailments and infestations, procures new plant materials, changes plant materials as needed to coincide with seasonal changes and special museum events.

- Designs, arranges, and procures floral displays as needed for museum activities and special events.

- Prepares budget requests, recommends purchase of materials and supplies, and participates in staff conferences.

- Conducts workshops, lectures and tours to promote the orchidarium; supervises the construction of orchid exhibits; represents the museum at various orchid shows.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

- Thorough knowledge of the organization and operation of an orchidarium and related propagation facilities.

- Considerable knowledge of Botany and applied floral design.

- Considerable knowledge of landscape gardening and grounds maintenance methods and techniques.

- Considerable knowledge of the specialized techniques of orchid propagation and conservation.

- Knowledge of supervisory principles and practices.

- Knowledge of public relations principles and techniques.

- Ability to organize and manage an orchidarium and related propagation facilities.

- Ability to supervise subordinates in a manner conducive to full performance and high morale.

- Ability to apply the principles of botanical science to the propagation and conservation of a wide variety of orchids.

- Ability to design aesthetic orchid exhibits.

- Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Curator of Orchids & Gardens (007643)

NEW 10-93

#### **Nature Of Work**

This is advanced technical and supervisory work in the development of an orchid program and maintenance of formal gardens at a county historical museum.



## Human Resources Department

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### Director, Vizcaya Collections & Curatorial Affairs (007647)

#### **Minimum Qualifications**

Bachelor's degree in Art History or related field. A minimum of three to six years of experience as a museum curator or curatorial administrator in a museum is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work in the management of collections for Vizcaya.

## Human Resources Department

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### Director, Vizcaya Advancement (007648)

#### **Minimum Qualifications**

Bachelor's degree in Humanities, Social Sciences, Business Administration or related field. A minimum of three to six years of experience in non-profit fundraising activities is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional fund-raising work to raise operating, capital and endowment funds for Vizcaya through government, foundation, corporate and individual gifts.

## Human Resources Department

### Director, Vizcaya Finance and Administration (007649)

#### Minimum Qualifications

Bachelors degree in Public Administration, Business Administration or related field. A minimum of three to six years of progressively responsible administrative experience in public or non-profit administration to include fiscal management and/or budget development is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing activities of the Finance and Administrative Services Division for the Vizcaya Museum and Gardens.

An employee in this class is responsible for planning, coordinating and supervising administrative operations in budgeting, financial management, procurement, personnel administration, facilities management and other activities. Responsibilities include coordinating the annual budget process and monitoring the departmental budget, monitoring the procurement of supplies and equipment, coordinating departmental personnel functions, accounting for federal and state grants and projects including contractual agreements, and directing facility management activities involving building construction, modifications and security systems. The incumbent exercises considerable independent judgment in the management of various financial and administrative services and in the resolution of complex administrative problems. Supervision is exercised over a staff of professional, technical and clerical subordinates engaged in various phases of division operations. General direction is received from the Director who holds the incumbent responsible for the efficient and effective management of divisional functions and services.

##### ILLUSTRATIVE TASKS

Directs all financial and budgetary activities for the department including account payables and receivables, preparation and monitoring of annual departmental budget; represents department in budgetary and fiscal matters.

Analyzes financial matters concerning the interrelated needs of complex technical programs and the interaction of multiple funding sources.

Directs all procurement activities for the department including; review and approval of all purchase orders and requisitions, maintenance of blanket purchase orders, petty cash disbursements, and reviewing travel requests and reimbursements; represents the department in all procurement matters.

Directs all facility management activities including facilities maintenance, building construction and renovations, security services and systems, and lease-related issues.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of business and public administration.

Thorough knowledge of budget preparation, processing, justification, monitoring and reporting.

Considerable knowledge of the organization, operations and funding sources.

Considerable knowledge of County personnel policies, practices and procedures.

Considerable knowledge of supervisory principles and practices.

Knowledge of County procurement practices and procedures.

Ability to supervise a staff of subordinates in a manner conducive to full performance and high morale.

Ability to analyze complex financial information, reach sound conclusions and make effective recommendations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, policies and procedures.

Ability to maintain internal financial controls to account for the collection and expenditure of departmental revenues.

Ability prepare, submit, justify and monitor the departmental annual budget.

Ability to establish and

maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

#### Nature Of Work

## Human Resources Department

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### **Director, Vizcaya Finance and Administration (007649)**

This is highly responsible professional managerial work in planning and directing activities of the Finance and Administrative Services Division for the Vizcaya Museum and Gardens.

## Executive Director, Vizcaya Museum & Gardens (007660)

### Minimum Qualifications

Bachelor's degree in Management, Art History, Fine Arts, Architecture or a related field. A minimum of five to ten years of progressively responsible professional experience with a major museum to include supervisory and managerial experience is required.

### Job Specifications

#### NATURE OF WORK

This is highly responsible executive level work in planning and directing the activities of the Vizcaya Museum and Gardens.

An employee in this class is responsible for planning, directing and supervising the operation, management and maintenance of Vizcaya Museum and the Claire Mendel Gallery of Art. Responsibilities include coordination and supervision of all operational activities. Duties include serving as liaison with support groups; monitoring compliance with museum association standards ensuring national accreditation and congressional designation as a national historic landmark and designation on the National Register of Historic Places. The incumbent exercises considerable independent judgment and professional managerial knowledge in directing all museum operations. Supervision is exercised over managerial, supervisory, professional, and specialized employees with responsibilities in the various phases of museum activities. General supervision is received from the Deputy Department Director who holds the incumbent responsible for the professional management of all museum operations.

#### ILLUSTRATIVE TASKS

Directs, through subordinate managers, the business operations of the Vizcaya Museum and Gardens; oversees lease negotiations.

Plans, conducts and oversees marketing and public relations activities; monitors advertising expenditures; reviews all advertising promotions; represents the museum at cultural and social events.

Directs, through subordinate supervisors, the development and implementation of an orchid program and maintenance of formal gardens at the Vizcaya Museum; oversees the construction of orchid display garden and propagation facilities.

Directs and supervises educational and exhibit activities for the museum; oversees the training of volunteers; plans and supervises all restoration and preservation activities for the museum.

Directs, through subordinate supervisors, the work of security employees engaged in patrolling and protecting public property at Vizcaya Museum and Gardens; ensure conformance with established security and safety policies and procedures.

Ensures conformance with the standards of the American Association of Museums and the Secretary of Interior to ensure national accreditation and the museum's designation on the National Register of Historic Places; ensures the museum's Congressional Designation as a national historic landmark.

Establishes and maintains cooperative planning and working relationships with various public and private organizations and volunteer groups; assists such groups in activities to benefit the museum.

Prepares and supervises the preparation of budget estimates and justifications; controls and accounts for expenditure of operational funds; reviews and makes recommendations for revision of various fees and charges; oversees the operation of revenue-producing activities at the museum.

Encourages employee development through participation in training programs, educational classes and professional seminars and organizations.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

## Human Resources Department

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### **Executive Director, Vizcaya Museum & Gardens (007660)**

Performs related work as required.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Thorough knowledge of the goals and objectives of a major museum operation.

Thorough knowledge of the principles of public and business administration.

Considerable knowledge of curatorial and conservation requirements of a major museum operation.

Considerable knowledge of budget preparation and monitoring procedures.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Management, Art History, Fine Arts, Architecture or a related field. A minimum of five to ten years of progressively responsible professional experience with a major museum to include supervisory and managerial experience is required.

NEW 10/01

#### **Nature Of Work**

This is highly responsible executive level work in planning and directing the activities of the Vizcaya Museum and Gardens.

## Human Resources Department

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### Digital Information Specialist (007801)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

### Bus General Helper (008001)

#### Minimum Qualifications

Eighth grade. Three months of experience with materials, methods and equipment used in automotive cleaning are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is heavy manual work in the maintenance and cleaning of vehicles for a public transit system.

Employees in this class perform heavy manual work which generally requires the use of cleaning devices needed to properly maintain those vehicles. Work is usually closely supervised and performed under the immediate direction of an employee of a higher classification, however, many tasks may be routine and repetitive in nature and accomplished under general supervision.

##### ILLUSTRATIVE TASKS

Prepares wash rack for washing buses; washes and cleans entire bus interior and exterior, bus parts and bus engine.

Sweeps out buses, dusts seats and operates dash, mops floors and cleans bus windows.

Cleans garage work areas as needed; sweeps and removes refuse and paper from transit grounds and buildings.

Uses a variety of air hoses, suction cleaners, vacuums and other cleaning devices.

Assists craftsmen in carrying material or tools when necessary.

Changes tires in an emergency.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the materials, methods and equipment typically used in automotive or bus cleaning work.

Some knowledge of the operation and routine care of a variety of automatic cleaning devices.

Ability to make minor repairs and adjustments to automatic cleaning equipment.

Ability to understand and follow oral and written instructions.

Sufficient physical strength and agility to perform heavy manual work in the use of cleaning and vehicle washing equipment and performing other related tasks.

NEW 10-74

#### Nature Of Work

This is heavy manual work in the maintenance and cleaning of vehicles for a public transit system.



### Bus Hostler (008002)

#### Minimum Qualifications

High school diploma or GED and three months of experience servicing automotive equipment; or current employment in the County service as a Bus General Helper with three months of semi-skilled experience; or current employment as a Miami Dade Transit Bus Operator are required. Must possess a CDL/Class B with Air Brakes and Passenger Endorsements or proof of passing the General Knowledge, Air Brakes, and Passenger Endorsements for the CDL. As a condition of continued employment, the applicant must successfully pass the vehicle skills test that includes the pre-trip inspection, basic controls and road test; and must obtain a CDL Class B with Air Brakes and Passenger endorsements before the end of the training period. The MDT classification of Bus Hostler performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in servicing, lubricating and maintaining vehicles for a public transit system. Employees in this class are responsible for a highly standardized maintenance program which includes tire repair, lubrication and general garage duties. Primary tasks of the job are concerned with the servicing and maintenance of buses. Work includes maintaining routine records of activities performed and materials used. Instructions are usually received orally and routine tasks are performed with considerable independence while more difficult work is performed under the supervision of a foreman or a skilled craftsman. All work is subject to inspection while in progress and upon completion.

##### ILLUSTRATIVE TASKS

Fuels transit vehicles and checks water, oil, battery and tires; adds water, oil and air if needed; drains air tanks.  
Makes visual inspection of transit vehicles for accident damage, broken glass, burned out lights; reports any damage, defects or malfunctioning parts to proper authority.  
Changes tires in the garage and, when necessary, on the road.  
Drives bus through automatic wash rack; washes engines, bus units and bus interiors; washes exterior of bus with hand brush if necessary.  
Parks bus in a designated parking area.  
Cleans garage and parking areas and performs other related cleaning, sweeping, mopping or dusting duties.  
Operates service trucks and fork lift.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the location, nomenclature and function of the less complex parts of transit equipment.  
Knowledge of the types, grades and uses of standard automotive lubricants.  
Knowledge of the materials, methods and equipment typically used in automotive maintenance work.  
Ability to supply automotive equipment with oil, water and fuel.  
Ability to drive a bus.  
Ability to understand and follow oral and written instructions.  
Skill in the repair of tires and tubes.  
Skill in the servicing of automotive equipment.  
Sufficient physical strength and agility to change and repair tires and to do similar automotive servicing and general maintenance work.

NEW 10-74

#### Nature Of Work

This is semi-skilled work in servicing, lubricating and maintaining vehicles for a public transit system.

## Human Resources Department

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**Bus Hostler (008002)**

### Bus Maintenance Technician (008006)

#### Minimum Qualifications

High school diploma or GED. Satisfactory completion of four (4) Occupational Completion Points in Heavy Duty Truck and Bus Mechanics program from a Florida Department of Education Vocational School Certification Program as outlined in the Florida Department of Education curriculum framework or equivalent is required. Must obtain a CDL/Class B with Air-brake Testing and Passenger (P) Endorsement during the Miami-Dade Transit Mechanic Training Program. OR High school diploma or GED. Three years of experience as an auto mechanic, diesel mechanic, truck mechanic or bus mechanic are required. A performance test will be given at the time of interview. Must possess proof of passing the General Knowledge Test of the Commercial Driver License. As a condition of continued employment, must obtain CDL/Class B with Passenger (P) Endorsement and Air-brake Testing within the probationary period. A Certificate of Completion in Heavy Duty Truck and Bus Mechanics from a Florida Department of Education Vocational School Certification Program or equivalent may substitute for the required experience and the performance test. All trainees must obtain a Type II or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, under Section 608 of the 1990 Clean Air Act Amendment within the probationary period. The MDT classification of Bus Maintenance Technician performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled mechanical work at the journeyman level in the maintenance, repair, and overhaul of transit equipment. Employees in this class perform advanced skilled mechanical work in all phases of maintenance, repair, and overhaul of diesel and gasoline engines and auxiliary equipment. Work involves a variety of advanced tasks in the analysis, diagnoses, testing, adjustment, repair, and maintenance of component parts of transit equipment, as well as the analysis, diagnosis and repair of more difficult mechanical, electrical, and auxiliary equipment. Employees work independently using a variety of shop equipment, precision testing and measuring instruments, and specialized tools required for transit equipment repair. Incumbents may provide technical training and direction in the performance of duties to lower-level mechanics and helpers. Supervision is received from a technical supervisor who reviews work in progress and upon completion for achievement of operational requirements.

##### ILLUSTRATIVE TASKS

- Prepares and maintains records of maintenance and repair work on transit vehicles and equipment.
- Analyzes, diagnoses, adjusts, repairs, and overhauls a variety of diesel and gasoline engines and auxiliary equipment.
- Performs a variety of preventive maintenance functions to ensure proper operation of transit equipment.
- Accomplishes the more difficult aspects of diagnosing, repairing, and removing more sophisticated mechanical, electrical, and auxiliary systems.
- Makes road-service calls.
- Performs complete engine overhauling on all transit equipment components.
- Diagnoses, repairs, removes, and replaces all transit equipment components and assemblies.
- Diagnoses, repairs, removes, and replaces worn or damaged parts.
- Calibrates to designated specifications those units which require settings or adjustments.
- Uses various types of shop equipment, precision testing and measuring instruments and specialized tools required for the diagnosis, repair and maintenance of transit equipment.

- Directs lower-level mechanics in the performance of their duties and provides technical training.

- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

### **Bus Maintenance Technician (008006)**

Considerable knowledge of the operating characteristics of diesel and gasoline engines and auxiliary equipment.  
Considerable knowledge of the repair and maintenance requirements of transit vehicles, assemblies, and component parts.  
Considerable knowledge of the operating principles of diesel and gasoline engines.  
Considerable knowledge of shop equipment, precision testing and diagnostic instruments, and specialized tools required for the repair and maintenance of transit equipment.  
Knowledge of recordkeeping requirements pertaining to the repair and maintenance of transit equipment.  
Knowledge of the occupational hazards and safety precautions required in mechanical repair work.  
Ability to analyze, diagnose, repair, maintain, and overhaul a variety of diesel and gasoline engines and auxiliary equipment.  
Ability to make field repairs on transit equipment using portable repair tools.  
Ability to prepare and maintain records of mechanical repair and maintenance work.  
Ability to follow verbal and written instructions.  
Ability to train lower-level mechanics in mechanical repair work.  
Skill in the diagnosis, repair, and maintenance of mechanical equipment.  
Physical strength and agility sufficient to perform assigned duties.

REV 11-92

#### **Nature Of Work**

This is advanced skilled mechanical work at the journeyman level in the maintenance, repair, and overhaul of transit equipment.

### Bus Body Technician (008010)

#### Minimum Qualifications

High school diploma or GED. Three years of paint and body repair experience in the field of transit bus, school bus, and/or truck/heavy equipment are required. Must possess proof of having passed the General Knowledge Test of the Commercial Driver License (CDL) at time of application. As a condition of continued employment, must obtain a CDL/Class B with air-brake and passenger endorsement by the completion of the probationary period. The MDT classification of Bus Body Technician performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) drug and alcohol regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled journeyman work in the repair and replacement of body and fender components, and the surface preparation and painting of transit operating vehicles.

Employees in this class perform complex and specialized tasks in repairing, replacing and rebuilding transit vehicle bodies including repairing interior surfaces and furnishings, and preparing and painting exterior and interior surfaces. Additional responsibilities include troubleshooting and repairing more difficult and sophisticated body work, resolving painting problems and fabricating replacement or modification body components. Employees work independently using general and specialized hand and power tools and various precision instruments especially suited for transit vehicle repair and painting work is usually performed in a spray booth or paint shop. Supervision and technical guidance may be exercised over subordinate journeymen and helpers. General supervision is received both orally and through written job orders from a foreman or other supervisor who reviews work in progress and upon completion for established operational requirements.

##### ILLUSTRATIVE TASKS

Rebuilds, replaces, repairs and paints bus bodies, fenders, panels, grills, advertising equipment, interior panels, furniture, flooring and destination equipment; removes dents and straightens door panels, quarter panels, and fenders; straightens frames and wheels with presses and other equipment.

Welds and solders radiators, torque coolers, seats, windows, and vehicle body and frame components.

Troubleshoots and repairs the more difficult body and fender damages; fabricates replacement panels and parts for repairs and modifications of buses; troubleshoots the more difficult problems encountered in painting a variety of transit equipment; repairs air and fuel lines and damaged wires.

Develops mixes and submits to superiors for approval all color and finish samples of materials to be used; prepares surfaces to be painted, removing dirt, scales, rust, old paint, grease and other materials; scrapes, sands and applies sizing; smooths surfaces using various methods; applies masking tape over parts and areas that are not to be coated.

Applies paint to interiors and exteriors of a variety of bus equipment using a spray gun or brush; regulates sprayer valves and nozzle to obtain desired with the pressure of spray; coats areas inaccessible to hand sprays with brush; cleans spraying equipment and brushes with solvent; makes minor repairs to equipment and apparatus.

Occasionally paints interiors and exteriors of transit facilities and transit signs with spray gun or brush.

Cuts and installs window glass for bus windows.

Estimates cost of repairing and painting accident damages.

Assists in training and supervision of subordinate journeymen and helpers.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, methods and practices used in vehicle body repair and painting trades.

Thorough knowledge of the tools, equipment and materials used in the vehicle body repair and painting trades.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Some knowledge of effective supervisory techniques.

### **Bus Body Technician (008010)**

Ability to diagnose damages and unusual problems and work needed in order to properly repair and paint transit vehicles.

Ability to operate specialized paint equipment to obtain desired results according to established procedures.

Ability to supervise and train a small group of subordinate journeymen and helpers in all aspects of the trade.

Ability to follow oral and written instructions.

Skill in the use and care of tools and equipment used in body repair and painting.

Skill in matching of paint, color and finishes.

Sufficient physical strength and agility to perform bus body repair work.

NEW 10-78

#### **Nature Of Work**

This is advanced skilled journeyman work in the repair and replacement of body and fender components, and the surface preparation and painting of transit operating vehicles.

### Transit Painter (008019)

#### **Minimum Qualifications**

Eighth grade. Two years of experience in painting building structures, building facilities or equipment are required. Must possess CDL/Class B. This position may require working from scaffolding at heights and/or near water hazards. Must be currently employed as a Miami-Dade Transit employee in a classification represented by the Transport Workers Union, Local 291. The MDT classification of Transit Painter performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is skilled work at the journeyman level in the painting of Transit buildings, fixtures and equipment.

## Transit Facilities Equipment Technician (008021)

### Minimum Qualifications

The MDTA classification of Transit Facilities Equipment Technician performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol regulations.

Preference will be given to applicants in the Transport Workers Union bargaining unit.

### Job Specifications

#### NATURE OF WORK

This is skilled work at the journeyman level in the maintenance and repair of transit facility buildings and various mechanical support equipment.

Employees in this class perform specialized mechanical work in a manual trade or skilled craft. Work involves the maintenance and repair of machinery and mechanical equipment such as pumps, engines, motors and electrical apparatus as well as maintenance and repair of the physical plant of transit facilities. Employees work independently using hand tools, power tools and various precision measuring and testing instruments. Assignments are usually received verbally and may be accompanied by sketches, blueprints or schematic drawings, and may involve locating defective parts or determining the cause of malfunctioning machinery. Incumbents may devise their own methods for accomplishing tasks and work independently but all work reviewed by a foreman who inspects for compliance with instructions and serviceability of equipment repaired.

#### ILLUSTRATIVE TASKS

Maintains and makes repairs or alterations to transit support equipment such as pneumatic, hydraulic and electrical bus lifting systems, equipment hoists, bus washing equipment, shop air compressors and emergency electrical generator systems; diagnoses operating problems, disassembles equipment, repairs or replaces parts and reassembles; tests operation of equipment after repair.

Repairs short circuits and broken wires; installs or replaces electrical fixtures; repairs and replaces electric motors; repairs and replaces switches, relays, transformers and other electro-mechanical components.

Does electric and acetylene welding and brazing and silver soldering; repairs, modifies and makes new installations of pipe fittings; performs skilled plumbing work on steam and water lines and related plumbing equipment.

Does general carpentry work in the construction, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture; builds concrete forms.

Examines form and texture of parts to detect imperfections; uses rules, calipers, micrometers and similar measuring instruments; adjusts functional parts of devices and control instruments; uses hand tools, levels, plumb bobs and straight edges.

Occasionally sets up and operates lathe, drill press, threading machines, grinder and similar metal working power tools; sets up and operates power saws, planers and joiners and similar woodworking power tools.

May supervise and inspect work in process and finished work of subordinate utilitymen.

Makes estimates of time and material required for assigned tasks and keeps simple records; assists foremen in coordinating work projects and schedules.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of maintenance, repair, alteration and construction procedures and practices for transit support equipment.

Considerable knowledge of the methods, materials, tools and practices used in a specialized trade or in the building, electrical or mechanical crafts.

Considerable knowledge of the occupational hazards and safety precautions of the building, electrical or mechanical trades.

Knowledge of the principles of mechanics.

Knowledge of the repair and maintenance characteristics of a wide variety of transit support equipment, mechanical equipment and transit building structures.

Ability to detect defects in machinery and equipment and makes necessary repairs and adjustments.

Ability to work from oral and written instructions, simple diagrams, blueprints and schematic drawings.

Ability to make simple time and materials estimates.

Skill in using a variety of standard hand tools, measuring instruments, machines and power equipment used in a craft or in building and machinery repair work.



## Human Resources Department

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### Transit Facilities Equipment Technician (008021)

NEW 10-78

#### **Nature Of Work**

This is skilled work at the journeyman level in the maintenance and repair of transit facility buildings and various mechanical support equipment.

#### **TRAINING PROCESS:**

A limited number of trainee positions will be available. Applicants in the MDT TWU bargaining unit positions, who meet the requirements listed above, will be selected by seniority based upon the number of available trainee positions. Those selected will enter the classification of Transit Facilities Mechanic in Trainee status. Classroom and on-the-job training will last approximately nine (9) months. A written examination will be given at the end of the training. Trainees who pass the test will have completed training successfully. MDT TWU bargaining unit employees (trainees) who successfully complete the training program will be placed by seniority order, with probationary status, into available vacancies. MDT TWU bargaining unit employees completing the training program but not placed, will return to their former classification. They will be placed on a waiting list and will receive preference by seniority order for future available Transit Facilities Mechanic positions. The eligibility list and waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. In accordance with labor protective agreements, Miami-Dade Transit Department employees in certain represented positions will be given preference for these positions. Submit applications online at [www.miamidade.gov/jobs/](http://www.miamidade.gov/jobs/) from \_\_\_\_\_ through \_\_\_\_\_.

### Transit Welder (008022)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in MIG, TIG, gas, electric, and shielded metal arc (covered electrode) welding in the horizontal, vertical, overhead and flat positions to include layout and fabrication are required. Must possess a certificate issued by affiliates of and/or by the American Welding Society (AWS) in flat, vertical, horizontal, and overhead welding (6G). Must possess a CDL/Class B. Must possess own hand tools. The MDTA classification of Transit Welder performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations.

#### Job Specifications

#### Nature Of Work

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment.

## Human Resources Department

### Bus Maintenance Control Clerk (008031)

#### Minimum Qualifications

High school diploma or GED. Two years of experience performing advanced clerical functions involving numerical record keeping and Microsoft Excel are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced and specialized clerical work in maintenance of various bus repair and accident records for a county transit system. Employees in this class perform a variety of clerical duties in the maintenance of bus repair, overhaul and accident records and initiation of repair orders. Work involves compiling road call services on individual buses, initiation of repair orders, maintaining detailed records of bus units replaced, repaired or overhauled, posting bus unit changes and completing accident cost records. Incumbents also assist in various responsible personnel record keeping tasks. Work is performed under general supervision of a technical supervisor who spot checks completed work for accuracy and thoroughness.

##### ILLUSTRATIVE TASKS

Maintains daily records of bus road service calls together with bus operators' defect summaries; notes those buses using excessive oil or having several road calls or defect summaries, and completes repair order cards for use by foremen.

Checks daily bus repair order cards and posts to coach record cards any unit changes made on buses such as generators, alternators or pumps; files repair order cards by bus number.

Completes request forms for estimated cost of bus damage repairs from submitted bus diagrams and accident sheets; types invoice billings upon receipt of completed estimates; maintains records of accident dates, estimated cost and final actual costs of repairs.

Compiles monthly reports of maintenance work completed on buses.

Completes required personnel forms for employment, separations and disciplinary actions as assigned, according to established personnel procedures; assists employees in completing required forms to change insurance coverage or savings bond allotments; types minor employee injury report forms from information obtained; refers employees for medical treatment as needed and types major injury reports.

Computes total work time for employees and posts time cards according to established procedures as assigned.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of transit system office procedures covering bus maintenance, repair and overhaul record keeping.

Considerable knowledge of transit system office procedures covering bus accident and repair cost record keeping.

Considerable knowledge of clerical processes in the maintenance of a variety of transit system bus records.

Knowledge of established personnel record procedures.

Ability to understand and carry out oral and written instructions.

Ability to review records carefully and initiate repair order requests as needed.

Ability to complete arithmetic computations accurately and with reasonable speed.

Ability to complete various personnel forms and records with accuracy and thoroughness.

Skill in typing at a reasonable rate of speed.

#### Nature Of Work

This is advanced and specialized clerical work in maintenance of various bus repair and accident records for a county transit system.

Must take and pass a data entry skills test of 86 net key strokes per minute.

## Human Resources Department

### Transit Facilities Maintenance Control Clerk (008032)

#### Minimum Qualifications

High school or GED. Two years of advanced clerical experience involving numerical recordkeeping are required. Coursework may substitute for the required experience on a month-for-month basis. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

This is advanced specialized clerical work in processing and maintaining rail, metromover and metrobus maintenance records in a public transportation system.

Employees in this class perform routine and advanced clerical tasks in the processing and maintenance of records of rail, metromover and metrobus equipment and in the initiation of repair orders. Duties include compiling repair records on equipment, initiating repair orders for scheduled, unscheduled and preventive maintenance, maintaining detailed records of equipment replaced, repaired or overhauled, and entering and retrieving information from a computerized information system. Responsibilities include checking and verifying non-routine maintenance data for preparation of maintenance reports. Supervision is received from a technical or administrative superior who periodically reviews work for accuracy and thoroughness and assists with difficult problems.

#### ILLUSTRATIVE TASKS

Enters and retrieves maintenance information from a computerized information system and assists a technical supervisor in the maintenance and update of computerized equipment maintenance records; disseminates information to various work units and sections as required.

Checks, prepares and issues repair orders and posts to all rail, metromover and metrobus facility equipment records any repairs/changes made on the equipment; files repair orders as instructed.

Compiles reports of all maintenance work completed on all facility equipment for rail, metromover and metrobus areas.

- Conduct research and compiles data for non-analytical reports.

- Completes job estimates, work plans and work completion records; completes request forms for estimated cost of repair damage to rail, metromover and metrobus facility equipment.

- Reviews and maintains an extensive recordkeeping system relating to maintenance activities, cost estimates, accident dates, personnel roster, and attendance records according to established procedures.

- Types both draft and final form correspondence of a technical nature as well as memos, letters, maintenance procedures, maintenance directives, component evaluations and modifications as required in support of operations.

- Obtains employee injury report forms and refers employees for medical treatment as needed; answers telephone and performs other office clerical duties.

- Records employee timecards and prepare PARS; initials final line-up schedule.

- Performs related work as required.

- Considerable knowledge of policies and procedures pertaining to the processing and maintenance of metrorail, metromover and metrobus maintenance records.

- Considerable knowledge of transportation system office procedures concerning maintenance recordkeeping.

- Considerable knowledge of the records, reports and forms used in rail, metromover and metrobus maintenance activities.

- Knowledge of the operation of computerized equipment used to enter and retrieve information concerning rail, metromover and metrobus maintenance records.

- Knowledge of business arithmetic.

- Ability to complete various clerical processes regarding maintenance records accurately and quickly.

- Ability to follow verbal and written instructions.

- Ability to review maintenance records and initiate repair order requests.

- Ability to operate standard keyboard typing equipment, calculators and related office equipment.

- Ability to detect and correct clerical errors in narrative and statistical documents.

- Ability to maintain effective working relations with supervisors and other employees.

- Ability to complete arithmetic computations quickly and accurately.

- Ability to enter and retrieve information using a computerized information system.

NEW 06-2000

### Transit Facilities Maintenance Control Clerk (008032)

Completes request forms for estimated cost of rail equipment damage repairs; types invoice billings upon receipt of completed estimates; maintains records of accident dates, estimated cost and final actual costs of repairs.

#### NATURE OF WORK

This is advanced specialized clerical work in processing and maintaining rail maintenance records in a rail transportation system. Employees in this class perform routine and advanced clerical tasks in the processing and maintenance of records of rail equipment, overhaul and accident records, and in the initiation of repair orders. Duties include compiling road repair records on individual rail vehicles or equipment, initiating repair orders for scheduled, unscheduled and preventive maintenance, maintaining detailed records of rail equipment replaced, repaired or overhauled, completing accident cost records, and entering and retrieving information from a computerized information system. Responsibilities include checking and verifying non-routine maintenance data for preparation of maintenance reports. Supervision is received from a technical or administrative superior who periodically reviews work for accuracy and thoroughness and assists with difficult problems.

#### ILLUSTRATIVE TASKS

Enters and retrieves maintenance information from a computerized information system and assists a technical supervisor in the maintenance and update of computerized equipment maintenance records; disseminates information to various work units and sections as required.

Checks and issues repair orders and posts to all rail equipment record cards any repairs/changes made on the equipment; files repair orders cards as instructed.

Completes request forms for estimated cost of rail equipment damage repairs; types invoice billings upon receipt of completed estimates; maintains records of accident dates, estimated cost and final actual costs of repairs.

Compiles report of maintenance work completed on all rail equipment.

Researches and compiles data for non-analytical reports.

Completes job estimates, work plans and work completion records.

Reviews and maintains an extensive recordkeeping system relating to maintenance activities, personnel roster, attendance records, updating manuals and general filing.

Computes total work time for employees and posts time cards according to established procedures as assigned.

Types both draft and final form correspondence of a technical nature as well as memos, letters, maintenance procedures, maintenance directives, component evaluations and modifications as required in support of operations.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of policies and procedures pertaining to the processing and maintenance of rail maintenance records.

Considerable knowledge of transportation system office procedures concerning rail maintenance recordkeeping.

Considerable knowledge of the records, reports and forms used in rail maintenance activities.

Knowledge of the operation of computerized equipment used to enter and retrieve information concerning rail maintenance records.

Knowledge of business arithmetic.

Ability to complete various clerical processes regarding rail maintenance records accurately and quickly.

Ability to follow verbal and written instructions.

Ability to review maintenance records and initiate repair order requests.

Ability to operate standard keyboard typing equipment, calculators and related office equipment.

Ability to detect and correct clerical errors in narrative and statistical documents.

Ability to maintain effective working relations with supervisors and other employees.

Ability to complete arithmetic computations quickly and accurately.

Ability to enter and retrieve information using a computerized information system.

## Human Resources Department

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### Transit Facilities Maintenance Control Clerk (008032)

NEW 1-85

#### **Nature Of Work**

This is advanced specialized clerical work in processing and maintaining rail, metromover and metrobus maintenance records in a public transportation system.

Must take and pass a data entry skills test as part of the application process with a minimum score of 59 keystrokes per minute. Photo identification is required to take the data entry skills test.

### Transit Facilities Repairer (008033)

#### Minimum Qualifications

High school diploma or GED. One year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required. Must possess a Driver license. The MDTA classification of Transit Facilities Repairer performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration's (FTA) drug and alcohol regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the maintenance and repair of transit buildings and facilities applying knowledge of one or more of the building or mechanical trades.

Employees in this class perform a variety of plant maintenance work which approaches the journey or technician level but does not require as high a degree of skill and for which jobs are not expected to have the finished quality normally expected at the journey or technician level of assignment. Employees are routinely called upon to perform rough maintenance and repair work covering several buildings and mechanical trade areas. Assignments are received verbally or in writing, and may be accompanied by rough sketches. Incumbents may devise their own methods of accomplishing assigned tasks and may work with some independence of action. All work is subject to inspection in process and upon completion by craftsmen, foremen, or other supervisory personnel.

##### ILLUSTRATIVE TASKS

Replaces defective light bulbs throughout transit facilities; measures, cuts, threads and bends conduit sizes and lengths as required by electricians; replaces burned out fuses; installs or replaces electrical fixtures; performs minor soldering repairs; cleans and lubricates desk and floor fans, checks and replaces brushes on fan motors.

Makes general repairs to wood fixtures, ramps, ladders and frames; assists in the installation of door locks, hinges, shelves, brackets, sash chains, and other hardware fixtures; replaces damaged door knobs; sets guides and feeds lumber into power saws, planers and joiners; operates power and hand tools to assist carpenters in cutting, fitting, assembling and erecting wooden objects and structures.

Prepares surfaces to be painted; removes dirt, scales, rust, old paint and grease; scrapes and sands; applies sizing; mixes paint and does minor level painting on interiors and exteriors of transit facilities under direction of journeyman, technician or foreman; repairs bad spots in furniture, applies paint remover, sands and scrapes furniture and stains or paints as required, using brush or spray gun; cleans brushes and spray guns; cuts glass to size and shape and inserts in window frames using putty.

Prepares surfaces for plastering; replaces broken metal or wooden lathes; chips out broken plaster, concrete or tile; mixes plaster according to standard formula; does plaster patching where walls or ceilings are cracked and deteriorated and prepares surfaces for painting; carries tools and materials and generally assists masons or plasterers in building or repairing brick, stone, or tile walls and plastered structures.

Unstops sinks, toilets, hand basins and sewer lines; cuts openings in walls for pipes; measures, cuts and bends pipes per instructions; assembles tools and materials and generally assists journeymen plumbers.

Operates street painting equipment in striping and marking transit yard and garage facilities, employee parking areas and other related areas; using directions and sketches, marks areas for painting, mixes and applies paints, and cleans equipment after use.

Erects scaffolding; loads and unloads materials; cleans tools and work area upon completion of projects.

Performs related work as required.

### Transit Facilities Repairer (008033)

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the standard tools, materials, methods and practices of the trade areas to which assigned.

Knowledge of the occupational hazards and safety precautions of the trades areas to which assigned.

Ability to understand and follow oral and written instruction and to interpret and work from rough sketches.

Ability to make rough estimates of time and material requirements.

Skill in the use and care of tools, materials, and equipment of the assigned trade areas.

NEW 03-07

#### **Nature Of Work**

This is skilled work in the maintenance and repair of transit buildings and facilities applying knowledge of one or more of the building or mechanical trades.



## Human Resources Department

### Bus Stock Clerk (008035)

#### Minimum Qualifications

High school diploma or GED. Must have successfully passed the General Knowledge Test for the CDL/Class B. One year of experience in a warehouse or stockroom environment is required. As a condition of continued employment, a CDL/Class B with air-brake testing must be obtained within the one year probationary period. Must be able to work various shifts, weekends and holidays. The MDTA classification of Bus Stock Clerk performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is technical and advanced clerical work in the receipt, storage and issuance of bus parts, tools, materials, and supplies in a public transportation system.

Employees in this class perform a variety of manual and clerical tasks in the receipt, storage, and issuance of bus parts and other materials and supplies in a public transportation system. Duties include verifying and documenting materials received, preparing correspondence, reports and memoranda, issuing items in response to requisitions, monitoring stock, and assisting with physical inventories. Incumbents are required to move heavy material, lift boxes and climb ladders, as necessary, and operate forklifts and drive trucks. Supervision is received from a senior supply official who reviews work for adherence to established policies, procedures and standards.

##### ILLUSTRATIVE TASKS

Receives shipments and verifies quantity and quality of materials; documents receipt of products and maintains required files and records. Composes and types letters, reports and internal memoranda related to vendor correspondence, uniform reports, defective material receipts, vendor return authorizations, backorders, requisition follow-up, poor on-time vendor performances, and related matters.

Issues items in response to authorized requisitions and records transactions on manual records or by entering information into a computer terminal.

Monitors stock on-hand and requisitions materials in short-supply; verifies the issuance and receipt of tools and uniforms; assists with physical inventories.

Moves heavy materials, lifts boxes, and climbs ladders, as necessary; rearranges storage areas, builds shelving, and stocks material in assigned locations; packages material for shipment and arranges for transportation; pulls and stages stock for internal distribution.

Operates forklifts, drives trucks, and automotive equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of warehousing and inventory practices in a public transportation supply operation.

Knowledge of types, sizes, grades, and nomenclature of diesel equipment and other materials in the area of assignment.

Knowledge of safety practices and procedures applicable to warehousing and distribution of transit system supplies and materials.

Knowledge of recordkeeping procedures, forms, and reports in the area of assignment.

Ability to receive, store, and issue a variety of bus parts, tools, supplies, and materials.

Ability to compose and type a variety of internal and external correspondence.

Ability to perform routine arithmetic calculations quickly and accurately.

Ability to operate a computer terminal.

Ability to operate forklifts and drive trucks and automotive equipment.

Physical strength and agility sufficient to perform assigned duties.

REV 6-91

#### Nature Of Work

## Human Resources Department

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### **Bus Stock Clerk (008035)**

This is technical and advanced clerical work in the receipt, storage and issuance of bus parts, tools, materials, and supplies in a public transportation system.

Must take and pass a typing skills test with a score of 20 net WPM. Photo identification is required to take the typing skills test.

### Transit Revenue Collector (008042)

#### Minimum Qualifications

High school diploma or GED. Must possess a CDL/Class B or provide proof of having passed the General Knowledge Test for the CDL/Class B with a permit to drive. As a condition of continued employment, must obtain a CDL/Class B with Air-brake Testing no later than two (2) weeks from the commencement of the probationary period. Must be able to drive a 15-ton truck and perform field work consisting of lifting and collecting cashboxes weighing up to 60 pounds each. Must be able to work various shifts, evenings, weekends and holidays. Applicants will be subject to a thorough background investigation which will include a polygraph examination. The MDTA classification of Transit Revenue Collector performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Regulations. In accordance with a labor protective agreement, Miami-Dade Transit Agency employees in certain represented classifications will be given preference for these positions. If vacancies are available after all MDTA Transport Workers Union (TWU) Bargaining Unit employees are placed, applicants from outside the MDTA TWU bargaining unit will be selected for positions based upon a structured interview. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is manual labor with some clerical responsibility handling large amounts of coins and currency for the Miami-Dade County Transit Agency.

Employees in this class are responsible for removing coin boxes and inserting coin boxes in fare collection equipment. Duties require the lifting of full coin boxes with a weight of approximately 40 pounds each and pushing a revenue cart containing a quantity of boxes weighing approximately 1,000 to 1,200 pounds. Additional duties include taking register readings, posting to the Rail Revenue Room daily report, daily collection of user-friendly currency, and servicing bill-changer and other fare collection/vending equipment. Supervision is received from an administrative superior and is subject to observation by a variety of transit operations employees.

##### ILLUSTRATIVE TASKS

Inserts into entry gate, audit register card and tasks cash readings; posts cash readings to the Rail Revenue Daily Report.

Removes full coin boxes and replaces with empty coin boxes; posts full and replacement coin box numbers on Rail Revenue Daily Report.

Empties ticket dump containers, periodically.

Transports and secures all full coin boxes and rail revenue daily reports to the revenue Room.

Checks user-friendly boxes when servicing to assure all seals are in place; reports damaged or missing seals immediately; Reports all damaged user-friendly stands, currency boxes and missing currency plungers to superior for replacement.

Empties each user-friendly box and places currency in numbered lockable bag; transports and secures all locked bags to Revenue Room.

Empties bill-changer machines of all currency, places in numbered lockable bags, transports to Revenue Room, and secures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of procedures used in processing transporting and securing large quantities of coin and currency.

### **Transit Revenue Collector (008042)**

Knowledge of bill-changers, user friendly boxes and modern fare collection equipment.

Ability to lift weights up to 40 pounds and to push a revenue cart weighing 1,000 to 1,200 pounds.

Ability to work in a high security environment.

Ability to work various shifts.

Ability to read, understand and follow security procedures.

Ability to service bill-changers and other fare collection equipment.

Ability to pass a police background evaluation analysis prior to employment.

Physical strength and agility sufficient to perform assigned duties.

REV 11/99

NEW 10-88

#### **Nature Of Work**

This is manual labor with some clerical responsibility handling large amounts of coins and currency for the Miami-Dade County Transit Agency.

## Human Resources Department

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### Bus Operator (008050)

#### Minimum Qualifications

High school diploma or GED. Must possess proof of having passed the General Knowledge, Air-brake and Passenger Transport Testing of the CDL.

FOR THOSE WHO SUCCESSFULLY PASS THE WRITTEN EXAMINATION THE FOLLOWING MUST BE PRESENTED WHEN SCHEDULED FOR AN ORIENTATION.

PROOF OF EDUCATION such as high school diploma or GED;

PROOF OF HAVING PASSED the general knowledge, Airbrake and Passenger Transport Testing.

Preference will be given to Miami-Dade County employees.

ACCEPTABLE PHOTO IDENTIFICATION such as Driver license, State Issued Identification Card, Certificate of Naturalization, or Passport;

PROOF OF HAVING PASSED THE GENERAL KNOWLEDGE, AIR-BRAKE, AND PASSENGER TRANSPORT TESTING OF THE COMMERCIAL DRIVER LICENSE (CDL);

PROOF OF ELIGIBILITY FOR VETERAN'S PREFERENCE, IF APPLICABLE:

Applicants requesting Veterans' Preference must submit Veterans' Preference documents at the time of application. Preference will be given to veterans and spouses of veterans, when applicable. Those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility documents must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability. All veterans are required to complete a Veteran's Preference Claim Form at the time of application. Photo identification is required at the time of application.

As a condition of continued employment, trainees must obtain a CDL/Class B with Passenger Transport Endorsement and complete all requirements of the Bus Operator Training Program, including attendance and punctuality. The entire driving record (including State, and current/previous employers) of all applicants will be reviewed. The hiring department, based on established standards, may request to remove from the Eligible List the name of any applicant with a poor driving history. Drivers applying for these positions are required to have no more than three points on their driving record during the 36 months prior to the time of appointment to the County service. Applicants will be subject to a screening process including, but not limited to structured interviews, background checks and employment verification to include attendance and disciplinary records. Experience transporting passengers is preferred. All applicants must satisfactorily complete a stringent physical examination including drug and alcohol screening, meet minimum standards for hearing and binocular, monocular and color vision. Eyeglasses are permitted. Applicants selected for the training opportunity will be required to attend a mandatory information session. Bus Operator Trainees new to Miami-Dade County service will receive a trainee pay rate of \$14.18 per hour

### Bus Operator (008050)

during the training period. After training, Bus Operators will earn a starting pay rate of \$14.93 per hour. Current Miami-Dade County employees appointed to Bus Operator Trainee will receive a minimum trainee pay rate of \$14.18 per hour during the training period; some trainee rates may be higher depending upon current pay rate and/or date of hire into Miami-Dade County service. After training, normal promotion or demotion pay adjustments will apply. The MDTA classification of Bus Operator performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) regulations. Must be able to work weekends, holidays and various shifts.

#### Job Specifications

##### NATURE OF WORK

This is vehicle operation work in transporting passengers of a public transit system.

Employees in this class operate forty-foot, diesel or alternate fuel passenger buses over prescribed routes within the metropolitan area. Bus operators are responsible for the safety of their passengers and the vehicle operated as well as for completing the assigned route according to the prescribed time schedule. Duties involve collection and accountability for passenger fares according to an established rate schedule. Work requires the use of defensive driving skills and the courteous application of standard operating procedures, rules, and regulations of the Metro-Dade Transit Agency. Supervision is received from communications dispatchers, and a field operations supervisor who observes and evaluates driving practices, and who investigates traffic accidents, public complaints and related matters pertaining to passenger service and operator efficiency.

##### ILLUSTRATIVE TASKS

Picks up assigned route materials from the dispatcher, including route and schedule cards, trip sheet, and transfer pad.

Starts vehicle, checks and adjusts equipment for proper operating condition; inspects body of coach for unreported damage; checks the operation of the wheelchair lift; performs a pre-trip inspection.

Proceeds to starting point of assigned route, checks time schedule and begins to board passengers at designated bus zones.

Manually operates four-position door lever for both front and rear doors; issues transfers upon request, checks meter, and monthly transit passes.

Answers passenger questions concerning connecting routes, passenger discharge zones, schedules, fares, and provides general information as requested.

Records required information digitally via electronic farebox entries; makes reports of any unusual incident; reports to dispatch via radio.

Submits written reports on traffic accidents, passenger injury, vehicle or equipment malfunction, and service complaints.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operating characteristics and service checks for diesel powered passenger and alternate fuel buses.

Knowledge of defensive driving techniques and the safety precautions applicable to passenger bus transportation.

Knowledge of the prescribed rules and regulations of the local public transit system.

Knowledge of the primary, secondary, and arterial road networks of the local metropolitan area.

Ability to assist passengers in a courteous manner.

Ability to detect malfunctions in a vehicle and submit reports.

Ability to follow prescribed instructions and to work without constant supervision.

Ability to employ defensive driving skills in the operation of a passenger bus.

Skill in the operation of passenger buses.

REV 3-93

#### Nature Of Work

This is vehicle operation work in transporting passengers of a public transit system.

### **Bus Operator (008050)**

The written examination will evaluate the ability to follow written instructions based on Bus Operations' rules, regulations, procedures, safe driving practices, passenger relations, report writing and basic math computation. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous, satisfactory, full-time service in the County to a maximum credit of ten years of service or five points. A supplemental Bus Operator Informational Handout containing a list of additional requirements for initial and continued employment will be distributed at the time of application.

APPLICANTS MUST ACCESS [WWW.MIAMIDADE.GOV/ERD/TEST](http://WWW.MIAMIDADE.GOV/ERD/TEST) OR CALL (305) 375-JOBS (OPTION 2) FOR WRITTEN TEST DATE, TIME, AND LOCATION AFTER MAY 21, 2007 AND TEST RESULTS AFTER JULY 13, 2007. Doors to the test facility will close promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination.

### Transit Electronic Technician/Laboratory (Trainee) (008052)

#### Minimum Qualifications

Currently employed as a Miami-Dade Transit Agency employee in a classification represented by the Transport Workers Union, Local 291 to be eligible for the examination. Must possess a Driver license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. The MDT classification of Transit Electronic Technician/Laboratory performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the inspection, diagnosis, modification, repair and maintenance of electrical, electronic, radio and communications components, performed in an electronic laboratory.

Employees in this class are required to apply advanced principles and techniques of electronic and electrical repairs and adjustments on train control, radio, communications, fare collection, traction power, Metromover and fire/intrusion components and associated equipment.

Incumbents are required to maintain precise records of all work. Employees exercise independent judgment in determining job requirements regarding the various technical phases of repair, installation, modification and maintenance. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory performance.

##### ILLUSTRATIVE TASKS

Maintains and repairs a variety of electrical, electronic, radio, communications and electro-mechanical devices.

Repairs and adjusts two-way radio, public address, intercom, closed-circuit television, fare gate equipment and fire/intrusion components.

Troubleshoots and repairs train control, traction power and Metromover protection and logic systems.

Tests faulty equipment in laboratory and applies knowledge of functional operation of electronic-electrical units and systems to diagnose cause of malfunction.

Tests electronic components, printed circuit boards and circuits to locate defects using instruments such as oscilloscopes, signal generators, chart recorders, frequency counters, digital and analog multimeters, in-circuit testers, etc.

Replaces defective components and wiring and adjusts mechanical parts using hand tools and soldering iron.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and theories of electricity and electronics as applied to road and rail transit equipment and vehicles.

Considerable knowledge of the standard practices, methods, tools and materials of the electrical and electronic trades.

Considerable knowledge of a variety of electronic and electrical equipment and components such as motors, transformers, resistors, capacitors, coils, relays, filters and printed circuit boards.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work in a public transportation system.

Ability to perform electronic and electrical diagnosis and record data.

Ability to read and interpret electronic schematics and blueprints.

Ability to read and understand relay logic.

Ability to work a variety of hours and emergency shifts, as required.

Ability to follow verbal and written instructions.

Skill in the diagnosis and repair of electrical and electronic malfunctions.

Skill in the electrical-electronic trade.



### Transit Electronic Technician/Laboratory (Trainee) (008052)

REV 8-91

#### **Nature Of Work**

This is advanced skilled technical work in the inspection, diagnosis, modification, repair and maintenance of electrical, electronic, radio and communications components, performed in an electronic laboratory.

The written examination will be based on information contained in the authorized Transit Electronic Technician/Laboratory Trainee pre-examination study package. The study package will ONLY be distributed to 100 applicants based on classification seniority. Once the 100 applicants have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned to the MDT Human Resources Training section within one week after the exam, in the original condition received. If any portion of the study package is lost, damaged or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous full-time service in the County service to a maximum credit of ten years of service or five points. Submit applications online at [www.miamidade.gov/jobs/](http://www.miamidade.gov/jobs/) from \_\_\_\_\_ through \_\_\_\_\_. ADDITIONAL INFORMATION: Selected applicants will be placed in trainee status based on classification seniority. Upon successful completion of the approximately ten (10) months of classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. 1. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in classification seniority order. 2. Employees who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by classification seniority order for future Transit Electronic Technician/Laboratory positions. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service.

### Guideway Inspection Specialist (Trainee) (008054)

#### Minimum Qualifications

Eighth grade. Six months of experience performing maintenance and repair tasks involving the use of mechanical or construction tools and equipment are required. Must possess a Driver license. Only currently employed as a Miami-Dade Transit Agency employee in a classification represented by the Transport Workers Union, Local 291 are eligible for the examination. The MDT classification of Guideway Inspection Specialist performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled guideway inspection and repair work for the Metro-Dade Transit Agency.

Employees in this class are responsible for performing a variety of track inspection and repair tasks in the maintenance of track work and other related structures. Duties include walking tracks, performing track inspection tasks, making emergency repairs and observing safety rules and regulations. Employees work variable hours, perform duties while exposed to various weather conditions and under traffic conditions which are generally considered dangerous. Work requires considerable physical effort and stamina. Supervision is received from a technical superior who reviews work for thoroughness of inspection and repair tasks, and for observance of established safety practices and procedures.

##### ILLUSTRATIVE TASKS

Walks tracks assigned, performing track inspection tasks according to procedures; makes emergency repairs to track and guideway as required; observes all established safety rules and regulations.

Performs minor maintenance on tools used.

Removes and replaces track plates and tie rods; cuts track bolts with cold chisel when replacing rail joints.

Assists with the placement of rails and special work.

Receives and transmits messages using telephone or radio.

Performs work in the frog and sail shop, fabricating, repairing or preparing various tracks and related components for installation into rail system.

Prepares written reports of inspections and actions taken on defects.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the maintenance requirements of ballasted and direct fixation track.

Knowledge of the tools, equipment and material used in the repair of track work and other structures.

Knowledge of established safety procedures, rules and regulations.

Ability to walk up to ten miles per day on an elevated guideway under rail traffic conditions.

Ability to perform a variety of manual tasks under continuous exposure to various weather conditions.

Ability to identify track, third rail and other guideway defects.

Ability to work from verbal and written instructions.

Ability to prepare written reports of inspections and actions taken on defects.

Physical strength and agility sufficient to perform assigned duties.

NEW 10-88

#### Nature Of Work

## Human Resources Department

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### **Guideway Inspection Specialist (Trainee) (008054)**

This is skilled guideway inspection and repair work for the Miami-Dade Transit Agency.

**TRAINING PROCESS:** A limited number of trainee positions will be available. Applicants in the MDTA TWU bargaining unit positions, who meet the requirements listed above, will be selected by classification seniority based upon the number of available trainee positions. Those selected will enter the classification of Guideway Inspection Specialist in trainee status. Classroom and on-the-job training will last approximately seven (7) weeks. A written examination will be given at the end of the training. Trainees who pass the test will have completed the training successfully. MDTA TWU bargaining unit employees (trainees) who successfully complete the training program will be placed by classification seniority order, with probationary status, into available vacancies. MDTA TWU bargaining unit employees (trainees) completing the training program but not placed, will return to their former classification. They will be placed on an eligible list and will receive preference by seniority order for future available Guideway Inspection Specialist positions. The eligible list will remain valid as set forth in the Personnel Rules for Classified Service. In accordance with labor protective agreements, Miami-Dade Transit employees in certain represented positions will be given preference for these positions. Submit applications online at [www.miamidade.gov/jobs/](http://www.miamidade.gov/jobs/) from Tuesday, February 2, 2010 through Tuesday, February 16, 2010.

### Rail Vehicle Machinist (008056)

#### Minimum Qualifications

Three years of experience as a skilled machinist are required. Completion of a vocational or trade school training program in machine or engine/air-brake shop operation and maintenance may substitute for required experience to a maximum of two years. The MDTA classification of Rail Vehicle Machinist performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled work at the journeyman level operating machine tools in the repair, fabrication and machining of rail vehicle machinery and equipment.

Employees in this class perform duties in precision turning, grinding, planning and shaping of metals, predominantly steel, copper and aluminum, to a very fine surface finish of twelve microinch and tolerances of .0002 inch. Responsibilities include setting up and operating heavy tracing lathes, a 40 inch Universal Boring Mill, a 400 ton hydraulic press, and other types of metal-working machines. Employees use independent judgment in determining work methods on particular assignments. Supervision is received from a maintenance superior who reviews work for satisfactory repair, fabrication and machining of rail vehicle machinery and equipment.

##### ILLUSTRATIVE TASKS

Sets up tracer lathes (up to 48 inch swing), boring mills (up to 48 inch), and high-tonnage presses for fabrication and assembly of vehicle parts; sets up pneumatic testers for testing overhauled pneumatic valves and actuators; sets up testers and calibrates hydraulic, pneumatic and mechanical instruments; applies knowledges of materials, shop practices, shop mathematics, layout and machining processes.

Prepares orders, relevant data and graphs as required for critical components such as wheel assemblies and brake components; makes parts, tools and mechanical devices for experimental purposes, such as solving problems related to work-holding arrangements, materials, machine setting, tools and new parts testing.

Uses portable hardness tester to measure BHN and RHN of parts and materials such as steel wheels; does simple heat treatment of machined and worked parts; performs mechanical repairs and inspection of rail vehicle mechanical systems in accordance with specifications; sets up full-load testing of compressors and motors.

Verifies limits and fits with precision mechanical instruments, micrometers (hole type), dial indicators, oscillographs, and digital gauges; does calibration of pneumatic and hydraulic instruments with deadweight testers; positions and screws parts on surface plate/work table utilizing vises, V-blocks, and angle plates; uses hand tools such as files, scrapers and wrenches to fit and assemble parts to assemblies/mechanisms.

In repair shop, dismantles precision pneumatic valves and actuators, cleans and inspects parts, reassembles and does test coding with AB type testing racks; machines and undercuts small DC motor armatures; dismantles, cleans, inspects and refits compressor assemblies to tolerances in procedures; repairs and maintains, according to blueprints and other specifications, shop machinery and equipment; dismantles machinery, relines spindles, adjusts clutches and replaces worn parts; repairs broken parts using brazing, soldering and welding equipment; shrink-fits bushing, sleeves, rings, liners, gear and wheel to specified items using heating equipment.

Reads and interprets blueprints, sketches, complex procedures or other descriptive materials for parts to be fabricated, fitted and installed; assembles layouts in accordance with provided dimensions and tolerance, components to be fabricated/machined.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of machine shop practices and procedures, shop mathematics, and precision measuring instruments.

Considerable knowledge of occupational hazards and safety precautions for all types of metal-working machines.

Knowledge of the operating characteristics and maintenance requirements of a wide variety of machine and hand tools.

Ability to read, interpret and use diagrams, sketches, blueprints and manufacturer's maintenance instructions.

Ability to efficiently use precision measuring instruments such as micrometers, calipers, height gauges, hardness testers, mechanical oscillographs.

### Rail Vehicle Machinist (008056)

Ability to develop parts from general descriptions or sketches.  
Ability to troubleshoot and repair shop equipment.  
Ability to work with limited supervision.  
Ability to communicate effectively and produce simple written reports.  
Ability to deal courteously with others, including machinery and vehicle equipment vendors.  
Ability to work variable hours.  
Skill in the machinist trade.

REVISED 11-2-2007

#### **Nature Of Work**

This is skilled work at the journeyman level operating machine tools in the repair, fabrication and machining of rail vehicle machinery and equipment.

Three years of experience as a skilled machinist are required. Completion of a vocational or trade school training program in machine or engine/air-brake shop operation and maintenance may substitute for required experience to a maximum of two years. The MDTA classification of Rail Vehicle Machinist performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

**TRAINING PROCESS:** A limited number of trainee positions will be available. Applicants in the MDT TWU bargaining unit positions, who meet the requirements listed above, will be selected by classification seniority based upon the number of available trainee positions. Those selected will enter the classification of Rail Vehicle Machinist in trainee status. Classroom and on-the-job training will last approximately twenty-six (26) weeks. A written examination will be given at the end of the training. Trainees who pass the test will have completed training successfully. MDT TWU bargaining unit employees (trainees) who successfully complete the training program will be placed by classification seniority order, in probationary status into available vacancies. MDT TWU bargaining unit employees (trainees) completing the training program but not placed, will return to their former classification. They will be placed on a waiting list and will receive preference by classification seniority order for future available Rail Vehicle Machinist positions. The eligibility list and waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. In accordance with labor protective agreements, Miami-Dade Transit Department employees in certain represented positions will be given preference for these positions.

Must present photo identification at the time of application. Employment applications accepted at The Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from 8:30 am to 4:00 pm on Monday, September 3, 2007 to Friday, October 5, 2007.

### Rail Technician/Train Control (008060)

#### Minimum Qualifications

The MDTA classification of Rail Technician/Train Control performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the inspection, repair, installation and maintenance of train control equipment.

Employees in this class are responsible for inspecting, repairing, troubleshooting, installing and maintaining train control equipment on as assigned shift in a public transportation system. Work involves the advanced application of the principles and techniques of electrical and electronic repairs and adjustment to modern train control equipment including mini-bonds, rail connections, signals, track switching machines and motor circuit controls. Employees exercise some independent judgment in the various technical phases of repair, installation, modification and adjustment. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Performs preventive or emergency maintenance of train control equipment on an assigned shift.

Inspects, tests, troubleshoots, repairs and replaces mini-bonds and rail connections.

Inspects, tests, troubleshoots, repairs and replaces signals for dim-outs and black-outs.

Inspects, tests, troubleshoots, repairs and replaces track switching machines for loose and broken bolts and switch adjustments; adjusts track switching machines and motor circuit controls.

Inspects, tests, troubleshoots, repairs and replaces power frequency and loop track circuits for continuity of wiring.

Uses oscilloscopes and frequency counters to identify specific areas of deficiency; uses voltmeters to determine circuit trouble on hard-wire logic circuits.

Observes established safety practices and procedures applicable to the electrical trade and to work in a public transportation system.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and theories of electricity and electronics as applied to train control equipment.

Considerable knowledge of the mechanical and electrical functioning of train control equipment.

Considerable knowledge of the standard practices, methods, tools and materials of the electronic trade.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work in a public transportation system.

Knowledge of precision test equipment such as oscilloscopes and frequency counters.

Ability to diagnose and repair defects on hard-wire logic circuits.

Ability to diagnose and repair defects on audio frequency electronic track circuits.

Ability to read and understand the positioning of relays.

Ability to work a variety of hours and emergency shifts as required.

Ability to inspect, install, repair and maintain a variety of train control equipment.

Ability to follow verbal and written instructions.

Skill in the diagnosis of electrical and mechanical malfunctions.

Physical strength and agility sufficient to perform assigned duties.

NEW 1-83

#### Nature Of Work

This is advanced skilled technical work in the inspection, repair, installation and maintenance of train control equipment.

## Human Resources Department

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### **Rail Technician/Train Control (008060)**

TRAINING PROCESS: A limited number of trainee positions will be available. Applicants in the MDT TWU bargaining unit positions who meet the requirements listed above will be selected by classification seniority based upon the number of available trainee positions. Those selected will enter the classification of Rail Technician/Train Control in Trainee Status. Classroom and on-the-job training will last approximately fourteen (14) weeks. A written examination will be given at the end of the training. Trainees who pass the test will have completed training successfully. MDT TWU bargaining unit employees (trainees) who successfully complete the training program will be placed by classification seniority order with probationary status into available vacancies. MDT TWU bargaining unit employees (trainees) completing the training program but not placed will return to their former classification. They will be placed on an eligible list and will receive preference by classification seniority order for future available Rail Technician/Train Control positions. The eligibility list will remain valid as set forth in the Personnel Rules for the classified service. In accordance with labor protective agreements, Miami-Dade Transit Department employees in certain represented positions will be given preference for these positions.

### Rail Technician/Traction Power (008061)

#### Minimum Qualifications

The MDT classification of Rail Technician/Traction Power performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the inspection, repair, installation and maintenance of traction power equipment.

Employees in this class are responsible for inspecting, repairing, troubleshooting, installing and maintaining traction power equipment on an assigned shift in a public transportation system. Work involves the advanced application of the principles and techniques of electrical and electronic repairs and adjustments to traction power equipment including high-voltage AC and DC cables, high-voltage transformers, traction power rectifiers and control wiring. Employees exercise some independent judgment in the varied technical phases of repair, installation, modification and adjustment. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Performs preventive and routine maintenance tasks on traction power equipment including 15KV AC switchgear, 700 volt DC switchgear, and rectification equipment.

Performs emergency and corrective maintenance as required to maintain safety and reliability of equipment.

Inspects, tests and repairs or replaces circuit breakers and/or breaker contacts.

Inspects traction power equipment for loose, broken or worn hardware; tests, repairs or replaces as necessary.

Inspects wet cell batteries for improper output or other malfunctions; tests, repairs or replaces as necessary.

Uses electronic test equipment, digital and analog multimeters in order to identify specific problem areas and institute corrective action.

Troubleshoots basic electrical circuits.

Inspects, maintains and repairs annunciator system.

Inspects, maintains and repairs 15KV transformers and buss ducts.

Maintains work areas in a neat and safe manner.

Observes established safety procedures and practices applicable to the electrical trade and to work in a public transportation system.

Reads and interprets various blueprints and schematic drawings.

Performs standby duty for mainline peak revenue service support.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and theories of electricity and electronics as applied to traction power equipment.

Considerable knowledge of the mechanical and electrical functioning of traction power equipment.

Considerable knowledge of the standard practices, methods, tools and materials of the electronic trade.

Considerable knowledge of the occupational hazards and safety precautions of the electrical trade and of work in a public transportation system.

Knowledge of precision electronic and electrical test equipment.

Knowledge of utility power distribution systems.

Ability to inspect, install, repair and maintain traction power equipment.

Ability to diagnose and repair defects in high-voltage cables, high-voltage transformers and other traction power equipment.

Ability to work a variety of hours and emergency shifts as required.

Ability to follow verbal and written instructions.

Ability to read, interpret and understand blueprints and schematic drawings.

Skill in the diagnosis of electrical and mechanical malfunctions.



## Human Resources Department

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### Rail Technician/Traction Power (008061)

REV 8-94

#### **Nature Of Work**

This is advanced skilled technical work in the inspection, repair, installation and maintenance of traction power equipment.

Two years of general electrical and electronic experience to include experience on transformers, high and low voltage, A/C and D/C power systems, batteries, and proficiency in reading schematics and wiring diagrams are required. Must possess Phase 1 of CDL.; or Certificate of Completion in Electronic Technology from an accredited Florida Department of Education Vocational School Certificate Program or comparable certification and one year of electronic repair experience are required. Must possess Phase 1 of CDL.; or Associate of Science degree in Electronic Technology from an accredited college or university will substitute for all required experience. Must possess Phase 1 of CDL. The MDTA classification of Rail Technician/Traction Power performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

**TRAINING PROCESS:** A limited number of trainee positions will be available. Applicants in the MDT TWU bargaining unit positions who meet the requirements listed above will be selected by classification seniority based upon the number of available trainee positions. Those selected will enter the classification of Rail Technician/Traction Power in Trainee Status. Classroom and on-the-job training will last approximately thirteen (13) weeks. A written examination will be given at the end of training. Trainees who pass the test will have completed training successfully. MDT TWU bargaining unit employees (trainees) who successfully complete the training program will be placed by classification seniority order with probationary status into available vacancies. MDT TWU bargaining unit employees (trainees) completing the training program but not placed will return to their former classification. They will be placed on a waiting list and will receive preference by classification seniority order for future available Rail Technician/Traction Power positions. The waiting list will remain valid as set forth in the Personnel Rules for the classified service. In accordance with labor protective agreements, Miami-Dade Transit employees in certain represented positions will be given preference for these positions. Must present photo identification at the time of application. Employment applications accepted at the Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130. Applications accepted from Monday, November 1, 2004 through Tuesday, November 16, 2004, Monday through Friday, 8:30 a.m. to 4:00 p.m.

### Rail Maintenance Worker (008063)

#### Minimum Qualifications

The MDTA classification of Rail Maintenance Worker performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is heavy manual work involving limited skills in various maintenance and construction tasks in a public transportation system. Employees in this class perform laboring tasks requiring some acquired skills in the use of air tools, hydraulic tools, gasoline-powered tools and other construction and maintenance related equipment. Duties may include general maintenance work on tracks, structures and in the right-of-way, cleaning functions, and assisting in the installation and repair of equipment and facilities. Routine tasks are performed with some independence and more difficult work is performed under the supervision of a skilled technician or supervisor. Work is reviewed in progress and upon completion for satisfactory performance of assigned tasks and duties.

##### ILLUSTRATIVE TASKS

Performs laboring tasks on the aerial and ballasted sections of the right-of-way.  
Removes loosened pavement around track work needing repair or replacement; loads rubble on trucks or work trains, unbolts tie-rods and bolts, installs track plates, cleans switches and lubricates track.  
Assists in handling and assembling track materials.  
Digs trenches for retaining walls and foundations, cleans out floor drains, mixes concrete and performs routine landscaping tasks.  
Assists in installing and repairing shop equipment, overhead doors, hydraulic lifts, cleaning boilers and repairing and installing fences.  
Sweeps, mops and machine cleans rail stations and approaches, including traction power areas, train control rooms, and public restrooms.  
Operates various transportation system vehicles as required.  
Observes established safety practices and procedures applicable to laboring work in a public transportation system.  
Operates air tools, hydraulic tools, gasoline-powered tools and other construction and maintenance related equipment.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of power tools and equipment used in construction and maintenance activities.  
Knowledge of the occupational hazards and safety precautions applicable to laboring work in a public transportation system.  
Ability to read and write.  
Ability to understand and follow verbal and written instructions.  
Ability to operate power tools and equipment.  
Ability to operate various transportation system vehicles.  
Ability to work from ladders and other height reaching devices.  
Ability to work a variety of hours and emergency shifts as required.  
Skill in the use of power tools and equipment.  
Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### Rail Maintenance Worker (008063)

NEW 1-83

#### **Nature Of Work**

This is heavy manual work involving limited skills in various maintenance and construction tasks in a public transportation system.

### Track Repairer (008064)

#### Minimum Qualifications

The MDT classification of Track Repairer performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is semi-skilled work in the performance of a variety of track maintenance and repair tasks in a public transportation system. Employees in this class perform semi-skilled tasks in the repair, maintenance and construction of trackwork, busways, loading platforms and other related structures. Duties include operating hand tools and machinery related to track repair work, removing and replacing track plates, ties and tie rods, and assisting with the placement of rails. Routine tasks are performed with some independence and more difficult work is performed under the supervision of a superior. Work is reviewed in progress and upon completion for satisfactory performance of assigned tasks and duties.

##### ILLUSTRATIVE TASKS

- Performs semi-skilled tasks in the repair, maintenance and construction of trackwork, busways, loading platforms and related aerial structures.
- Operates and performs minor maintenance on hand tools and machines related to track repair work including impact machines, rail saws and rail drills.
- Inspects trackwork for defects such as broken bolts and loose brackets.
- Removes and replaces track plates, ties and tie rods.
- Assists with the placement of rails.
- Receives and transmits messages by radio or telephone.
- Performs welding and grinding tasks as required.
- Mixes and applies concrete and asphalt, installs drainage pipes and digs ditches as required.
- Works in a frog (steel shop) and rail shop fabricating and repairing various track and related components for installation.
- Observes established safety practices and procedures applicable to track maintenance and repair work in a public transportation system.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Considerable knowledge of standard tools, materials, techniques and practices as applied to track repair and maintenance work.
- Considerable knowledge of the occupational hazards and safety precautions applicable to track maintenance and repair work in a public transportation system.
- Ability to operate hand tools and machinery used in track repair and maintenance activities.
- Ability to follow verbal and written instructions.
- Ability to work a variety of hours and emergency shifts as required.
- Ability to operate landline telephone and radio devices.
- Ability to work in a steel or rail shop as necessary.
- Ability to perform minor maintenance on hand tools and other equipment.
- Skill in the use of hand tools and related equipment.
- Physical strength and agility sufficient to perform assigned duties.

NEW 1-83

#### Nature Of Work

This is semi-skilled work in the performance of a variety of track maintenance and repair tasks in a public transportation system.

**TRAINING PROCESS:** A limited number of trainee positions will be available. Applicants in the MDTA TWU bargaining unit positions, who meet the requirements listed above, will be selected by classification seniority based upon the number of available trainee positions.

## Human Resources Department

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### Track Repairer (008064)

Those selected will enter the classification of Track Repairer in trainee status. Classroom and on-the-job training will last approximately eight (8) weeks. A written examination will be given at the end of training. Trainees who pass the test will have completed the training successfully. MDTA TWU bargaining unit employees (trainees) who successfully complete the training program will be placed, by classification seniority order, in probationary status into available vacancies. MDTA TWU bargaining unit employees (trainees) completing the training program but not placed, will return to their former classification. They will be placed on an eligible list and will receive preference by classification seniority order for future available Track Repairer positions. The eligible list will remain valid as set forth in the Personnel Rules for Classified Service. In accordance with labor protective agreements, Miami-Dade Transit Agency employees in certain represented positions will be given preference for these positions. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application. Photo identification, such as a Driver license is required at the time of application. Employment applications are accepted at the Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 from Monday, January 3, 2005 through Tuesday, January 18, 2005 from 8:30 a.m. to 4:00 p.m., Monday through Friday.

### Rail Structural Repairer (008065)

#### Minimum Qualifications

The MDT classification of Rail Structural Repairer performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the inspection and repair of rail related structures.

Employees in this class perform skilled tasks in the repair and maintenance of rail related structures, including stations, aerials, piers and girders. Duties include resurfacing concrete, refinishing surfaces, welding, strengthening weakened sections, painting aerial structures and operating a variety of power tools. Employees exercise some independent judgment in the various technical phases of repair, inspection and maintenance of rail structures. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory repair and maintenance of rail structures.

##### ILLUSTRATIVE TASKS

Inspects track and rail structures including stations, aerials, piers and girders to determine their serviceable condition.

Makes necessary repairs to rail and rail related structures including the resurfacing of concrete, refinishing surfaces, repair of fencing, strengthening of weakened sections and painting of aerial structures.

Performs general carpentry work and skilled welding.

Operates various power tools and hi-rail equipment; rigs cranes and materials for movement.

Performs tasks at heights and during varying weather conditions.

Coordinates work related activities with work trains and other rail crews and equipment as necessary; maintains communications with central control as required.

Responds to emergency situations as required.

Prepares written reports of findings and actions taken to make appropriate repairs.

Observes established safety practices and procedures applicable to the structural repair trade and to work in a public transportation system.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the rail and rail related tools, materials, techniques and practices as applied to rail structural repair and rail maintenance work.

Considerable knowledge of the occupational hazards and safety precautions applicable to structural repair and maintenance work in a public transportation system.

Considerable knowledge of the specialized methods and techniques required to inspect and maintain rail structures including aerials, and steel and concrete stress indicators.

Knowledge of the methods, techniques and practices of welding.

Ability to follow verbal and written instructions.

Ability to prepare written reports on observations and required actions.

Ability to work a variety of hours and emergency shifts as required.

Ability to operate a variety of power tools and hi-rail equipment.

Ability to communicate effectively, verbally and in writing.

Ability to work at heights.

Skill in the use of power tools and equipment.

Skill in welding.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### Rail Structural Repairer (008065)

NEW 1-83

#### **Nature Of Work**

This is advanced skilled technical work in the inspection and repair of rail related structures.

### Track Equipment Operator (008066)

#### Minimum Qualifications

The MDT classification of Track Equipment Operator performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is skilled work in the operation and maintenance of track and related support equipment.

Employees in this class operate large pieces of heavy equipment and perform related tasks in the maintenance and construction of trackwork, busways, loading platforms and other public transportation facilities. Duties include operating a pettibone speed swing and attachments, switcher-crane, utility vehicles and other hi-rail equipment. Related tasks include performing minor maintenance on equipment as well as occasionally performing major maintenance, repair and overhaul work. Employees in this class are required to exercise a considerable degree of manipulative skill and dexterity in the operation of heavy equipment and caution in safeguarding persons and property during equipment operation. Supervision is received from a technical superior who reviews work in progress and upon completion for effective equipment operation, proper repair and maintenance work, and adherence to established safety procedures.

##### ILLUSTRATIVE TASKS

Operates large pieces of heavy equipment including pettibone speed swing and its attachments, switcher-cranes, utility vehicles, hi-rail dump trucks, Motor Car-Diesels and related hi-rail heavy equipment.

Performs tasks in the maintenance and construction of track and structure work, busways, loading platforms and other facilities.

Performs minor maintenance on equipment including lubrications and adjustments; occasionally performs major repair and overhaul work as assigned.

Installs and removes various attachments to assigned vehicles.

Receives and transmits messages by telephone and radio.

Rigs loads to be lifted or moved from one place to another.

Performs track switching and train coupling operations as required.

Coordinates work with work train and other support equipment in performing assigned tasks as necessary.

Performs tasks in the frog (steel shop) and rail shop as required.

Operates vehicles on roadways as necessary.

Observes established safety practices and procedures applicable to the operation of a variety of heavy equipment and to work in a public transportation system.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics and safety precautions required in the operation of a variety of heavy equipment.

Considerable knowledge of the occupational hazards and safety precautions applicable to heavy equipment operation in a public transportation system.

Considerable knowledge of the methods and techniques of rigging loads to be lifted and moved from one location to another using heavy equipment.

Knowledge of the geographical layout of the rapid-rail system.

Ability to safely and effectively operate a variety of heavy equipment.

Ability to repair and maintain a variety of heavy equipment.

Ability to install and remove various attachments to assigned equipment.

Ability to coordinate work with related support equipment.

Ability to operate telephone equipment and radio devices.

Ability to work a variety of hours and emergency shifts as required.

Ability to follow verbal and written instructions.

Skill in the operation of heavy equipment.



### Track Equipment Operator (008066)

Physical strength and agility sufficient to perform assigned duties.

NEW 1-83

#### **Nature Of Work**

This is advanced skilled technical work in the inspection and repair of rail related structures.

If vacancies are available after all MDTA TWU bargaining unit employees are placed, applicants from outside the MDTA TWU bargaining unit will be selected for trainee positions based upon a structured interview.

### Rail Vehicle Electronic Technician (008068)

#### Minimum Qualifications

The MDT classification of Rail Vehicle Electronic Technician performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the inspection, repair and maintenance of rail vehicle electronic equipment.

Employees in this class are responsible for inspecting, diagnosing, testing and repairing various electronic systems, sub-systems and components used in rail vehicles in a public transportation system. Work involves the advanced application of the principles and techniques of electronic repair to rail vehicle electronic equipment and related test units including automatic train operation equipment. Employees exercise some independent judgment in the various technical phases of repair, diagnosis and testing. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Follows written procedures and inspects, troubleshoots, diagnoses and repairs various electronic systems, sub-systems and components used in rail vehicles.

Conducts preventive maintenance inspections and maintains heavy rail car electrical/electronic onboard equipment including the control logic for the propulsion and automatic train operation systems, high voltage converter, motor control boxes, semi-conductor boxes, traction motors, electrical/pneumatic couplers, HVAC systems, front end circuits and trainline circuits.

Uses test equipment to perform preventive maintenance including multimeters, ammeters, oscilloscopes, power supplies, pressure transducers, chart recorders, dial indicators, refrigeration test gauges, vacuum pumps, door testers, motor control box testers, converter testers, ATO simulators, and propulsion logic simulators.

Troubleshoots and repairs electrical and electronic onboard propulsion systems equipment including the propulsion system logic (CPU), automatic train operation equipment (ATO logic), semi-conductor box, motor control box, line switch box, control circuits for the propulsion system, controls for electrical rectification, HVAC control circuits, trainline circuits, electro/pneumatic couplers, door controls, HVAC equipment and front end controls.

Reads and interprets schematic diagrams, wiring diagrams and rail vehicle electronic operation manuals.

Evaluates equipment malfunction reports.

Monitors mainline for service disruptions; works under the guidance of Central Control during revenue service hours to resolve service disruptions or equipment malfunctions.

Reports all system faults and any repeat failures to supervisor; responds to emergencies caused by electronic systems breakdowns.

Performs minor servicing to traction motors; dismantles and services DC motors; inspects and cleans; changes bearings, seals, brushes and brush holders; tests repaired motors prior to returning to service.

Rebuilds electrical and electronic components such as line switches, field controllers, power/brake controllers, electro/pneumatic couplers, thyristers and power diodes.

Participates in training programs and instructs employees in electric/electronic repairs.

Observes established safety practices and procedures applicable to the electronic trade and to work in a public transportation system.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and theories of electronics as applied to rail vehicle electronic equipment.

Considerable knowledge of functions of electronic/electrical systems, subsystems, components and printed circuit boards used in rail vehicles.

Considerable knowledge of the standard practices, methods, tools and materials of the electronic trade.

Considerable knowledge of the occupational hazards and safety precautions of the electronic trade.

Knowledge of precision test equipment such as multimeters, ammeters and oscilloscopes.

Ability to diagnose, repair or replace defective electronic equipment used in rail vehicles.

### **Rail Vehicle Electronic Technician (008068)**

Ability to read and understand schematic diagrams, wiring diagrams and rail vehicle electronic operation manuals.  
Ability to work various shifts.  
Ability to follow verbal and written instructions.  
Ability to use electronic diagnostic testing devices.  
Ability to keep accurate records and prepare reports.  
Skill in the inspection, diagnosis and repair of electronic malfunctions.

REV 9-94

#### **Nature Of Work**

This is advanced skilled technical work in the inspection, repair and maintenance of rail vehicle electronic equipment.

### Rail Vehicle Cleaner (008069)

#### Minimum Qualifications

The MDT classification of Rail Vehicle Cleaner performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is manual work in the maintenance and cleaning of rail vehicles in a public transportation system.

Employees in this class perform manual work to maintain rail vehicles in a clean and sanitary condition. Duties include cleaning the interior and exterior of rail vehicles and assisting in maintaining the cleanliness of shop areas. Work is routine and generally repetitive in nature. Supervision is received from a supervisor who reviews work in progress and upon completion for satisfactory performance of assigned duties.

##### ILLUSTRATIVE TASKS

Sweeps and mops vehicle interior; removes debris left in vehicle by passengers.  
Cleans vehicle windows; removes graffiti from vehicles.  
Inspects vehicles for personal property left by passengers and releases lost items to supervisor.  
Reports damage or unusual conditions such as broken windows or loose seats to supervisor.  
Assists in cleaning and maintaining cleanliness of shop areas, as required.  
Observes established safety procedures and practices.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of cleaning equipment and materials used in rail vehicle cleaning work.  
Some knowledge of established safety procedures and practices.  
Some knowledge of departmental procedures concerning lost items.  
Ability to understand and follow verbal and written instructions.  
Ability to work various shifts.  
Ability to read and write English.  
Physical strength and agility required to perform assigned duties.

NEW 1-83

#### Nature Of Work

This is manual work in the maintenance and cleaning of rail vehicles in a public transportation system.

### Rail Vehicle Mechanic (008071)

#### Minimum Qualifications

The MDT classification of Rail Vehicle Mechanic performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled mechanical work at the journeyman level in the repair and maintenance of rail vehicle mechanical equipment.

Employees in this class perform skilled mechanical work in all phases of maintenance, repair and overhaul of rail vehicle mechanical equipment. Duties include the repair, overhaul and maintenance of wheel and axle assemblies, friction brakes, traction motors, gear boxes and rail vehicle interior equipment. Related duties include operating various pieces of machine shop equipment and welding equipment. Employees work independently in accordance with diagrams, sketches, operations manuals and maintenance instructions. Supervision is received from a technical superior who reviews work in progress and upon completion for satisfactory performance of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Inspects, troubleshoots, tests and repairs heavy mechanical equipment on rail vehicles; removes wheel and axle assemblies, traction motors, gear boxes, brake actuators, compressors, and HVAC condenser compressor assemblies.

Operates overhead cranes, forklifts, pneumatic tools and torque wrenches for the removal and replacement of rail vehicle mechanical equipment.

Observes vehicle mechanical systems and devices in operation to detect failures, determine causes and implement corrective action.

Reads and follows diagrams, sketches, vehicle operation manuals, and vehicle maintenance instructions.

Conducts preventive maintenance inspections and effects repairs including the cleaning, washing and replacement of AC coils, equipment box covers, collector assemblies and traction motor filters; inspects and replaces couplers and draft gear, current collectors, trucks and suspensions, friction brakes, interior seating, windows, interior panels, flooring and doors.

Conducts daily inspections of the fleet of rail vehicles for any dragging equipment, defective wheels or brake shoes, leaking HVAC condenser assemblies, and defective air compressors.

Records fleet mileage weekly in accordance with instructions.

Operates welding equipment and performs welding on machinery and equipment.

Participates in training programs and instructs helpers in mechanical repair and maintenance tasks.

Observes established safety practices and procedures in the performance of mechanical work and in work in a public transportation system.

Performs related work as required.

8071

#### RAIL VEHICLE MECHANIC (Cont'd)

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of mechanics and the mechanical trade.

Considerable knowledge of the tools and equipment used in the mechanical repair and maintenance of rail vehicle mechanical equipment.

Considerable knowledge of the operating characteristics and maintenance requirements of rail vehicle mechanical equipment.

Knowledge of the occupational hazards and safety precautions of mechanical repair work, welding and machine shop equipment operations.

Knowledge of methods and techniques of welding.

Knowledge of methods, practices, tools and equipment of the mechanical trade.

Ability to diagnose, repair and maintain a variety of rail vehicle mechanical equipment.

Ability to read and interpret diagrams, drawings and vehicle operations manuals.

Ability to understand and follow verbal and written instructions.

### **Rail Vehicle Mechanic (008071)**

- Ability to work various shifts.
- Ability to use tools, equipment and materials of the mechanical trade.
- Skill in the diagnosis and repair of mechanical equipment.
- Skill in welding.
- Skill in the care and use of power-driven machinery.
- Physical strength and agility sufficient to perform assigned duties.

#### **MINIMUM QUALIFICATIONS**

One year of mechanical experience in the repair and maintenance of heavy transport vehicles and equipment; graduation from a standard high school or the equivalent.

REV 07-08

#### **Nature Of Work**

This is advanced skilled mechanical work at the journeyman level in the repair and maintenance of rail vehicle mechanical equipment.

**TRAINING PROCESS:** A limited number of trainee positions will be available. Applicants in the MDT TWU bargaining unit positions, who meet the requirements listed above, will be selected by classification seniority based upon the number of available trainee positions. Those selected will enter the classification of Rail Vehicle Mechanic in trainee status. Classroom and on-the-job training will last approximately sixteen (16) weeks. A written examination will be given at the end of the training. Trainees who pass the test will have completed training successfully. MDT TWU bargaining unit employees (trainees) who successfully complete the training program will be placed by classification seniority order, in probationary status into available vacancies. MDT TWU bargaining unit employees (trainees) completing the training program but not placed, will return to their former classification. They will be placed on a waiting list and will receive preference by classification seniority order for future available Rail Vehicle Mechanic positions. The waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. Must present photo identification at the time of application. Employment applications accepted at the Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from 8:30 a.m. to 4:00 p.m. on Monday, October 18, 2004 to Friday, November 5, 2004.

## Human Resources Department

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### Train Operator (008073)

#### Minimum Qualifications

This is varied rail vehicle operation and public contact work in a public transportation system. Duties include working on an elevated guideway, operating and preparing rail vehicles for routine passenger service, and/or returning vehicles to storage areas.

Twelfth grade education/High school diploma or GED is required. Must possess a valid Florida Driver license. The MDT Train Operator classification performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. First opportunity will be given to applicants in the Transport Workers Union bargaining (TWU) unit. Miami-Dade County employees appointed to Train Operator Trainee will receive a minimum trainee rate during the training period. Some trainee rates may be higher depending upon current pay rate and/or date of hire into the County service. After training, normal promotional pay adjustments will apply. Upon completion, trainee must receive a passing score on training. Proof of education to meet minimum qualifications will be verified.

#### Job Specifications

##### NATURE OF WORK

This is varied rail vehicle operation and public contact work in a public transportation system. Duties include working on an elevated guideway, operating and preparing rail vehicles for routine passenger service, mainline testing and special events and to return vehicles to storage areas. Additional responsibilities may include assignments to rail stations for the purpose of providing passengers with information and assisting them with safety and comfort. Employees assigned to vehicle storage areas may be responsible for preparing vehicles for passenger service through a pre-departure testing procedure or returning vehicles to storage. Employees are responsible for operating rail vehicles in accordance with established departmental rules, regulations, procedures and safety practices. Supervision is received from a supervisor who reviews work for conformance with applicable rules and regulations and for efficiency in the performance of passenger service and other related duties.

##### ILLUSTRATIVE TASKS

Prepares rail vehicles for passenger service or storage and reports any damage, defect or equipment malfunctions to the appropriate supervisor.

Performs predeparture testing using established departmental procedures.

Operates rail vehicle for routine passenger service in accordance with established departmental rules, regulations, procedures and safety practices.

Observes the right-of-way during rail vehicle operation and watches for obstructions, damaged equipment or other hazards which might interfere with the safe passage of trains; reports these circumstances to proper authority promptly.

Communicates to passengers at rail stations a variety of information such as the name of the next rail station enroute, reasons for delays and other responses to passenger inquiries.

Promptly reports to proper authorities any abnormal conditions or actions, legal or illegal that may interface with the safety and comfort of passengers.

Prepares and submits to supervisor all necessary reports such as trip cards, defect cards, passenger comments and reports of unusual occurrences.

Operates controls for elevators, escalators, fare collection boxes and station lighting.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating rules, regulations, procedures and safety practices applicable to rail vehicle operation.

Considerable knowledge of the geographical layout, facilities, and passenger service operations of the rail transportation system.

Considerable knowledge of emergency procedures in a rail transportation system.

Knowledge of the operating characteristics of rail vehicles.

### Train Operator (008073)

Knowledge of public relations principles and techniques.  
Knowledge of hazards which might interfere with the safe passage of trains.  
Knowledge of records, forms and reports applicable to the area of assignment.  
Ability to safely operate rail vehicles and rail vehicular equipment.  
Ability to deal courteously and tactfully with the public.  
Ability to react promptly and correctly under emergency conditions.  
Ability to work various hours and emergency shifts.  
Ability to operate portable and stationary radio communications equipment.  
Ability to read and interpret information from electronic gauges.  
Ability to distinguish colors one from another.  
Ability to operate rail vehicles at heights.

NEW 1-83

#### **Nature Of Work**

This is varied rail vehicle operation and public contact work in a public transportation system.

The pre-training examination will evaluate the ability to follow written instructions regarding operating rules and procedures, safety practices and emergency procedures, passenger service operations, operating characteristics of a rail vehicle, public relations, the safe passage of vehicles, and radio communications. Those applicants that qualify on the pre-examination will be placed by classification seniority order into trainee positions. Applicants must apply online at [www.miamidade.gov/jobs/](http://www.miamidade.gov/jobs/) on the Online Employment Application Site from Wednesday, March 31, 2010 through Wednesday, April 14, 2010. **APPLICANTS WILL BE NOTIFIED VIA E-MAIL OF THE DATE, TIME AND LOCATION OF THE PRE-TRAINING EXAMINATION.** Additionally, employees will be notified by MDT Personnel. The doors to the test facility will close promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Promptness is required. Photo identification, such as a Driver's license, is required to be admitted to the written examination. **NO CELLUAR PHONES OR ANY OTHER ELECTRONIC DEVICES ARE PERMITTED IN THE TEST FACILITY.**

**TRAINING PROCESS:** A limited number of trainee positions will be available. Applicants in the MDT TWU bargaining unit positions, who meet the requirements listed above, will be selected by classification seniority based upon the number of available trainee positions. Those selected will enter the classification of Train Operator in trainee status. Classroom and on-the-job training will last approximately nine (9) weeks. A post-training examination will be given at the end of training to evaluate what was learned in the training. Trainees who pass the test will have completed the training successfully. MDT TWU bargaining unit employees (trainees) who successfully complete the training program and a Train Operator Trainee Physical Dexterity Assessment will be placed by classification seniority order, in probationary status into available vacancies. Trainees will be placed on a waiting list and will receive preference by classification seniority order for future available Train Operator positions. Attendance records and disciplinary history will be reviewed. MDT TWU bargaining unit employees (trainees) completing the training program but not placed, will return to their former classification. The waiting list will remain valid as set forth in the Personnel Rules for the Classified Service.



### Rail Stock Clerk (008074)

#### Minimum Qualifications

High school diploma or GED. Must possess proof of passing the General Knowledge Test of the CDL/Class B. As a condition of continued employment, a CDL/Class B with Air-Brake testing must be obtained prior to the completion of the probationary period. The MDT classification of Rail Stock Clerk performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is technical and advanced clerical work in the receipt, storage and issuance of parts, tools, materials and supplies for heavy and light-rail transit systems.

Employees in this class perform a variety of manual and clerical tasks in the receipt, storage, and issuance of rail parts and other materials and supplies for heavy and light-rail transit systems. Duties include verifying and documenting materials received, preparing correspondence, reports and memoranda, issuing items in response to requisitions, monitoring stock, and assisting with physical inventories. Incumbents are required to move heavy material, lift boxes, and climb ladders, as necessary, and operate forklifts and drive trucks. Supervision is received from a senior supply official who reviews work for adherence to established policies, procedures, and standards.

##### ILLUSTRATIVE TASKS

Receives shipments and verifies quantity and quality of materials; documents receipt of products and maintains required files and records.

Composes and types letters, reports and internal memoranda related to vendor correspondence, uniform reports, defective material receipts, vendor return authorizations, backorders, requisition follow-up, poor on-time vendor performance, and related matters.

Issues items in response to authorized requisitions and records transactions on manual records or by entering information into a computer terminal.

Monitors stocks on hand and requisitions materials in short supply; verifies the issue and receipt of tools and uniforms; assists with physical inventories.

Moves heavy materials, lifts boxes and climbs ladders, as necessary; rearranges storage areas, builds shelving and stocks material in assigned locations; packages material for shipment and arranges for transportation; pulls and stages stock for internal distribution.

Operates forklifts, drives trucks, and automotive equipment.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of warehousing and inventory practices in a heavy and light-rail transit system supply operation.

Knowledge of types, sizes, grades and nomenclature of heavy and light-rail parts, equipment and supplies.

Knowledge of safety practices and procedures applicable to warehousing and distribution of rail system supplies and materials.

Knowledge of recordkeeping procedures, forms, and reports in the area of assignment.

Ability to receive, store, and issue a variety of rail parts, tools, supplies and materials.

Ability to compose and type a variety of internal and external correspondence.

Ability to perform routine arithmetic calculations quickly and accurately.

Ability to operate a computer terminal.

Ability to operate forklifts and drive trucks and automotive equipment.

Physical strength and agility sufficient to perform assigned duties.

## Human Resources Department

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### Rail Stock Clerk (008074)

#### **Nature Of Work**

This is technical and advanced clerical work in the receipt, storage and issuance of parts, tools, materials and supplies for heavy and light-rail transit systems.

Must take and pass a typing skills test with a score of 20 words per minute. Photo identification is required to take the typing skills test.

### Rail Maintenance Clerk (008076)

#### Minimum Qualifications

High school diploma or GED. Six months of clerical work experience are required. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work processing and maintaining rail maintenance records in a rail transportation system.

Employees in this class perform routine clerical tasks in the maintenance of records pertaining to rail vehicles, train control communications, traction power and track maintenance equipment. Duties include sorting work orders in numerical order, computing totals of fuel, lubricants and oil used, comparing fuel disbursed from pumps with meter readings, posting rail vehicle and rail equipment mileage and performing related clerical duties. Additional work may involve assignment to personnel recordkeeping tasks or assistance in rail equipment repair and accident recordkeeping. Incumbents operate standard office equipment. Supervision is received from a technical or administrative supervisor who reviews work for accuracy and thoroughness.

##### ILLUSTRATIVE TASKS

Places work orders in numerical order by section; computes totals of fuel, gas and oil used by non-electrically powered vehicles; totals amounts of lubricants and oils used by each rail vehicle or other equipment; searches for errors or makes corrections.

Posts daily mileage for each rail vehicle on a monthly mileage record board; posts accumulated mileage for preventive maintenance; posts total hours in revenue service and/or operation; completes maintenance related reports.

Computes daily and monthly totals of fuel, oil and lubricants consumed by rail maintenance equipment; computes total work time for employees according to established personnel record procedures, as assigned.

Keeps various activity and production records which may involve assembling reports from other sections of the division.

Types correspondence generally of a maintenance nature including maintenance procedures, forms, component evaluations and modifications.

Completes or assists other employees in completing personnel forms as assigned, according to established procedures; obtains and types employee injury report forms and refers employees for medical treatment as needed.

Answers telephone and performs other general office clerical duties.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental policies and procedures pertaining to the processing and maintenance of rail maintenance records.

Knowledge of transportation system office procedures concerning rail maintenance recordkeeping.

Knowledge of the records, reports and forms used in rail maintenance activities.

Knowledge of business arithmetic.

Ability to follow verbal and written instructions.

Ability to operate standard keyboard typing equipment, calculators and related office equipment.

Ability to maintain effective working relations with supervisors and other employees.

Ability to complete arithmetic computations quickly and accurately.

Ability to complete various clerical processes regarding rail maintenance records quickly and accurately.

NEW 1-85

#### Nature Of Work

This is specialized clerical work processing and maintaining rail maintenance records in a rail transportation system.

Must take and pass a typing skills test with a minimum score of 20 WPM. Photo identification is required to take the typing skills test.

### Rail Maintenance Control Clerk (008077)

#### Minimum Qualifications

High school diploma or GED. One year of clerical work experience is required. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized clerical work in processing and maintaining rail maintenance records in a rail transportation system. Employees in this class perform routine and advanced clerical tasks in the processing and maintenance of records of rail equipment, overhaul and accident records, and in the initiation of repair orders. Duties include compiling road repair records on individual rail vehicles or equipment, initiating repair orders for scheduled, unscheduled and preventive maintenance, maintaining detailed records of rail equipment replaced, repaired or overhauled, completing accident cost records, and entering and retrieving information from a computerized information system. Responsibilities include checking and verifying non-routine maintenance data for preparation of maintenance reports. Supervision is received from a technical or administrative superior who periodically reviews work for accuracy and thoroughness and assists with difficult problems.

##### ILLUSTRATIVE TASKS

Enters and retrieves maintenance information from a computerized information system and assists a technical supervisor in the maintenance and update of computerized equipment maintenance records; disseminates information to various work units and sections as required.

Checks and issues repair orders and posts to all rail equipment record cards any repairs/changes made on the equipment; files repair orders cards as instructed.

Completes request forms for estimated cost of rail equipment damage repairs; types invoice billings upon receipt of completed estimates; maintains records of accident dates, estimated cost and final actual costs of repairs.

Compiles report of maintenance work completed on all rail equipment.

Researches and compiles data for non-analytical reports.

Completes job estimates, work plans and work completion records.

Reviews and maintains an extensive recordkeeping system relating to maintenance activities, personnel roster, attendance records, updating manuals and general filing.

Computes total work time for employees and posts time cards according to established procedures as assigned.

Types both draft and final form correspondence of a technical nature as well as memos, letters, maintenance procedures, maintenance directives, component evaluations and modifications as required in support of operations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of policies and procedures pertaining to the processing and maintenance of rail maintenance records.

Considerable knowledge of transportation system office procedures concerning rail maintenance recordkeeping.

Considerable knowledge of the records, reports and forms used in rail maintenance activities.

Knowledge of the operation of computerized equipment used to enter and retrieve information concerning rail maintenance records.

Knowledge of business arithmetic.

Ability to complete various clerical processes regarding rail maintenance records accurately and quickly.

Ability to follow verbal and written instructions.

Ability to review maintenance records and initiate repair order requests.

Ability to operate standard keyboard typing equipment, calculators and related office equipment.

Ability to detect and correct clerical errors in narrative and statistical documents.

Ability to maintain effective working relations with supervisors and other employees.

Ability to complete arithmetic computations quickly and accurately.

Ability to enter and retrieve information using a computerized information system.

## Human Resources Department

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### Rail Maintenance Control Clerk (008077)

NEW 1-85

#### **Nature Of Work**

This is advanced specialized clerical work in processing and maintaining rail maintenance records in a rail transportation system.

Must take and pass a data entry skills test with a minimum score of 59 keystrokes per minute. Photo identification is required to take the data entry skills test.

### Metromover Technician (Trainee) (008082)

#### Minimum Qualifications

High school diploma or GED. One year of technical school coursework in Electronics is required. Three years of journeyman level maintenance experience on transit vehicles and related electrical, electronic, hydraulic and pneumatic support systems; OR High school diploma or GED. Three years of experience as a technician in the electronics field to include of analog and digital circuits, and solid state electronics are required; OR High school diploma or GED. Three years of experience at the journeyman level in air-conditioning, hydraulic/pneumatic systems, brakes and suspensions are required. One year of journeyman level electronic or mechanical experience in a transit-related field may substitute for the required year of technical school education; or One additional year of technical school education may substitute for one of the three years of experience. Must possess a valid driver's license. The MDTA classification of Metromover Technician performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled technical work in the maintenance and repair of Metromover vehicles, wayside systems, central control systems and related equipment.

Employees in this class perform skilled electronic, electrical, mechanical and electro-mechanical tasks in the inspection diagnosis, repair and maintenance of Metromover vehicles, wayside systems and central systems. Responsibilities include troubleshooting, determining causes of failure and completing complex repairs, performing modifications and retrofits, performing corrective and preventive maintenance, and inspections and adjustments to system components of electronic, electrical, mechanical, electro-mechanical, hydraulic and pneumatic equipment, utilizing procedures, manuals, drawings and schematics. Employees exercise independent judgment in the diagnosis and repair of complex maintenance problems and provide advise and direction to other technicians in the performance of work assignments. Supervision is received from a technical supervisor who periodically reviews and inspects work in progress and assists with difficult or unusual problems.

##### ILLUSTRATIVE TASKS

Performs preventive maintenance on Metromover vehicles, wayside systems, central control systems, electrical, mechanical and pneumatic equipment and components, in accordance with established procedures and schedules.

Performs corrective maintenance on Metromover vehicles, wayside systems, central control systems, electrical, mechanical and pneumatic equipment and components involving the repair or replacement of defective parts utilizing established procedures, manuals, drawings and schematics.

Troubleshoots, diagnoses and repairs complex problems on Metromover vehicles, wayside systems, central control systems equipment and components.

Provides direction, assistance and advise to other technicians.

Responds to system failures to recover vehicles and restore system operations; assists passengers during system failure or in emergencies.

Operates vehicle and wayside systems in manual mode.

Maintains tools, equipment and work areas in a clean and orderly manner.

Prepares various reports, forms and logs as required.

Observes established safety practices and procedures.

Inspects work of other technicians to assure work is done correctly.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of electronics, electricity, mechanics, hydraulics, and pneumatics

## Human Resources Department

### Metromover Technician (Trainee) (008082)

Considerable knowledge of the operating characteristics and maintenance requirements of Metromover vehicle systems including propulsion, ATO, doors, HVAC, brakes, and communications.

Considerable knowledge of the operating characteristics and maintenance requirements of Metromover wayside systems, including PDS, ATO, and guideway switches.

Considerable knowledge of the occupational hazards and safety precautions applicable to the area of assignment.

Considerable knowledge of Metromover vehicle equipment maintenance schedules and priorities.

Knowledge of the standard methods, tools and materials used in the area of assignment.

Ability to diagnose, repair and replace complex defective equipment used in a Metromover system.

Ability to read and understand schematics, blueprints, drawings and maintenance instructions.

Ability to work independently with a minimum of supervision.

Ability to prepare reports, forms and logs.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to communicate clearly, using radio equipment.

Ability to work various shifts as required.

Ability to work at heights.

Skill in the diagnosis, repair and preventive maintenance of electrical and mechanical systems.

Skill in the use of tools and test equipment used in corrective and preventive maintenance of Metromover systems.

NEW 6-91

#### Nature Of Work

This is advanced skilled technical work in the maintenance and repair of Metromover vehicles, wayside systems, central control systems and related equipment.

**WRITTEN EXAMINATION:** The written examination will evaluate knowledge of electronics, electricity, motors, mechanics, hydraulics, pneumatics, air conditioning (HVAC), brakes and standard methods, tools, and materials. The written examination will be based on information contained in the authorized Metromover Technician Trainee pre-examination study package. The study package will ONLY be distributed to 100 applicants based on classification seniority. Once the 100 applicants have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned to the MDT Human Resources Training section within one week after the exam, in the original condition received. If any portion of the study package is lost, damaged or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of .50 points per year of continuous, full-time service in the County service to a maximum credit of ten years of service or five points. Applicants requesting veterans' preference must submit veterans' preference documents at the time of application. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 from Monday, March 28, 2005 through Monday, April 11, 2005 from 8:30 a.m. to 4:00 p.m. Monday through Friday. Applicants will be notified of the location, date and time of the examination via U.S. Mail. The doors to the test facility will be closed at the end of the scheduled registration time, which will be indicated on the notification. No one will be admitted for registration after the doors of the test facility have been closed. Promptness is required. Photo identification, such as a Driver license, is required to be admitted to the written examination. **ADDITIONAL INFORMATION:** Selected applicants will be placed in trainee status based on classification seniority. Upon successful completion of the appropriate 20 weeks of classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in classification seniority order. Employees who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by classification seniority order for future Metromover Technician vacancies. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. This is advanced technical work on Metromover vehicles, wayside, and related equipment in Miami-Dade Transit. Responsibilities include inspecting, troubleshooting, repairing and maintaining vehicles, train control, traction power, communications, and computer systems equipment. Other duties include working on elevated guideways and equipment with 24 VDC up to 600 VAC three-phase electrical circuits.

### Transit Electronic Technician (008083)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the installation and maintenance of electronic farebox or faregate equipment, two-way mobile communications equipment, or other electronics and electromechanical devices and equipment is required. The MDT classification of Transit Electronic Technician performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Must possess a valid Class E Florida Driver license. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled technical work in the installation, inspection, replacement, maintenance and minor repair of electronic, electrical, and electromechanical equipment used in support of a public transportation system.

Employees in this class install, replace, maintain and conduct repairs on fare boxes, revenue island receivers, safes and other kinds of revenue collection equipment, and may install, remove and replace mobile radio units, destination signs, alarms or similar equipment installed in County vehicles and at transit field locations. Duties include troubleshooting and diagnosing defective equipment, making equipment adjustments, and replacing modules or circuit boards to ensure that equipment remains operations. Work requires the application of electronic, electrical and electromechanical principles and practices, the use of test equipment and hand tools. Supervision is received from a technical supervisor who sets job priorities, provides technical support, and reviews work in progress for compliance with proper installation and maintenance procedures and for the satisfactory functioning of equipment installed, maintained or repaired.

##### ILLUSTRATIVE TASKS

Installs, maintains, replaces, and conducts repairs on fare boxes, revenue island receivers, portable fare box and fare collection equipment, entry and exit gates, transfer dispensers, bill changers, safes, and other revenue collection equipment.

Installs, removes and replaces electronic equipment such as mobile radio units, destination signs, recorders, alarms, video equipment; tags and transports defective equipment to the repair shop.

Corrects revenue equipment malfunctions and service problems caused by coin jams, ticket jams, bent coins, etc.

Performs preventive maintenance and corrective maintenance to include disassembling, cleaning, and assembling parts; making mechanical adjustments; removing and replacing mechanical and electromechanical parts, modules, assemblies, and electronic circuit boards.

Reads and interprets various schematics, diagrams, blueprints, technical publications, and manufacturers' manuals.

Utilizes various test methods and test equipment such as analog and digital volt and ohm meters, oscilloscope, logic analyzer and micrometer and calipers to diagnose problems.

Performs pre-installation inspections to identify scope of work.

Assists in resolving operational problems.

Work performed, and observes safety practices and procedures.

Receives equipment defect reports from all sources. Repairs work orders, reports and documents.

Recommends changes to improve operational efficiency.



### Transit Electronic Technician (008083)

Inventories and stocks needed material, supplies, and equipment; restocks equipment with tickets and transfer paper.

Performs related duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and theories of electronics and electricity.

Knowledge of the practices, methods, tools, and materials of the electronics and electrical trades.

Knowledge of the operating characteristics of electronic fareboxes and electronic destination signs.

Knowledge of automotive electrical systems.

Knowledge of the occupational hazards and safety precautions relating to the installation and replace vehicular radio systems and related transit electronic and electromechanical equipment.

Ability to troubleshoot and identify malfunctions in electronic systems. Ability to use electronic test equipment and mechanical tools.

Ability to read, interpret and work from technical manuals, blueprints, and electronic and electrical schematic diagrams.

Ability to communicate clearly and concisely orally and in writing.

Ability to work a variety of hours and emergency shifts, as required.

Skill in the electronic-electrical trade.

Skill in the use of standardized tools.

NEW 03-07

#### **Nature Of Work**

This is skilled technical work in the installation, inspection, replacement, maintenance and minor repair of electronic, electrical, and electromechanical equipment used in support of a public transportation system.

**WRITTEN EXAMINATION:** The written examination will be based on information contained in the authorized Transit Electronic Technician pre-examination study package. The study package will only be distributed to 100 applicants based on classification seniority. Once the 100 have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned, in the original condition received, to the MDT Human Resources Training Section within one week after the examination. If any portion of the study package is lost, damaged, or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous full-time service in the County service to a maximum credit of ten years of service or five points. Applicants requesting Veterans Preference must submit Veterans Preference documents at the time of application. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 from Monday, April 16, 2007 through Tuesday, May 1, 2007 from 8:30 a.m. to 4:00 p.m., Monday through Friday. Applicants must check on line at [www.miamidade.gov/erd/test](http://www.miamidade.gov/erd/test) or call 305-375-0297 after Monday, May 14, 2007 for the location, time, and date of the examination. The doors to the test facility will be closed promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Promptness is required. Photo identification, such as a Driver license, is required to be admitted to the written examination. **ADDITIONAL INFORMATION:** Selected applicants will be placed in trainee status based on classification seniority. Upon successful completion of the approximately 20 weeks of

## Human Resources Department

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### **Transit Electronic Technician (008083)**

classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in classification seniority order. Employees who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by classification seniority order for future Transit Electronic Technician positions. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service.

### Transit Electronic Technician/Radio (Trainee) (008084)

#### Minimum Qualifications

High school. Two years of experience in the diagnosis, repair, and maintenance of analog and digital communications equipment or in the maintenance and repair of electronic and electrical equipment are required. The MDT classification of Transit Electronic Technician/Radio performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Must possess a valid Class E Florida Driver license. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is highly skilled technical work in the maintenance, testing, repair, and modification of digital RF communications systems, 802.11(x) wireless data networks, GPS based vehicle location/tracking equipment, remote vehicle monitoring, electronic and electromechanical graphic signage, multichannel digital voice recording systems, and other computerized electronic and communications equipment used in support of a public transportation system.

Employees in this class are responsible for maintaining, troubleshooting, testing, repairing and modifying radio data base station equipment, communications consoles, mobile and hand-held radios, destination signs, vehicle Public Address systems and related equipment. Duties include testing complex equipment, diagnosing problems, and making adjustments, repairs and modifications to equipment and digital electronic circuit boards. Work requires the application of advanced digital electronics and communications principles, practices and techniques, the use of a variety of shop test equipment, and the use of hand and bench tools. Employees exercise independent judgment in the various technical phases of troubleshooting and diagnose, and in shop I field maintenance and repair activities. Supervision is received from a Supervisor who provides technical support and reviews completed work and special work projects for satisfactory results.

##### ILLUSTRATIVE TASKS

Installs, removes, maintains, repairs and programs data radio base station equipment including 802.11(x) wireless computer networks, computer aided dispatch/automated vehicle location (CAD/AVL), consoles, radio controllers (CC3), computers and data circuits, mobile radio systems, vehicle logic units with global positioning satellite receivers, vehicle Public Address systems, transit control heads (TCH), vehicle onboard telephone intercom, vehicle communications control unit (CCU), vehicle alarm interface and mobile data terminal and onboard data networks.

Maintains, troubleshoots, modifies, and repairs equipment such as hand-held radios, voice recorders, and graphic signs to the component level; reprograms microprocessor based equipment. Utilizes a variety of tools and specialized test equipment such as oscilloscope, digital and analog multimeter, logic analyzer, time division reflectometer/optical time domain reflectometer (TDR/OTDR), spectrum analyzer, sound pressure meter, communications analyzer, and personal computer to diagnose equipment defects and to make repairs.

Reads and interprets various schematics, diagrams, blueprints, technical publications, and manufacturers' manuals.

Provides assistance and support to technicians engaged in installing or replacing communications equipment or resolving other technical problems or malfunctions.

Makes recommendations to improve operational efficiency.

Prepares written reports as needed, completes work orders on assignments, documents work performed, and observes safety I practices and procedures.

Performs other duties as assigned.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of electricity and electronic theory to include analog and digital electronics and microprocessor controlled equipment.

Considerable knowledge of the standard practices, methods, tools and materials of the electronic and electrical trades.

Considerable knowledge of the communication principles and practices to include amplitude modulator (am), frequency modulation (FM), pulse code modulation (PCM), phase shift keying (PSK), frequency shift keying (FSK), quadrature amplitude modulator (QAM), time division multiple access TDMA), bit error ratio (BER), simulcast systems, amplitude and jitter distortion.

### Transit Electronic Technician/Radio (Trainee) (008084)

Considerable knowledge of the use precision electronic test equipment.  
Considerable knowledge of the electronic and electromechanical function of transit destination signs and communications equipment.  
Knowledge of the principles and theories of microwave radio transmission and reception.  
Ability to read, interpret and work from technical schematics, blueprints, circuit diagrams and manuals.  
Ability to identify the nature of malfunctions in communication equipment with appropriate diagnostic tests.  
Ability to identify weaknesses in transit communications systems and make ameliorating recommendations.  
Ability to assist other technicians in troubleshooting and repairs.  
Ability to work a variety of hours and emergency shifts as required.  
Skill in the diagnostic and repairs of electrical and electronic malfunctions.  
Skill in the use of hand tools, bench tools, and precision electronic test equipment.  
Skill in the use and repair of personal computers.  
Skill in the electronic-electrical trade.

Rev. 02/24/2005

#### **Nature Of Work**

This is highly skilled technical work in the maintenance, testing, repair, and modification of digital RF communications systems, 802.11(x) wireless data networks, GPS based vehicle location/tracking equipment, remote vehicle monitoring, electronic and electromechanical graphic signage, multichannel digital voice recording systems, and other computerized electronic and communications equipment used in support of a public transportation system.

**WRITTEN EXAMINATION:** The written examination will be based on information contained in the authorized Transit Electronic Technician/Radio Trainee pre-examination study package. The study package will ONLY be distributed to 100 applicants based on classification seniority. Once the 100 have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned to the MDT Human Resources Training section within one week after the exam, in the original condition received. If any portion of the study package is lost, damaged or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous full-time service in the County service to a maximum credit of ten years of service or five points. Applicants requesting Veterans Preference must submit Veterans Preference documents at the time of application. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 from Monday, December 4, 2006 through Monday, December 18, 2006 from 8:30 a.m. to 4:00 p.m., Monday through Friday. Applicants must check on line at [www.miamidade.gov/erd/test](http://www.miamidade.gov/erd/test) or call 305-375-0297 after Friday, January 19, 2007 for the location, time and date of the examination. No one will be admitted for registration after the doors to the test facility have been closed. Promptness is required. Photo identification, such as a Driver license, is required to be admitted to the written examination. **ADDITIONAL INFORMATION:** In accordance with a labor protective agreement, Miami-Dade Transit Agency employees in certain represented classifications will be given preference for these positions. Applicants who successfully pass the written examination will be placed in trainee status based on seniority. Upon successful completion of classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. 1. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in seniority order. 2. Those who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by seniority order for future Transit Electronic Technician/Radio positions. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. The MDTA classification of Transit Electronic Technician/Radio performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration's (FTA) Drug and Alcohol regulations.

## Human Resources Department

### Transit Electronic Technician/Systems (008085)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the diagnosis, repair, and maintenance of analog and digital communications equipment or in the maintenance and repair of electronic and electrical equipment are required. The MDTA classification of Transit Electronic Technician/Systems performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Must possess a Driver license. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

#### Nature Of Work

This skilled technical work in the installation, maintenance, modification and repair of complex telecommunications infrastructure equipment.

**WRITTEN EXAMINATION:** The written examination will be based on information contained in the authorized Transit Electronic Technician/Systems Trainee pre-examination study package. The study package will ONLY be distributed to 100 applicants based on classification seniority. Once the 100 applicants have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned to the MDT Human Resources Training section within one week after the exam, in the original condition received. If any portion of the study package is lost, damaged or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous full-time service in the County service to a maximum credit of ten years of service or five points. Submit applications online at [www.miamidade.gov/jobs/](http://www.miamidade.gov/jobs/) from \_\_\_\_\_ through \_\_\_\_\_. **ADDITIONAL INFORMATION:** Selected applicants will be placed in trainee status based on classification seniority. Upon successful completion of the approximately ten (10) months of classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. 1. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in classification seniority order. 2. Employees who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by classification seniority order for future Transit Electronic Technician/Systems positions. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service.

### Rail Structural Inspection Specialist (008097)

#### Minimum Qualifications

High school diploma or GED. Six months of experience in the inspection of bridges, guideways or comparable structures; or high school diploma or GED. One year of experience performing repairs of concrete or steel structures are required. Must possess a Driver license. The MDTA classification of Rail Structural Inspection Specialist performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. This is skilled structural inspection work performing detailed inspections to determine the operational safety of Metrorail and Metromover structures. Duties include inspecting girders and piers, identifying structural defects, and accurately record findings. Must be able to work on lifting equipment at heights up to 80 feet, near live third rail, and in small closed spaces inside box girders. Preference will be given to applicants in the Transport Workers Union bargaining unit. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled structural inspection work for the Metro-Dade Transit Agency.

Employees in this class are responsible for performing detailed inspections of Metrorail and Metromover structures to assure that their conditions is operationally safe. Duties include inspecting girders and piers, identifying structural defects, accurately recording findings, and observing safety rules and regulations. Employees perform duties while exposed to various weather conditions and under traffic conditions which are generally considered dangerous. Supervision is received from a professional superior who reviews work for thoroughness of inspections, accuracy in their recording, and for adherence to establish safety practices and procedures.

##### ILLUSTRATIVE TASKS

Performs inspections of Metrorail and Metromover structures, including pre-stressed concrete girders, hammerhead caps, standard piers and steel girders, to assure operational safety.

Operates binoculars, comperators, cameras and thermometers in the performance of inspections.

Identifies structural defects and uses sketches or drawings to outline problems and their locations; uses some drafting equipment; codes blueprints for identification of cracks, honeycomb areas, rust spots, and other conditions.

Inspects repair and maintenance work completed by work crews on Metrorail and Metromover structures.

Observes established safety rules and regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of inspection methods and techniques pertaining to pre-stressed concrete girders, hammerhead caps and other Metrorail and Metromover Structures.

Considerable knowledge of safety rules and regulations pertaining to the area of assignment.

Knowledge of rail structural maintenance and repair processes.

Knowledge of the tools, equipment and materials used in the inspection of rail structures.

Knowledge of information contained on blueprints.

Ability to inspect a variety of rail structures, correctly identify defects, and accurately record findings.

Ability to use rail structural inspection equipment in the inspection of rail structures.

Ability to distinguish colors.

Ability to read and interpret blueprints and structural drawings.

Ability to prepare detailed and accurate inspection sheets.

## Human Resources Department

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### Rail Structural Inspection Specialist (008097)

#### **Nature Of Work**

This is skilled structural inspection work for the Miami-Dade Transit Agency.

## Transit Supervisor (008102)

### Minimum Qualifications

Completion of three years of acceptable on-the-job performance as a Bus Operator with Miami-Dade County is required. The MDTA classification of Transit Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

### Job Specifications

#### NATURE OF WORK

This is supervisory work in field operations for the Miami-Dade Transit Agency.

Employees in this class are responsible for direct supervision of assigned Bus Operators and for coordinating and controlling operations on all bus routes through radio and personal contact with Bus Operators. Duties include observing and supervising Bus Operators and bus operations in a geographical zone, providing information to Bus Operators, responding to inquiries of bus passengers at major route junctions, initiating reports of damage to vehicles or injuries to passengers at accident scenes, and assisting Bus Operators in loading passengers and departing terminals and other loading points in a timely manner. Incumbents work within the scope of established departmental rules, regulations and procedures, but exercise independent judgment in handling emergency problems arising in the field. General direction is received from a superintendent who reviews work for compliance with departmental policies and procedures.

#### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of Bus Operators to ensure compliance with departmental rules and regulations.

Provides information to the public pertaining to routes, schedules, transfers, transfer points, location description, fares, and other data related to transit operations; responds to a variety of requests for transit information and location of public buildings, churches, schools and other structures.

Maintains route maps and schedules of departures and arrivals; estimates route distances and calculates intermediate arrival times.

Answers and refers inquiries from the public concerning other transit services such as lost-and-found, charter services and advertising.

Contacts Bus Operators on assigned runs to give special instructions and render any assistance that may be required.

Compiles reports on accidents at the scene, including photographs, measurements, sketches, witness statements; renders first-aid to any injured, cooperates with law enforcement agencies investigating accident; may transport injured persons to a hospital.

Coordinates the removal and replacement of buses having mechanical difficulty in the field; supervises the transfer of passengers and rescheduling of run to maintain adequate service.

Conducts field surveys to determine passenger load factors, time interval of runs, adequacy of service, and proper location of bus zones; observes traffic movements and flow to assist scheduling.

Assists the public at major route junctions or in the operation of charter, shuttle, and other high density special service runs.

Provides continuous inspection of operator driving methods to ensure compliance with departmental safety regulations.

Assists instructors with training reports on new operators; maintains surveillance for unsafe acts or conditions that might result in accident or injury.

Resolves differences between operators and passengers within assigned zone.

Coordinates field operations involving special events and emergency service.



### Transit Supervisor (008102)

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operating characteristics of passenger buses.

Considerable knowledge of schedules, routes, forms, regulations and procedures used in transit operations.

Considerable knowledge of accepted methods and techniques of safe driving with particular emphasis on passenger-carrying vehicles.

Considerable knowledge of departmental rules, regulations and procedures, including fare and transfer policy.

Knowledge of practices and procedures of radio communications.

Knowledge of various techniques used in determining load factors, time points, headways, running and recovery time, and adequacy of route service.

Knowledge of arterial and secondary road networks of the local metropolitan area, county geography, street layout, points of interest, and restrictions on traffic.

Knowledge of supervisory principles and practices.

Ability to make rapid and accurate arithmetic computations.

Ability to understand and carry out written and verbal instructions.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to speak clearly and concisely in person, over a telephone, public address system and radio communication equipment.

Ability to keep accurate records.

Ability to prepare and submit accurate reports.

Ability to enforce rules and regulations with firmness, tact and impartiality.

Ability to react quickly and calmly in emergencies and make sound decisions.

REV 9-91

#### **Nature Of Work**

This is supervisory work in field operations for the Miami-Dade Transit Agency.

### Transit Dispatcher (008104)

#### Minimum Qualifications

Three years of acceptable on-the-job performance as a Bus Operator with Miami-Dade County on or before the examination date are required. The MDTA classification of Transit Dispatcher performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is specialized clerical work dispatching bus operators to assigned routes and vehicles operated in a public transportation system.

An employee in this class is responsible for the assembly and distribution of trip sheets, schedule cards, transfers and similar forms used in operating bus service and in accounting for passenger volume, mileage recorded and fares collected. The Transit Dispatcher is also responsible for setting up all runs, checking availability of operators and for posting the assignment board. The employee works within the scope of established departmental rules, regulations and procedures but exercises independent judgment in coordinating efforts to resolve field problems. Work is performed under the general direction of a transportation division superintendent who issues policy and procedure orders from the director of transportation.

##### ILLUSTRATIVE TASKS

Assigns all regular runs and trippers to bus operators on assigned shift, inspects trip sheet upon completion of run and places materials in the proper location for the following day.

Rotates assignments to the extra board and replaces regular operators for vacation, absences and tardiness.

Accounts for transfers disbursed to operators and assures adequate supply of all transit operations forms.

Receives phone calls from operators in the field, notifies the appropriate law enforcement agency on accidents and robberies, and instructs the operator as to proper procedure to follow.

Coordinates the dispatch of a supervisor and maintenance vehicle in cases of mechanical breakdown and processes meter repair changes.

Performs as a cashier on assignment, receives and counts money and makes out deposit slip and secures funds in a safe.

Gives information to the public relative to routes, schedules, lost and found, and directions to points of interest.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operational characteristics of passenger buses.

Considerable knowledge of the schedules, routes, forms, regulations, and procedures used in transit dispatching.

Knowledge of the principles and practices of cashiering.

Knowledge of office practices and procedures.

Ability to make rapid and accurate arithmetic computations.

Ability to understand, interpret and effectively carry out written and oral instructions.

Ability to react quickly and calmly in emergencies.

Ability to keep simple records accurately.

REV 9-64

#### Nature Of Work

This is specialized clerical work dispatching bus operators to assigned routes and vehicles operated in a public transportation system.

## Human Resources Department

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### MDT Operation/Maintenance Instructor (008106)

#### **Minimum Qualifications**

High school diploma or GED. Three years of experience operating a transit, coach or shuttle bus are required; or High school diploma or GED. Two years of experience as a Bus Operator and one year of transit supervisory experience are required. Must possess a CDL/Class B with Air-brake and Passenger endorsements. Bus Operators must have achieved the mean average performance score during the past year to be eligible. Part-time hours will be credited proportionately towards full-time requirements. The MDT classification of Transit Instructor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized instructional work in the training of MDT employees.

## Human Resources Department

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### MDT Operations/Maintenance Training Supervisor (008107)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Personnel Administration, Education, or a related field. Two years of professional experience in planning, developing, implementing, or conducting bus operations or maintenance training programs are required. Additional related experience may substitute on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is professional supervisory work in the administration of classroom and hands-on operational training for new hires and incumbent Bus, Rail and Metromover technicians and supervisors.

### Transit Operations Supervisor (008108)

#### Minimum Qualifications

Currently employed by Miami-Dade County with permanent status and employed for three years out of the last three and a half years of full-time service as a Miami-Dade County Transit Bus Operator (8050) on or before the examination date. Bus Operators must have achieved a mean average performance score of 98 or higher that would constitute a satisfactory rating or above for four consecutive quarterly periods ending September 2012. Those who were absent due to illness or injury will have a mean average performance score compiled from the last four (4) consecutive quarters completed. Retroactive credit will only be considered for up to the last six (6) consecutive quarters. Applicants with a disciplinary record above a record of counseling including PACE within the last three (3) years will be disqualified. Work may be performed on unusual work shifts to include nights, weekends, and holidays. In emergency situations, employees are required to work 12 hrs. to 16 hrs. shift. Employees are required to work during emergency situations such as hurricanes, storms and any other declared emergency situation. The MDT classification of Transit Operations Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is specialized supervisory work in field operations for the Metro-Dade Transit Agency.

Employees in this class are responsible for direct and/or indirect supervision of assigned Bus Operators; coordinating and controlling operations on all routes through radio or land-line contact with operators, supervisors and other field units; initial and subsequent dispatching of operators to assigned vehicles and routes, special assignments and charters; and observing and supervising Bus Operators and bus operations in a geographical zone. Assignments may include disseminating information regarding routes, schedules and fares to bus passengers at major route junctions, park-ride locations and other points in the system; providing information on a variety of factors indicating the adequacy and efficiency of service; and assisting Bus Operators in loading passengers and departing the terminal and other loading points in a timely manner. Incumbents are responsible for initiating complete reports of damage to vehicles or injuries to passengers by investigations at the scene. Work may be performed on unusual work shifts, and employees work within established departmental rules, regulations and procedures, but exercise independent judgment in handling emergency problems in the field. General direction is received from a superintendent who reviews work for compliance with departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of Bus Operators to assure compliance with departmental rules and regulations.

Assembles and distributes schedule cards, transfers, and other related forms; assures the availability of operators and equipment for posting work assignments.

Assigns all regular runs and trippers to Bus Operators on assigned shifts, inspects charter reports, defect cards, and other forms upon completion of operator's assignment and places material in the proper location.

Assigns operators according to departmental rules, regulations, and procedures; calculates personnel needs based on level of service required, availability of equipment and personnel.

Accounts for transfers disbursed to operators and assures adequate supply of all transit operations forms.

Receives phone calls and radio transmissions from operators in the field; notifies supervisory, maintenance and security units, and the appropriate law enforcement agency when accidents and/or unusual incidents occur; instructs operators in proper procedures.

Dispatches field supervisors and maintenance service trucks in cases of mechanical and nonmechanical breakdowns.

Provides information to the public pertaining to routes, schedules, transfers, transfer points, location description, fares, and other data related to transit operations; responds to a variety of requests for transit information and location of public buildings, churches, schools, parks, stores, tourists attractions, and special events.

Maintains route maps and schedules of departures and arrivals; estimates route distances and calculates intermediate arrival times.

Answers and refers inquiries relative to subsidiary transit services, such as lost and found, charter services, and advertising.

Contacts Bus Operators on assigned runs to give special instructions and render any assistance that may be required.

Compiles accident reports on the scene including photographs, measurements, sketches, witness statements; renders first aid to the injured;

## Human Resources Department

### Transit Operations Supervisor (008108)

cooperates with law enforcement agencies investigating accident; may transport injured persons to a hospital.

Coordinates the removal and replacement of buses having mechanical difficulty in the field; supervises the transfer of passengers and rescheduling of run to maintain adequate service.

Conducts field surveys to determine passenger load factors, time interval of runs, adequacy of service, and proper location of bus zones; observes traffic movements and flow to assist scheduling.

Assists the public at major route junctions or in the operation of charter, shuttle, and other high-density special service runs.

Provides continuing inspection of operator driving methods to assure compliance with departmental safety regulations.

Assists instructors with training reports on new operators; maintains surveillance for unsafe acts or conditions that might result in accident or injury.

Resolves any differences between operators and passengers within their assigned zone.

Coordinates field operations involving special events and emergency service.

Accounts for all lost and found items turned in by operators; maintains close coordination with Maintenance Control for the exchange of defective coaches and for vehicle availability.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating characteristics of passenger buses.

Considerable knowledge of schedules, routes, forms, regulations and procedures used in transit dispatching and operations.

Considerable knowledge of accepted methods and techniques of safe driving with particular emphasis on passenger-carrying vehicles.

Considerable knowledge of departmental rules, regulations and procedures, including fare and transfer policy.

Knowledge of practices and procedures of radio communications.

Knowledge of various techniques used in determining load factors, time points, headways, running and recovery time, and adequacy of route service.

Knowledge of arterial and secondary road networks of the local metropolitan area, County geography, street layout, points of interest, and restrictions on traffic.

Knowledge of supervisory principles and practices.

Ability to make rapid and accurate arithmetic computations.

Ability to understand and carry out written and oral instructions.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to speak clearly and concisely in person, over a telephone, public address system, and radio communication equipment.

Ability to keep accurate records.

Ability to prepare and submit accurate reports.

Ability to enforce rules and regulations with firmness, tact and impartiality.

Ability to react quickly and calmly in emergencies and make sound decisions.

NEW 7-92

#### Nature Of Work

This is specialized supervisory work in field operations for the Miami-Dade Transit Agency.

The written examination will evaluate technical job knowledge and will be based on the sources designated on the 2006 reading list. Copies of the reading list will be available on Monday, October 16, 2006 until the day prior to the written examination, 8:00 a.m. to 5:00 p.m., at the following locations: Central Bus Operations, 3300 N.W. 32 Avenue; Coral Way Bus Operations, 2775 S.W. 74 Avenue; Northeast Bus Operations, 360 N.E. 185 Street; and Medley Bus Operations, 8141 NW 80 Street. Seniority points will be added to the score of employees qualifying on the competitive examination at the rate of 0.02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum credit of ten years of service or six points. Preference will be given to veterans and spouses of veterans when applicable. At the time of application, those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability at the time of

## Human Resources Department

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### Transit Operations Supervisor (008108)

application. All veterans are required to complete a Veteran's Preference Claim Form at the time of application. Applicants must present photo identification and clearance letter from the Division Superintendent at the time of application. Employment applications are accepted at The Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from 8:30 am to 4:00 pm on Monday, October 16, 2006 to Monday, October 30, 2006. APPLICANTS MUST ACCESS [www.miamidade.gov/erd/test](http://www.miamidade.gov/erd/test) OR CALL 305-375-JOBS (Option 2) AFTER Monday, November 20, 2006 FOR THE DATE, TIME AND LOCATION OF THE EXAMINATION. No one will be admitted for registration after the doors of the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the written examination. Requests for make-up tests must be submitted in writing through the applicant's chain of command to Miami-Dade County's Employee Relations Department, Testing and Validation Section, prior to the written examination.

### Bus Traffic Controller (008110)

#### **Minimum Qualifications**

Bachelor's Degree, Two years of mass transportation experience in the resolution of operational problems related to scheduled services, accidents, emergencies and other service disruptions OR High school diploma or GED. Three years of mass transportation experience in the resolution of operational problems related to scheduled services, accidents, emergencies and other service disruptions, including one year of experience in a supervisory capacity are required. The MDTA classification of Bus Traffic Controller performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized skilled work in the monitoring of bus and service vehicle movements on a real-time basis.



## Human Resources Department

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### Maintenance Reliability Clerk (008111)

#### Minimum Qualifications

High school diploma or GED. Five years of progressively responsible experience in a mass transportation maintenance operation to include hands-on technical experience are required.

#### Job Specifications

#### Nature Of Work

### Transit Operations Scheduler (008113)

**Minimum Qualifications**

Bachelor's degree in Mathematics, Computer Science, Statistics, Urban Planning or related field. One year of experience in transit operations with routes, schedules and fares in a mass transit operation is required. Additional experience in transit operations with routes, schedules and fares in a mass transit operation may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

**Job Specifications****Nature Of Work**

This is technical field and office work in the preparation, analysis, and presentation of data used in public transportation system scheduling.

## Human Resources Department

### Senior Transit Operations Scheduler (008114)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in the development or software support of transit operations schedules for a large public transportation system. Completion of coursework from an accredited college or university in Math, Data Processing, Urban Planning or Transportation may substitute for up to two years of the required experience on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is technical work with supervisory responsibility in the preparation, analysis, and presentation of data used in public transportation system scheduling.

Employees in this class are responsible for supervising and participating in the work of compiling, organizing, and presenting a variety of complex data required for the development of comprehensive schedules to assure efficient and economical public transportation service.

Duties include participating in strategy development, supervising subordinate Transit Schedule Makers, preparing new or adjusted schedules, cutting individual runs, implementing a variety of line-ups, obtaining data from other departmental operations necessary for schedule production, developing personnel rosters for other departmental entities, and auditing, correcting, and modifying line-up products.

Incumbents exercise considerable independent judgment in the application of complex transportation scheduling practices to the production of transit system schedules. Supervision is exercised over a staff of Transit Schedule Makers who assist with various phases of office and field work. Supervision is received from an administrative superior who reviews work for efficient and effective schedule production within establish transit scheduling policies, guidelines and procedures.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate Transit Schedule Makers engaged in compiling, organizing, and presenting a variety of complex data required for the development of public transit schedules.

Meets with a variety of departmental officials to plan scheduling strategies, receive information necessary for schedule production, determine scheduling implications of plans, proposals and union issues, and to assure proper implementation of transportation system schedules.

Prepares new or adjusted schedules through analyzing, updating and generating documents pertaining to service areas, route patterns, alignments and distances; revenue service beginning and ending times and frequency; trip blocking, trip recovery times, vehicle requirements, garage allocation and deadheading, and route interlining and crew and crew relief alternatives; assures schedules conform with requirements of collective bargaining agreement, federal, state and local laws, and established scheduling practices.

Cuts individual runs by types and combines daily operator assignments to create weekly runs, assign days-off, and create relief runs.

Implements line-ups for bus, rail, police, revenue agents, telephone information agents, and fare collectors.

Prepares necessary audits, corrections and modifications to line-up products to assure integrity of data in the Transit Operations System.

Develops personnel rosters for other areas of the department and customizes results to fulfill particular needs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, and procedures of public transportation scheduling.

Thorough knowledge of collective bargaining agreements and federal, state and local regulations concerning public transportation work rules and vehicle operation.

Thorough knowledge of the geography and road network of Dade County.

Thorough knowledge of the computerized Run Cutting System (SAGERUNS) and rostering.

Considerable knowledge of the Computer-aided Mini-Scheduler Transit Scheduling System (TSS).

Considerable knowledge of the interrelationships of transit scheduling systems and their effects on reports and related programs.

Knowledge of supervisory principles and practices.

Ability to apply the principles, practices, and procedures of transit schedule making to the development, adjustment, and implementation of

## Human Resources Department

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### Senior Transit Operations Scheduler (008114)

public transportation schedules.

Ability to assemble large amounts of accurate mathematical data and present information in a logical and recognizable form.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to utilize various computer-editors to improve, modify, or correct system-generated reports.

Ability to establish and maintain effective working relations with a variety of departmental managers, supervisors, and officials.

Ability to develop improved methods of applying work rules to produce greater efficiency and reduce costs.

NEW 6-91

#### **Nature Of Work**

This is technical work with supervisory responsibility in the preparation, analysis, and presentation of data used in public transportation system scheduling.

### Rail Station Monitor (008116)

**Minimum Qualifications**

High School diploma or GED. Two years of customer service dealing with the general public and two-way radio communication experience is required. Experience in areas such as complaint response, transit information and monitoring Close Circuit TV Surveillance is preferred.

**Job Specifications**

No Job Specification available.

**Nature Of Work**

This is supervisory clerical work or independent clerical work of comparable responsibility.

### Transit Stock Control Specialist (008119)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in supply and inventory control work are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced inventory control work for the Miami-Dade Transit Agency.

Employees in this class are responsible for performing advanced inventory control work in the receipt, storage and issuance of equipment, materials and supplies for bus and rail operations. Responsibilities include accessing a computerized inventory system, analyzing and generating stock reports, analyzing re-order points, resolving discrepancies with physical inventories, generating requisitions for material requests, expediting back-ordered material from vendors, and resolving other procurement and accounting-related problems. Some independent judgment is exercised in interacting with technical employees in assuring the timely and accurate issuance of required supplies. Supervision is received from an administrative superior who reviews work through personal conferences and inspections for effectiveness of inventory control practices and adherence to established departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Accesses computerized inventory system supporting requirements of bus and rail operations; processes receipts, issues and transfers for all stock and non-stock materials on a daily basis.

Analyzes and edits daily, weekly and monthly inventory reports to assure the accuracy of inventory elements; distributes inventory system reports to appropriate departmental work units.

Analyzes and updates re-order points and re-order quantities for stock items; identifies, recounts and resolves physical inventory discrepancies; makes adjustments to computerized records.

Generates manual requisitions for emergency stock requests; enters requisitions for all non-stock materials; follows up and expedites back-ordered material from vendors; identifies procurement and accounting-related problems and recommends corrective action.

Maintains control logs and files; identifies violations of established inventory control procedures and initiates corrective action; coordinates inventory control procedures with employees in other departmental work units.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of computerized inventory control systems applicable to transit operations.

Considerable knowledge of the types, sizes, grades, qualities and nomenclatures of a large variety of bus and rail equipment, materials, supplies and parts.

Considerable knowledge of departmental rules and regulations concerning the receipt, issue and transfer of bus and rail materials and supplies.

Considerable knowledge of the records, forms and reports utilized in the area of assignment.

Ability to apply inventory control procedures to the control of stock for bus and rail operations.

Ability to operate a computer keyboard with speed and accuracy.

## Human Resources Department

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### Transit Stock Control Specialist (008119)

Ability to analyze stock usage and calculate reorder points and quantities.

Ability to reconcile computerized inventory reports with physical inventories.

Ability to maintain accurate computerized inventory control records and reports.

Skill in the operation of a computer keyboard.

NEW 10-95

#### **Nature Of Work**

This is advanced inventory control work for the Miami-Dade Transit Agency.

## Human Resources Department

### Transit Purchasing & Stores Supervisor (008120)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in the receipt, storage and issuance of electrical or mechanical parts such as automotive, diesel, heavy equipment or aircraft to include experience in the operation of a computerized inventory system are required. Must possess a CDL/Class B. The MDTA classification of Transit Purchasing & Stores Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible supply work supervising warehousing activities of public transportation maintenance and repair facilities. Employees in this class are responsible for supervising the purchasing, receipt, storage and issue of a large variety of diesel passenger bus and automotive supplies and equipment in a twenty-four hour per day warehousing operation. Emphasis of the work is on planning the work of subordinates, reviewing methods and procedures for handling large quantities of supplies, conferring with departmental officials concerning supply requirements, drafting detailed technical specifications, and performing related administrative duties. Considerable independent judgment is exercised in interpreting the supply requirements of technical employees and in determining warehousing methods and procedures. Supervision is exercised over a large staff of supervisory, specialized and clerical employees with assigned responsibilities in various phases of supply activities. General supervision is received from an administrative superior who reviews work through personal conferences, written reports and personal observations for efficient and effective warehousing and related operations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate supervisors and warehouse employees engaged in purchasing, receiving, storing, issuing and inventorying a large and varied stock of technical equipment and supplies required for maintenance and repair of public transit buses and departmental automotive equipment in a 24 hour per day warehousing operation.

Develops methods and procedures for requisitioning, receiving, storing, issuing and recording materials, equipment and supplies; evaluates effectiveness of established procedures and prepares and implements recommendations for improvements in warehousing and distribution activities.

Confers with maintenance and operating employees regarding required equipment and supplies; conducts research and drafts detailed technical specifications; reviews and evaluates bids.

Trains subordinates in warehousing procedures, inventory controls and equipment nomenclature; advises technical employees and supervisors of problems in requisitioning and obtaining supplies.

Plans and implements efficient storage methods and allocations of storage space; assures security of warehouse stock.

Consults with manufacturers representatives and transit officials concerning stock planning, equipment modifications, parts interchangeability and requisitioning procedures; coordinates activities with vendors and suppliers to assure optimum delivery and service to department.

Supervises annual inventory of all stock items, periodic cycle counting of various supplies and maintenance of perpetual inventory on a computer system and resolves inventory discrepancies.

Verifies receipt and issuance of supplies and through the accounts payable process approves invoices for payment; prepares routine and special reports concerning stock receipt and issue, fuel supplies and other matters.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of warehousing operations, policies and procedures of a public transportation repair and maintenance facility.

Thorough knowledge of the various kinds, grades, types and use of a large variety of diesel passenger bus and automotive supplies and equipment.



## Human Resources Department

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### Transit Purchasing & Stores Supervisor (008120)

Considerable knowledge of departmental policies, rules, regulations and procedures.

Considerable knowledge of inventory control techniques and county purchasing and requisitioning procedures.

Knowledge of specification writing and bid analysis.

Knowledge of supervisory principles and practices.

Knowledge of accounting principles and practices.

Ability to supervise a group of subordinates in a manner conducive to full performance and high morale.

Ability to keep complex records, supervise inventories and prepare routine and special reports utilizing automated data processing.

Ability to establish and maintain effective working relationships with vendors, subordinates, superiors and departmental officials.

Ability to research and develop technical detailed specifications for diesel and automotive supplies and equipment.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-81

#### **Nature Of Work**

This is advanced responsible supply work supervising warehousing activities of public transportation maintenance and repair facilities.

## Human Resources Department

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### Transit Elevator Contracts Supervisor (008122)

#### **Minimum Qualifications**

High school diploma or GED. Must possess a current valid State of Florida Certificate of Competency as an Elevator Inspector. Four years of experience in the inspection of elevators to include one year of experience in the plans review and inspection of elevator and escalator installations are required. Must present a valid Driver license during the interview selection process. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is skilled work at the journeyman level in the monitoring of elevator/escalator contracts and ensuring state mandated inspections.

## Human Resources Department

### Transit Mechanic Shop Supervisor (008127)

#### Minimum Qualifications

Two years of experience in the maintenance and repair of diesel engines or equipment, transmissions, air-conditioning systems, electrical systems, brake systems or other vehicular systems are required. Must possess a CDL/Class B and an EPA 608 Type II or Universal certification from an approved refrigerant transition and recovery certification program as required by 40 CFR Part 82, Subpart F under Section 608 of the 1990 Clean Act Amendment within six months of employment. The MDTA classification of Transit Mechanic Shop Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory mechanical work in the coordination and inspection of varied maintenance, repair and overhaul of diesel powered motor coaches.

A Transit Mechanic Shop Supervisor is responsible for planning, scheduling, assigning and inspecting all phases of automotive maintenance work performed on a single shift at a Transit Authority regional fleet repair facility. Emphasis of the work is on the efficient management of shop personnel, mechanical tools and automotive parts and supplies. Supervision is exercised over subordinate automotive mechanics, spray painters, body repairmen and crews of semi-skilled and unskilled helpers. Independent judgment is required in coordinating the work in order to comply with vehicle assignment schedules, however, operating rules and procedures specify the manner in which the work will be carried out. Overall performance is reviewed by the Superintendent of Maintenance through observation of shop activities, review of operational reports and the continuing effectiveness of the maintenance operation.

##### ILLUSTRATIVE TASKS

Supervises the maintenance and repair of diesel passenger buses and other automotive equipment in a central garage or branch repair facility; supervises the maintenance, repair, rebuilding and painting of all public transit vehicles and accessories including fare meters, upholstered interiors, seats, glass installation and air conditioning.

Confers with subordinates mechanics regarding work load and technical maintenance matters; trains and assists subordinates in repair and installation procedures.

Receives work requests, assigns work according to priority and facilities available; supervises performance of mechanics; road tests equipment and approves completed work.

Examines equipment in the field and shop, approves replacements and major repairs, recommends the purchase of parts and service equipment.

Assists in the design, construction and modification of special equipment and maintenance devices.

Inspects work in progress and reviews service records, work orders, parts requisitions and man-hour reports; assists mechanics engaged in maintenance operations; receives verbal and written reports from Bus Operators concerning vehicle defects and general performance.

Prepares daily schedules of buses available for limited or full service and equipment to be held for servicing.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and procedures of public passenger vehicle overhaul, maintenance and repair shop management.

Thorough knowledge of the methods, materials and tools of automotive mechanics.

Considerable knowledge of the operating and repair characteristics of modern diesel passenger buses and related automotive vehicles.

Considerable knowledge of occupational hazards and safety precautions required in the work.

Knowledge of the basic shop records keeping system used in a fleet cost accounting program.

Knowledge of Transit Authority operating rules and procedures.

Ability to plan, assign, inspect and coordinate the work of journeymen, bus mechanics, bodymen, spray painters, helpers and shop laborers.

Ability to diagnose defective equipment and parts malfunctions in diesel powered automotive vehicles.

Ability to understand, interpret and effectively carry out oral and written policies, regulations and instructions.

## Human Resources Department

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### Transit Mechanic Shop Supervisor (008127)

NEW 10-64

#### **Nature Of Work**

This is skilled and supervisory mechanical work in the coordination and inspection of varied maintenance, repair and overhaul of diesel powered motor coaches.

### Transit Body Paint Shop Supervisor (008129)

#### Minimum Qualifications

Two years of experience in transit vehicle painting and body work, including major accident / structural repairs, upholstery, paint processes and related environmental regulations are required. Experience in interpretation of schematic drawings, estimate preparations, and possession of ASE certifications are preferred. Applicants must possess a Commercial Driver License / Class B with passenger endorsement. The MDT classification of Transit Body Paint Shop Supervisor performs safety sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations.

#### Job Specifications

##### NATURE OF WORK

This is skilled and supervisory mechanical work in the coordination and inspection of varied maintenance, repair and overhaul of diesel powered motor coaches.

A Transit Body Paint Shop Supervisor is responsible for planning, scheduling, assigning and inspecting all phases of automotive maintenance work performed on a single shift at a Transit Authority regional fleet repair facility. Emphasis of the work is on the efficient management of shop personnel, mechanical tools and automotive parts and supplies. Supervision is exercised over subordinate automotive mechanics, spray painters, body repairmen and crews of semi-skilled and unskilled helpers. Independent judgment is required in coordinating the work in order to comply with vehicle assignment schedules, however, operating rules and procedures specify the manner in which the work will be carried out. Overall performance is reviewed by the Superintendent of Maintenance through observation of shop activities, review of operational reports and the continuing effectiveness of the maintenance operation.

##### ILLUSTRATIVE TASKS

Supervises the maintenance and repair of diesel passenger buses and other automotive equipment in a central garage or branch repair facility; supervises the maintenance, repair, rebuilding and painting of all public transit vehicles and accessories including fare meters, upholstered interiors, seats, glass installation and air conditioning.

Confers with subordinates mechanics regarding work load and technical maintenance matters; trains and assists subordinates in repair and installation procedures.

Receives work requests, assigns work according to priority and facilities available; supervises performance of mechanics; road tests equipment and approves completed work.

Examines equipment in the field and shop, approves replacements and major repairs, recommends the purchase of parts and service equipment.

Assists in the design, construction and modification of special equipment and maintenance devices.

Inspects work in progress and reviews service records, work orders, parts requisitions and man-hour reports; assists mechanics engaged in maintenance operations; receives verbal and written reports from Bus Operators concerning vehicle defects and general performance.

Prepares daily schedules of buses available for limited or full service and equipment to be held for servicing.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and procedures of public passenger vehicle overhaul, maintenance and repair shop management.

Thorough knowledge of the methods, materials and tools of automotive mechanics.

Considerable knowledge of the operating and repair characteristics of modern diesel passenger buses and related automotive vehicles.

Considerable knowledge of occupational hazards and safety precautions required in the work.

Knowledge of the basic shop records keeping system used in a fleet cost accounting program.

Knowledge of Transit Authority operating rules and procedures.

Ability to plan, assign, inspect and coordinate the work of journeymen, bus mechanics, bodymen, spray painters, helpers and shop laborers.

Ability to diagnose defective equipment and parts malfunctions in diesel powered automotive vehicles.

Ability to understand, interpret and effectively carry out oral and written policies, regulations and instructions.

## Human Resources Department

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### Transit Body Paint Shop Supervisor (008129)

NEW 10-64

#### **Nature Of Work**

This is skilled and supervisory mechanical work in the coordination and inspection of varied maintenance, repair and overhaul of diesel powered motor coaches.

### Transit Painter Supervisor (008131)

#### Minimum Qualifications

High school diploma or GED. Five years of experience in painting building structures of facilities are required. Must possess a CDL/Class B. The MDTA classification of Transit Painter Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the painting of county buildings, fixtures and equipment.

Employees in this class are responsible for planning, assigning and reviewing the work of journeyman painters and skilled and unskilled helpers performing painting and related tasks in accordance with standard trade practices. Emphasis of the work is on providing technical direction to subordinates, planning work methods and procedures for a variety of painting assignments, coordinating work at a variety of geographically separated locations, and participating in various painting assignments. Duties are performed with independent judgment regarding technical phases of work, and in assuring that painting methods and practices adhere to established standards. Assignments may be verbal or consist of written job orders. Supervision is exercised over a staff of journeyman painters, and skilled and unskilled helpers through periodic inspection of work in progress and upon completion for satisfactory application of painting skills and adherence to job specifications. Supervision is received from a technical or administrative superior who reviews work through personal inspections, conferences and written reports for timely completion of painting projects, quality of work, and adherence to job specifications.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of journeyman painters and skilled and unskilled trades helpers engaged in preparing surfaces and materials for painting, mixing paints and stains, and applying paint to interiors and exteriors of buildings, and furniture and equipment. Supervises the inspection and preparation of surfaces for painting; lays out and explains jobs to be done; recommends working procedures; provides on-site supervision and inspects completed work for satisfactory application of painting skills and adherence to job specifications; personally performs skilled work in interior and exterior painting.

Supervises the mixing and matching of paints and stains to conform with existing or specified colors, and the glazing, varnishing and staining of furniture.

Communicates and enforces established safety practices and procedures.

Prepares accurate estimates of time and materials required for proposed jobs; keeps records of labor and material costs; requisitions equipment, materials and supplies.

Develops, mixes and submits for approval color and finish samples of materials to be used in various painting projects.

Operates a motor vehicle to transport subordinates, materials and supplies to various job locations.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the standard practices, methods, tools and materials of the painting trade.

Thorough knowledge of the types, qualities and uses of various paints and stains.

Thorough knowledge of the occupational hazards and safety precautions of the painting trade.

Knowledge of supervisory principles and practices.

Ability to supervise subordinate journeyman painters and helpers in a manner conducive to full performance and high morale.

Ability to prepare accurate estimates of time and materials required for painting assignments.

Ability to coordinate work at various geographically dispersed locations.

Ability to understand and follow verbal and written instructions.

Ability to work at considerable heights on scaffolding.

Ability to mix paints and stains in proper proportions.

Skill in the use and operation of spray guns, paint brushes and other equipment of the painting trade.

Skill in mixing paints and matching and blending colors.

## Human Resources Department

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### Transit Painter Supervisor (008131)

Skill in painting.

REV 5-81

#### **Nature Of Work**

This is skilled supervisory work in the painting of county buildings, fixtures and equipment.



## Human Resources Department

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### Transit Maintenance Production Coordinator (008132)

#### Minimum Qualifications

Bachelor's degree. Two years of experience in data collection, statistical analysis or analysis of fleet equipment and maintenance programs are required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and technical work analyzing transit vehicle and related component performance, as well as planning and scheduling the repair and overhaul of transit vehicles and related component parts.

Employees in this class are responsible for analyzing transit vehicle and related component performance, and for planning and scheduling major maintenance work within specific areas at a transit maintenance facility. Emphasis of the work is on analyzing system-wide vehicle, equipment and component performance data; analyzing repair work to be performed; identifying performance trends and potential equipment or maintenance deficiencies; conferring with technical supervisors on workloads and technical repair matters; selecting repair work to be performed; preparing workload schedules; and monitoring work progress. Employees may be required to close and move county-issued records boxes for storage. Considerable independent judgment is exercised in the analysis and scheduling of transit repair activities and in the application of specialized transit technical knowledge to vehicle repair and component performance problems. Supervision is exercised over a staff of technical and clerical subordinates who assist with job estimates, work plans and work completion reports. General supervision is received from a technical and administrative superior who reviews work for efficiency and effectiveness of work scheduling and planning.

##### ILLUSTRATIVE TASKS

Receives and reviews defect and repair requests for specific categories of repairs at a transit maintenance facility; generates documentation and performance data to identify trends indicating need for maintenance improvements; confers with technical supervisors and superiors concerning shop workloads and technical repair and maintenance matters.

Analyzes workloads, availability of skilled employees, workspace and special technical requirements, and selects and prioritizes repair and maintenance related work.

Prepares and monitors workload schedules including projections on available technicians for major repairs and reviews compliance with projected target dates; revises schedules as required.

Prepares requests for parts for repairs and coordinates repair work with supply employees and officials.

Assists technical supervisors with short-term scheduling for effective day-to-day shop management. Monitors work progress by comparing completion rates with schedules and advise superiors of jobs requiring expediting.

008132

##### TRANSIT MAINTENANCE PRODUCTION COORDINATOR (Cont'd)

Supervises and coordinates job assignments for technical/clerical employees engaged in processing maintenance records; reviews work and payroll records for reporting accuracy; supervises the updating and maintenance of vehicular repair records.

## Human Resources Department

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### **Transit Maintenance Production Coordinator (008132)**

Oversees numerous daily and weekly reports to assist management in controlling and improving efficiency and productivity.

Prepares personnel evaluations, disciplinary action documentation and other performance related documentation.

Uses computer to develop databases and spreadsheets for data retrieved from various mainframe systems; analyzes historical data for trend analysis (regression, Pareto, ARIMA - Time Series Analysis, statistical forecasting and problem solving techniques), failure management and development of reports; compiles, generates, and modifies detailed performance reports for the fleet and personnel.

Conducts special investigations on operational and management concerns, internal audits and surveys.

Generates recommendations to assist management in the development and refinement of Division policies and procedures; assists in the development and revision of policies, standard operating procedures and failure management plan.

Researches and prepares responses to request for information from MDT senior management, other County Departments, other properties, etc. to include reports on varying maintenance and fleet statistics, operating status, etc.

Coordinates and assists in staff development by training and cross training subordinates.

May be required to close and move boxes for storage and for shipment to central records.

Performs a wide variety of related duties, assignments and special projects as directed by the Chief.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Thorough knowledge of principles and practices of transit equipment repair and maintenance scheduling and planning.

Thorough knowledge of the operating, repair and maintenance characteristics of modern transit vehicles and related equipment.

Considerable knowledge of the principles of management.

008132

#### **TRANSIT MAINTENANCE PRODUCTION COORDINATOR (Cont'd)**

Considerable knowledge of basic shop records and forms used in a transit maintenance facility.

Considerable knowledge of standard computer office applications.

Knowledge of Transit administrative procedures.

Knowledge of supervisory principles and practices.

Ability to schedule and plan large volume repair and maintenance work in a transit maintenance facility to produce the fullest utilization of manpower, equipment and space available.

Ability to understand technical repair diagnoses and estimate time and manpower required to complete repairs.

Ability to effectively communicate both orally and in writing with subordinates, peers and upper management at a Senior Staff level.

Ability to establish and maintain effective working relationships with subordinates, superiors and departmental officials.

## Human Resources Department

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### Transit Maintenance Production Coordinator (008132)

Ability to develop and produce technical reports.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Physical strength and agility sufficient to lift and handle items weighing up to 35 pounds.

REV 03-07

#### **Nature Of Work**

This is advanced administrative and technical work in planning and scheduling the repair and overhaul of transit vehicles and related component parts.

## Human Resources Department

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### Transit Yard Supervisor (008133)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in transit operations in a large-volume bus facility are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. The MDTA classification of Transit Yard Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in transit yard operations in a public transportation system.

Employees in this class are responsible for supervising and coordinating the work of subordinates engaged in fueling buses, cleaning the interiors of buses and driving buses through an automatic wash rack to clean exteriors of buses. Responsibilities include assigning tasks to subordinates, verifying bus locations in the yard, inspecting fuel island and wash rack equipment, monitoring fueling and cleaning operations, conducting visual inspections of buses for unusual damage, recording defects in bus equipment, and conducting safety meetings to assure conformance with established safety practices and procedures. Supervision is exercised over a staff of subordinates with assigned tasks in the fueling, cleaning and parking of buses. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for efficient transit yard operations and adherence to departmental rules and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinates engaged in fueling buses, cleaning the interiors and exteriors of buses, and parking buses in accordance with the parking plan.

Inspects shop and yard areas to determine which buses require fueling; completes servicing work orders and verifies location of buses the yard.

Inspects fuel island and wash rack equipment to verify that all equipment is functioning properly and safely; monitors supplies required for bus fueling and cleaning operations.

Properly records any defects reported by fuelers or hostlers; conducts visual inspections of buses for unusual damage or safety problems.

Conducts meetings with subordinates to provide information on safety rules and regulations or changes in policies or procedures.

Monitors fueling and interior bus cleaning operations; develops schedules for interior cleaning; inspects and approves all buses cleaned by contracted cleaning service providers.

Verifies correct parking of all buses as required by division parking plan.

Checks fuel tickets for correct amount of fueling, hubodometer readings, hostler and fueller badge numbers and correct pump number.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of transit yard organization and operations.

Considerable knowledge of supervisory principles and practices.

## Human Resources Department

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### Transit Yard Supervisor (008133)

Considerable knowledge of the occupational hazards and safety precautions required in the cleaning, fueling and movement of buses in transit yard operations.

Knowledge of the records, forms and reports required in the area of assignment.

Knowledge of the operating characteristics of fuel island and wash rack equipment.

Knowledge of the location, function and nomenclature of less complex bus equipment.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to inspect buses for unusual damage or safety defects and convey pertinent information to proper authorities.

Ability to communicate and enforce established transit yard safety practices and procedures.

Ability to maintain records, complete and verify information on forms, and prepare reports.

Ability to manage transit yard operations in accordance with departmental rules and regulations.

Ability to operate a bus.

NEW 10-94

#### **Nature Of Work**

This is supervisory work in transit yard operations in a public transportation system.

## Human Resources Department

### Transit Facilities Supervisor (008135)

#### Minimum Qualifications

High school diploma or GED. One year of supervisory experience in building maintenance and construction is required. Must possess a Miami-Dade County Certificate of Competency in a building, electrical, mechanical or plumbing maintenance trade. Must possess a CDL/Class B; or Must obtain a Miami-Dade County Certificate of Competency in a building, electrical, mechanical or plumbing maintenance trade within one year of appointment. Must possess a CDL/Class B. The MDTA classification of Transit Facilities Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in directing maintenance personnel in the construction, maintenance and repair of transit buildings and associated maintenance equipment.

Employees in this class are responsible for planning, assigning, coordinating and directing the work of construction and maintenance crews assigned to various transit facilities. Work involves the assignment and review of trades foremen, journeymen, helpers and laborers working on varied projects within a major departmental maintenance and construction program. Incumbents exercise a high degree of skill and a broad knowledge of various trades including carpentry, painting, refrigeration, mechanical, electrical and other related maintenance work, and the ability to interpret engineering and mechanical drawings in order to lay out and supervise projects designed by architectural or engineering superiors. Supervision is exercised over subordinates by assignment and inspection of work in progress and upon completion for adherence to prescribed standards. Work is subject to review by a maintenance superior who offers assistance on unusual or difficult projects and inspects completed jobs for workmanship and compliance with completion schedules.

##### ILLUSTRATIVE TASKS

Plans, lays out and assigns projects which have been approved by administrative superiors; directs varied physical plant maintenance, modification and construction in such trades as carpentry, painting, plastering, electrical, plumbing, air conditioning and general transit maintenance work.

Directs periodic preventive maintenance checks on a wide variety of mechanical and electrical machinery and equipment.

Recommends extent and nature of building repairs and improvements; estimates labor and material requirements, checks and approves supply orders; selects equipment to be purchased.

Requisitions materials; maintains records; prepares and submits reports; recommends budgetary requirements.

Makes periodic field inspections at work sites; reassigns crews from one job to another.

Works closely with maintenance staff to coordinate work projects with inspections and completion schedules.

Prepares performance evaluations; discusses work-related problems with employees; conducts on-the-job training of any new employees; holds meetings with staff to explain new or revised instructions; approves employee leave.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of maintenance, repair, alteration, and construction procedures and practices of transit equipment.

Considerable knowledge of the tools, equipment and materials of the building and mechanical trades.

Considerable knowledge of the occupational hazards and safety precautions applicable to transit maintenance, repair and construction work.

Knowledge of preventive maintenance procedures and techniques.

Knowledge of supervisory practices and procedures.

Ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to follow oral and written instructions and work with a minimum of technical supervision.

Ability to plan and supervise various construction, maintenance and repair work so as to meet schedules.

Ability to carry out effective preventive maintenance checks on a wide variety of machinery and equipment.

Ability to estimate costs accurately in terms of labor, supplies, and equipment.

Ability to keep accurate records and to prepare and submit complete reports.

## Human Resources Department

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### Transit Facilities Supervisor (008135)

NEW 10-78

#### **Nature Of Work**

This is supervisory work in directing maintenance personnel in the construction, maintenance and repair of transit buildings and associated maintenance equipment.

## Human Resources Department

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### Transit Facilities Superintendent (008136)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in building maintenance or construction to include one year in a supervisory capacity are required. Must possess a Certificate of Competency as a Master Plumber issued by the Miami-Dade County Construction Trades Qualifying Board. Persons with Certificate of Competency issued by reciprocity with Miami-Dade County will be eligible. Must pull construction and/or building permits. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is skilled work at the journeyman level with supervisory responsibility in planning and reviewing the work of journeyman trades personnel and in qualifying MDT as a contractor by pulling permits.



## Human Resources Department

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### MDT Electronic Technician Supervisor (008144)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the installation and repair of radio systems and electronic equipment are required. The MDT classification of MDT Electronic Technician Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced skilled supervisory work with administrative responsibility in coordinating and inspecting the installation and maintenance of radio and data communication equipment for a public transportation system.

Employee in this class plan, assign and coordinate the work of skilled technical subordinates involved in the installation, repair and maintenance of stationary and mobile radio and data transmitting and receiving equipment used in a transit radio data communications system. Responsibilities include contact with representatives of private or public agencies and equipment and service contractors in order to coordinate repairs and new installations. Employees exercise considerable independent judgment in determining systems and job requirements regarding various technical phases of repair, installation modification and maintenance. Instructions are received in the form of work orders, with detailed planning and review of completed projects. Supervision is received from a superior who reviews work for timely completion of work schedules and evaluates systems operations.

##### ILLUSTRATIVE TASKS

Supervises hazardous or unusual work assignments at the site; participates as needed in installations involving unusual or difficult technical problems; works with supervisors in planning new installation or major modifications of equipment; assigns and directs technicians on job assignments; reads and checks work orders before distribution to technicians; assists technician with any technical problem that might arise involving assigned projects.

Plans and coordinates daily work schedules; outlines working procedures, instructions in techniques and use of new operational or test equipment.

Coordinates Agency's priority of installation of various radio and/or related communications equipment.

Assists in special circuitry designs for more complex radio installations.

Develops, schedules and supervises the performance of a preventive maintenance program providing for servicing, cleaning, synchronizing, and testing of radio and related communications system.

Estimates time and materials required for proposed jobs; reviews work reports; trouble reports and service calls and prepares progress reports.

Makes recommendations regarding discipline, promotions and emotions of subordinates; authorizes use of leave time and overtime; evaluates and rates the employee performance.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity and electronics; radio and sound, as applied to the operation and maintenance of radio receiving and transmitting systems and data transmission.

Thorough knowledge of the practices, methods, tools and equipment used in the repair, testing, maintenance and replacement of radio receiving and transmitting equipment and systems.

## Human Resources Department

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### MDT Electronic Technician Supervisor (008144)

Thorough knowledge of theory and practices of data communications. Thorough knowledge of basic computer theory.

Thorough knowledge of precision test equipment such as frequency measuring, equipment oscilloscopes, and precision, voltage and current measuring devices.

Thorough knowledge of supervisory principles and practices.

Ability to install, repair, maintain and adjust a variety of radio receiving, transmitting and related equipment.

Ability to prepare and maintain records pertaining to the installation, maintenance and repair of equipment.

Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Skill in the use of tools and equipment used in the electrical and electronic trade.

NEW 03-07

#### **Nature Of Work**

This is advanced skilled supervisory work with administrative responsibility in coordinating and inspecting the installation and maintenance of radio and data communication equipment for a public transportation system.

## Human Resources Department

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### Transit Support Center Specialist (008152)

#### **Minimum Qualifications**

Completion of 60 semester credits. Two years of public contact or customer service experience is required.

Additional experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

### Rail Traffic Controller (008160)

#### Minimum Qualifications

Bachelor's degree;

or High school diploma or GED and three years of mass transportation experience in the resolution of operational problems related to scheduled services, equipment failures, loss of power, and other service disruptions to include one year of experience in a supervisory capacity are required. Completion of 60 semester credits may substitute for the two years of mass transportation experience. Experience in the Transit Instructor classification will be credited as supervisory experience;

or High school diploma or GED. Four years of experience as a Train Operator are required;

or High School diploma or GED. A minimum of two years of satisfactory job performance as a Rail Traffic Controller is required.

The MDT classification of Rail Traffic Controller performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is specialized rail traffic management work in a rail transportation system.

Employees in this class are responsible for assisting in the safe and efficient control and operation of a rail transit system. Responsibilities include monitoring the status of systems and devices through Central Operations Center display consoles, operating various controls and equipment, and taking corrective actions personally or directing other employees or operating units to initiate appropriate actions. Duties include monitoring and controlling the distribution of electrical power to the Third Rail, preparing detailed reports, maintaining precise records, and responding to public inquiries concerning problems or complaints. Employees exercise some independent judgment within established guidelines and operating procedures. Supervision is received from a technical and administrative superior who reviews work for effective control of rapid transit operations and for conformance with departmental policies and procedures.

##### ILLUSTRATIVE TASKS

Operates a Train Control Console; supervises the arrival and departure of trains at stations, terminals and rail yards to maintain proper headway; initiates corrective action as required.

Monitors status of various systems and devices including interlockings, AC electric and traction power systems, heating, ventilation, air conditioning, pumps, fire alarms, and intrusion alarms; operates control console to correct rail system alarm conditions in accordance with prescribed procedures; confers with supervisor on adverse conditions, reported malfunctions or in cases where remedial procedures are not established.

Maintains two-way radio communications with Rail Attendants, supervisors and maintenance crews; directs attendants to take specific actions in emergency situations; coordinates work with supervisors concerning equipment and/or passenger problems and with maintenance employees working on wayside equipment and devices.

Monitors and exercises control over movements of non-revenue vehicles on the mainline; monitors and directs all manual movements of trains on the mainline when this type of movement is required; directs attendants to reroute or extend runs as necessary; requests additional vehicles for special or emergency situations.

Maintains two-way communications with various system employees; receives reports concerning accidents, disabled vehicles, sick or injured passengers, fare collection problems and other occurrences; requests appropriate assistance according to operating procedures.

Operates peripheral equipment including tape decks and system teleprinter networks; keeps records and completes daily reports of rail operations.

Tests and operates contact rail associated power cable distribution systems, substation equipment and emergency trip station facilities;

### **Rail Traffic Controller (008160)**

analyzes failures in support systems and equipment, identifies causes of equipment failure and recommends methods of corrective action.  
Performs related work as required.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of various departmental rules and regulations, rapid rail operating procedures, and Federal regulations pertaining to the safe operation of a rail transportation system.

Knowledge of rapid transit control systems, traction power distribution network, support system configurations, current train routes and operation of rapid transit vehicles.

Knowledge of the operating characteristics of Train-Control Consoles and peripheral equipment used in monitoring system operation and controlling movements of trains.

Knowledge of emergency situations and procedures in a rail transportation system.

Knowledge of records and reports required in a rail transit system.

Some knowledge of supervisory principles and practices.

Ability to react promptly and correctly under emergency conditions.

Ability to operate a Train-Control Console and supervise the safe arrival and departure of trains at stations, terminals and rail yards.

Ability to coordinate work with and direct the work of other rapid transit system employees engaged in system operations.

Ability to analyze power distribution failures in systems and recommend corrective action.

Ability to evaluate facts, exercise good judgment, take appropriate actions and document actions taken, particularly in stress situations.

Ability to communicate effectively, verbally and in writing.

Ability to deal courteously and tactfully with other system employees.

NEW 1-85

#### **Nature Of Work**

This is specialized rail traffic management work in a rail transportation system.

## Human Resources Department

### Chief Supervisor, Rail Traffic Control (008161)

#### Minimum Qualifications

High school diploma or GED. Two years of satisfactory performance as a Rail Traffic Controller are required or five years of experience in a mass transit or a rail transportation operational environment requiring the resolution of operational problems related to scheduled services, equipment failures and other service disruptions are required. Completion of college level coursework from an accredited college or university may substitute for the required experience on a year-for-year basis. The MDTA classification of Chief, Supervisor, Rail Traffic Control performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and administrative rail traffic management work in a rail transportation system.

An employee in this class is responsible for planning, directing and coordinating rail transportation activities at a Central Operations Center. Responsibilities include supervising a staff of subordinates engaged in the safe and efficient control and operation of a rail transit system, developing operating rules, regulations and procedures, enforcing safety practices, analyzing the efficiency of control center operations, and implementing contingency plans. Considerable independent judgment is exercised in assuring the safe and efficient control and operation of the rail transportation system. Supervision is exercised over a staff of subordinate specialized and clerical employees. Supervision is received from an administrative superior who reviews work through personal observations and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate rail traffic controllers engaged in the safe and efficient control and operation of a rapid transit system, operating various controls and equipment, monitoring status of systems and devices, and taking or directing corrective actions. Plans and supervises activities of the Central Control Operations Center; establishes rules, regulations and procedures for efficient central control operations.

Enforces established safety policies and procedures; reviews problem areas to determine the need for changes to improve safety procedures and practices.

Implements contingency plans, making necessary changes to scheduled service during disruptions or other emergencies to minimize the length of delays and discomfort to passengers.

Supervises and coordinates communications from the Central Operations Center to supervisors, passengers on trains and in stations, and to other operational employees.

Maintains effective working relationships with police and fire departmental administrators and employees.

Formulates work schedules and assignments to subordinates; estimates staffing and material requirements and prepares recommendations.

Analyzes efficiency of Central Center Operations and develops recommendations for improvements.

Reviews reports prepared by subordinates and prepares operational and administrative reports.

Assists in the development and implementation of appropriate training programs.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of various departmental rules and regulations, rapid rail operating procedures, and Federal regulations pertaining to the safe operation of a rail transportation system.

Considerable knowledge of rapid rail transit system functions, operating regulations and scheduling techniques.

Considerable knowledge of rapid transit control systems, traction power distribution networks, support system configurations, current train routes and operation of rapid transit vehicles.

Considerable knowledge of the operating characteristics of train control consoles and related equipment.

Considerable knowledge of rail transit system policies and procedures.

## Human Resources Department

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### Chief Supervisor, Rail Traffic Control (008161)

Considerable knowledge of emergency situations and the implementation of required contingency plans.  
Knowledge of the structure and function of other county departments involved during transit operation interruptions.  
Knowledge of supervisory principles and practices.  
Ability to plan, assign and review the work of subordinates in a manner conducive to full performance and high morale.  
Ability to react promptly and correctly under emergency conditions.  
Ability to supervise the activities of a Central Control Operations Center in a rail transportation system.  
Ability to establish and maintain effective working relationships with subordinates, superiors and officials of other county departments.  
Ability to analyze efficiency of Central Control Operations and make effective recommendations for improvements.  
Ability to coordinate Central Control Operations Center activities with other departmental operations and other county departments.  
Ability to devise and install new and revised methods and procedures.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to deal tactfully and effectively with county officials, employees and the public.

NEW 1-85

#### **Nature Of Work**

This is supervisory and administrative rail traffic management work in a rail transportation system.

## Human Resources Department

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### Chief Supervisor, Rail Transportation (008162)

#### **Minimum Qualifications**

High school diploma or GED. Two years of satisfactory performance as a Rail Supervisor, Rail Yard Master, or Rail Traffic Controller or five years of experience in a mass transit or a rail transportation operational environment related to the coordination of rail operational personnel and equipment are required. Completion of college coursework may substitute for the required experience on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory and administrative rail traffic management and operations work in a rail transportation system.



### Rail Supervisor (008163)

#### Minimum Qualifications

Currently employed by Miami-Dade County as a Train Operator with permanent status immediately preceding the examination date. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination. The MDT classification of Rail Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in rail operations in a rail transportation system.

Employees in this class are responsible for supervising Rail Attendants engaged in transit operations, and rail facilities including guideway, station platforms, station structures and equipment. Duties include supervising activities concerning mainline rail operations, monitoring operation of vehicles, investigating passenger, employee, or rail vehicle accidents and providing roving supervision of rail structures. Some independent judgment is required in solving problems related to safe and efficient operations on the mainline and at station platforms. Supervision is exercised over Rail Attendants assigned to train operation or station work. Supervision is received from a technical and administrative superior who reviews work for satisfactory supervision and monitoring of rail operations activities.

##### ILLUSTRATIVE TASKS

Supervises Rail Attendants assigned to vehicular operation or transit station work; supervises the movement of trains on the mainline.

Monitors the operation of vehicles and performs troubleshooting techniques to determine the nature of vehicular defects; reports problems to proper authority for resolution.

Observes arriving and departing rail vehicles for display of visual vehicle defects; performs minor maintenance to correct minor problems; reports defects, delays or violations of operating rules and procedures.

Responds to emergency conditions on mainline operations as required.

Provides roving supervision of the guideway, station platforms, station structures, and equipment for departure from normal conditions.

Performs periodic checks of Rail Attendant's knowledge of operating and safety rules and procedures; assists in the training of Rail Attendants in operating rules and vehicular operation.

Maintains a working knowledge of passenger vehicle, rail yard, mainline, stations and terminal operations.

Investigates passenger, employee or rail vehicle accidents, reporting information to supervisor; prepares written reports concerning accidents.

Operates wayside switch machines as required.

Makes recommendations regarding hiring, discipline and promotion of subordinates; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operating rules, regulations, procedures, and safety practices applicable to rail vehicle operation.

Considerable knowledge of mainline transit operations, rail facilities, and passenger service operations of a rail transportation system.

Considerable knowledge of emergency procedures applicable to rail operations activities.

Knowledge of the operating characteristics of rail vehicles, rail vehicle equipment, and equipment utilized at station platforms and structures.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Knowledge of emergency situations and applicable procedures in a rail transportation system.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce established rules and procedures concerning the safe and efficient operation of rail vehicles.

## Human Resources Department

### Rail Supervisor (008163)

Ability to react promptly and correctly under emergency conditions.  
Ability to detect malfunctions in rail vehicle equipment and equipment associated with station platforms and structures.  
Ability to investigate and document passenger, employee or rail vehicle accidents.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to exercise good judgment, evaluate facts and effectively document actions taken.

NEW 1-85

#### **Nature Of Work**

This is supervisory work in rail operations in a rail transportation system.  
The written examination will evaluate knowledge of Miami-Dade Transit (MDT) rules, regulations, procedures, safety, supervisory practices and report writing.

Copies of the Reading List and study materials are available at the Dadeland South supervisors' booth from 4:30 a.m. to 10:00 p.m., at the Palmetto Station supervisors' booth from 5:00 a.m. to 9:00 p.m. and at the Lehman Center Yard Tower, 24 hours a day from Monday, May 17, 2010 until Friday, July 16, 2010.

Seniority points will be added to the score of employees qualifying on the competitive examination at the rate of 0.02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum credit of ten years of service or six points.

Only those individuals deemed unqualified to take the examination will be notified in writing by Miami-Dade County, Human Resources.  
**APPLICANTS DEEMED QUALIFIED WILL RECEIVE NO FURTHER NOTIFICATION AND ARE TO PROCEED TO THE EXAMINATION AS SCHEDULED.**

As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form.

Applicants claiming veterans' preference must provide the required information in the Veterans' Preference section of the employment application, prove eligibility, and request the preference within the specified time period. In accordance with Florida Statutes, Veterans' Preference documents must be submitted on time and will not be accepted on the day of the written examination. Copies of your documents must be received by Human Resources no later than Thursday, June 3, 2010. Copies should be marked to show the job posting number and classification for which you are claiming preference. Veterans' Preference documents may be submitted in one of the following ways: Email to [vets@miamidade.gov](mailto:vets@miamidade.gov), fax to (305) 679-VETS (7545), or mail or hand-deliver to Miami-Dade County, Human Resources, Recruitment, Compensation and Testing Division, 111 NW 1 Street, Suite 2020, Miami, FL 33128-1906.

Applicants must apply online at [www.miamidade.gov/jobs/](http://www.miamidade.gov/jobs/) on the Online Employment Application Site from Monday, May 17, 2010 through Monday, May 31, 2010.

**LOCATION OF EXAMINATION:** Holiday Inn-University of Miami, Alhambra Room, 1350 South Dixie Highway, Coral Gables, FL 33146. **Date of examination:** Saturday, July 17, 2010. **Registration time:** 8:30 a.m. to 9:00 a.m. Doors to the testing facility will be closed promptly at 9:00 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up requests must be submitted in writing through the applicant's chain of command to Miami-Dade County, Human Resources, Testing and Validation Section, prior to the written examination. **NO CELLULAR PHONES ARE PERMITTED IN THE TEST FACILITY.**

### Rail Yard Master (008164)

#### Minimum Qualifications

Three years of experience as a Train Operator are required. Employees must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period;

Two years of mass transportation operational experience in a bus, rail, peplemover, or related passenger services environment to include one year as a supervisor or Transit Instructor are required. Employees must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period;

or Associate's degree. Two years of mass transportation operational experience in a bus, rail, peplemover, or related passenger services environment are required. Employees must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period.

Employees may be required to work split shifts. The MDTA classification of Rail Yard Master performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is specialized rail yard dispatching work in a rail transportation system.

Employees in this class are responsible for coordinating, monitoring and directing all rail vehicle movements in a rail yard area. Duties include routing trains over switches, issuing Train Orders for the safe movement of work vehicles, coordinating work with various supervisory employees related to vehicle availability and train movements, and controlling the traction power system within the rail yard and test tracks. Independent judgment is exercised in assuring the safe and efficient control and operation of rail vehicles in the rail yard area and in entering the mainline. Supervision is received from a technical and administrative superior who reviews work for effective control and coordination of rail yard operations.

##### ILLUSTRATIVE TASKS

Controls all rail operations within rail yard storage and shop areas; assures proper routing of trains over switches using established operating rules and safety precautions and procedures to facilitate train movements.

Coordinates yard operations with supervisors concerning inspection requirements, schedule requirements and vehicle availability.

Coordinates yard operations with operational supervisors concerning train movements and entry of work vehicles on the mainline.

Exercises responsibility for the issuance of Train Orders governing the safe movement of work vehicles over mainline or yard tracks.

Assists in the training of new employees as required.

Controls the traction power system within the yard and test tracks, and all emergency telephones and fire alarms.

Coordinates work with supervisors relative to the proper and timely assignment of Rail Attendants to specific trains in the storage area, prior to their placement into passenger service.

Maintains a variety of logs and records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operating rules, regulations, procedures, and safety practices applicable to rail yard train movements.

Considerable knowledge of rail yard transit operations and yard and shop facilities.

Considerable knowledge of controls and equipment used for track and traction-power within a rail yard.

Knowledge of emergency situations and applicable procedures for rail yard operations.

Knowledge of logs and records required in the area of assignment.

### **Rail Yard Master (008164)**

Ability to direct train movements in a rail yard safely and efficiently according to established operating rules and regulations.  
Ability to react promptly and correctly under emergency conditions.  
Ability to coordinate work with other transit system employees engaged in rail yard shop operations.  
Ability to operate controls and equipment used in rail yard operations.  
Ability to keep accurate logs and records.  
Ability to communicate clearly and concisely, verbally and in writing.

NEW 1-85

#### **Nature Of Work**

This is specialized rail yard dispatching work in a rail transportation system.

## Human Resources Department

### Rail Vehicle Cleaner Supervisor (008167)

#### Minimum Qualifications

High school diploma or GED. One year of experience in the supervision of custodial or janitorial work is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in the maintenance and cleaning of rail vehicles in a rail transportation system.

An employee in this class is responsible for planning, assigning and reviewing the work of subordinates engaged in sweeping and mopping vehicle interiors, removing debris, cleaning vehicle windows, removing graffiti, and performing general cleaning of vehicle interior equipment. Responsibilities include making assignments in accordance with work volume and available work force, instructing subordinates on proper work methods and techniques, monitoring progress of work, and inspecting rail vehicles prior to their return to revenue service. Supervision is exercised over a staff of subordinate employees engaged in the cleaning of rail vehicles. Supervision is received from an administrative superior who reviews work through personal conferences, written reports and personal observations for satisfactory completion of rail maintenance and cleaning responsibilities.

##### ILLUSTRATIVE TASKS

Estimates rail vehicle cleaning requirements and organizes assignments for the daily cleaning of rail vehicles.

Directs and instructs employees in proper work methods and techniques; monitors progress and quality of tasks being performed.

Supervises the work of subordinates engaged in removing debris, gum, graffiti and foreign matter from rail vehicles.

Assures that windows, panels, seat backs, stainless steel and ceilings are cleaned in accordance with established procedures.

Supervises the sweeping and mopping of vehicle interiors prior to their return to revenue service.

Inspects work in progress and upon completion; checks exterior of rail vehicles for damage, stickers and graffiti which would require corrective action.

Completes required records, forms and reports concerning rail vehicle cleaning activities.

Assures that rail vehicle cleaning activities are accomplished in accordance with departmental policies and procedures and established safety practices.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental policies and procedures pertaining to rail vehicle cleaning activities.

Considerable knowledge of cleaning equipment and materials used in rail vehicle cleaning work.

Considerable knowledge of supervisory principles and practices.

Knowledge of safety practices and procedures required in the cleaning of rail vehicles.

Knowledge of the records, forms and reports required in rail vehicle cleaning operations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to direct the cleaning of rail vehicles in accordance with departmental policies and procedures.

Ability to estimate labor requirements for the cleaning of rail vehicles.

Ability to instruct subordinates in proper work methods and practices.

Ability to prepare records, forms and reports required in the area of assignment.

Ability to establish and maintain effective working relationships with subordinates and superiors.

NEW 10-94

#### Nature Of Work

This is supervisory work in the maintenance and cleaning of rail vehicles in a rail transportation system.

## **Human Resources Department**

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### **Rail Vehicle Cleaner Supervisor (008167)**

### Rail Vehicle Maintenance Supervisor (008168)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in rail vehicle maintenance, repair and inspection work are required. Shift work is required. The MDT classification of Rail Vehicle Maintenance Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the maintenance of rail vehicles in a rail transportation system.

Employees in this class are responsible for supervising the inspection, testing, diagnosis and repair of rail vehicles, equipment and components. Emphasis of the work is on supervising a staff of technical subordinates, planning and scheduling repair and maintenance work, identifying causes of equipment failures and recommending procedures to prevent recurrence, enforcing safety rules and regulations, and coordinating of maintenance activities with representatives of private and public agencies, and with equipment and service contractors. Employees exercise independent judgment in the diagnosis of rail vehicle and equipment malfunctions and in the technical phases of repair and maintenance activities. Supervision is received from a technical and administrative superior who reviews work for satisfactory completion of work assignments and satisfactory operation of rail vehicles, equipment and components.

##### ILLUSTRATIVE TASKS

Supervises the inspection of equipment in service to determine the operating conditions of rail vehicles, equipment and components; assures that safety tests and visual checks of equipment are properly completed and that appropriate reports are prepared by inspection employees.

Supervises "running and road" repairs at terminals, yards, and other locations; assures that inspection employees accurately identify causes of malfunctions or equipment failures and make appropriate adjustments or repairs to keep trains in service and on schedule.

Supervises periodic detailed pit inspections of rail vehicles to evaluate their operating condition to determine if shop repairs are required; prepares work assignments for car inspection employees at various locations.

Instructs employees in work methods and techniques and monitors the progress and quality of work; trains new employees in rail car inspection, testing and servicing activities as well as overhaul and major corrective repair work, including wheel truing; monitors the progress of trainees and prepares periodic progress reports.

Estimates work volumes and the need for tools and equipment; reviews maintenance planning system reports and evaluates the performance of inspection activities.

Identifies causes of excessive equipment failures and recommends inspection and servicing procedures to prevent recurrence; investigates improved inspection methods and techniques, making recommendations for implementation.

Interprets maintenance manuals, schematics and repair orders.

Responds in the event of serious equipment failures; notifies superiors of important occurrences and need for assistance.

Analyzes and troubleshoots car equipment systems and component failures as necessary, to identify causes of unusual equipment failures; determines if road repairs are feasible or if equipment must be removed from service; oversees the conduct of standard test procedures to locate faults or check the proper operations of repaired or new equipment.

Requisitions parts, tools and materials to repair rail vehicles; signs repair reports.

Prepares a variety of reports as necessary.

Enforces safety rules, regulations and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity and electronics as applied to rail vehicles, equipment and components.

Thorough knowledge of the repair and maintenance characteristics and requirements of rail vehicles and related equipment.

Considerable knowledge of the principles and theories of mechanics, hydraulics, pneumatics, heating and air conditioning applicable to rail vehicular equipment.

### **Rail Vehicle Maintenance Supervisor (008168)**

Considerable knowledge of rail transportation operational plans and procedures.  
Considerable knowledge of occupational hazards and safety precautions applicable to rail vehicle repair and maintenance.  
Knowledge of supervisory principles and practices.  
Knowledge of precision electronic and electrical test equipment.  
Knowledge of blueprints, diagrams and schematics.  
Knowledge of records, reports and forms used in the area of assignment.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to diagnose complex equipment malfunctions and direct corrective measures.  
Ability to read and understand technical blueprints and schematics.  
Ability to determine the extent of equipment malfunctions and make decisions concerning removal of rail vehicles from service.  
Skill in the diagnosis of a variety of mechanical and electrical malfunctions.

NEW 1-85

#### **Nature Of Work**

This is skilled supervisory work in the maintenance of rail vehicles in a rail transportation system.



## Human Resources Department

### Chief Supervisor, Rail Vehicle Repair (008169)

#### Minimum Qualifications

High school diploma or GED. Five years of rail vehicle repair and maintenance experience to include experience in the resolution of operating problems and experience in a supervisory capacity are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and administrative work in the maintenance of rail vehicles, equipment and components in a rail transportation system.

Employees in this class supervise through subordinate supervisors the diagnosis, repair, testing, inspection and maintenance of rail vehicles and associated equipment. Emphasis of the work is on general supervision of rail vehicle maintenance and repair activities, enforcement of safety practices and procedures, development of preventive maintenance programs and schedules, preparation of budgetary estimates and requests, and development of performance standards. Employees exercise considerable independent judgment in the development and implementation of rail vehicle maintenance programs and activities. Supervision is exercised through subordinate supervisors over a staff of Rail Technicians and related employees engaged in the diagnosis, repair maintenance and cleaning of rail vehicles and related equipment. Supervision is received from a technical and administrative superior who evaluates work for efficiency and effectiveness of rail vehicle repair and maintenance activities.

##### ILLUSTRATIVE TASKS

Supervises the inspection of equipment in service to determine the operating condition of rail vehicles, equipment and components.  
Assures that safety tests and visual checks of equipment are properly completed and that appropriate reports are prepared by inspection employees.  
Supervises rail transit vehicle inspection, acceptance and test programs.  
Supervises "running and road" repairs at terminals, yards and other locations.  
Supervises periodic detailed pit inspections of rail vehicles to evaluate their operating condition to determine if shop repairs are required.  
Determines that inspection employees accurately identify causes of malfunction or equipment failures and make appropriate adjustments or repairs to keep trains in service and on schedule.  
Supervises the major repair, overhaul and rebuild of transit vehicles and subassemblies supporting the car systems.  
Prepares work assignments for car inspection and car cleaning personnel at various locations; oversees the cleaning and washing of rail cars in accordance with established programs and schedules; determines that acceptable levels of appearance and cleanliness are achieved.  
Instructs supervisors and employees in work methods and techniques and monitors the progress and quality of work; assures the training of new employees in rail car inspections, testing and servicing activities.

Enforces safety policies and maintenance procedures; develops and advises on proper work methods and techniques.  
Estimates work volumes and the need for tools and equipment; coordinates work with maintenance control employees with respect to maintenance programs and shop scheduling and production.  
Identifies causes of excessive equipment failure and recommends inspection and servicing procedures to prevent recurrence.  
Participates in the investigation of equipment failures and accidents involving rapid transit equipment; responds to rail emergencies involving car failures as required and assists in the removal of disabled cars from mainline track; notifies superiors of important occurrences and need for assistance.  
Assists in the preparation of budgetary forecasts, staff estimates and material requirements including the need for new equipment.  
Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.  
Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electronics, electricity, mechanics, hydraulics, pneumatics, heating and air conditioning as applied to rail vehicles and related equipment.

## Human Resources Department

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### Chief Supervisor, Rail Vehicle Repair (008169)

Thorough knowledge of operating characteristics and maintenance requirements of rail vehicular equipment.  
Thorough knowledge of rail operational plans and procedures.  
Thorough knowledge of the occupational hazards and safety precautions applicable to rail vehicle repair and maintenance.  
Considerable knowledge of departmental policies, regulations and procedures.  
Considerable knowledge of supervisory principles and practices.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to diagnose complex equipment malfunctions and direct corrective measures.  
Ability to use independent judgment in the development and implementation of maintenance programs and activities.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to coordinate material, equipment and employee availability to assure rail vehicles are available for service.

Ability to prepare budget documents and a variety of reports and forms.  
Ability to read and understand technical blueprints, diagrams and schematics.  
Skill in the diagnosis of a variety of mechanical and electrical malfunctions.

NEW 1-85

#### **Nature Of Work**

This is advanced supervisory and administrative work in the maintenance of rail vehicles, equipment and components in a rail transportation system.

### Traction Power Supervisor (008171)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in the inspection, repair and maintenance of traction power systems and switchgear to include 15KV and 700 volt DC systems rectification equipment are required. The MDT classification of Traction Power Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Must possess a CDL/Class B with an air-brake endorsement. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the inspection, repair, installation and maintenance of traction power equipment.

Employees in this class are responsible for supervising the work of skilled technicians in the routine and emergency maintenance of AC and DC traction power equipment in a rail transportation system. Emphasis of the work is on supervising technical subordinates, periodic inspections of electrical power facilities, planning and scheduling repair and maintenance work, enforcing safety rules and regulations, and coordinating work with respect to maintenance programs, schedules and production activities. Employees exercise independent judgment in determining traction power system requirements concerning technical phases of repair, maintenance and installation. Supervision is exercised over a staff of Rail Technicians assigned to various phases of traction power inspection, repair, maintenance and installation work. Supervision is received from a technical and administrative superior who reviews work through satisfactory completion of work assignments and satisfactory operation of traction power equipment.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technicians engaged in the inspection, repair, maintenance and installation of traction power equipment in a rail transportation system.

Supervises the inspection, preventive maintenance, repairs, retrofit and adjustment of traction power equipment including AC and DC switch gear, rectifiers, transformers, and JPSS rooms.

Enforces established safety rules, regulations and procedures.

Coordinates traction power work with systems engineering, operations, field test employees and private consultants in the resolution of complex maintenance difficulties.

Responds to vehicular and power emergencies such as delays or accidents, as required.

Determines maintenance priorities and assigns technicians accordingly; trains subordinates in traction power maintenance procedures and tasks.

Coordinates material and equipment requirements to assure availability as required.

Coordinates work with maintenance control employees with respect to maintenance programs, schedules and production.

Assists in the evaluation of failure reports and daily maintenance reports.

Assists in the inspection of new installations for construction; witnesses systems test of new installations; supports testing of trains and equipment.

Performs periodic inspections of electrical power facilities to assure conformance with maintenance standards, and recommends adjustments to maintain schedules as necessary.

Inspects and evaluates standard high voltage electrical power circuits used by the rail transportation system for the traction power and auxiliary power switch gear, uninterrupted services and related circuits.

Assists in the development of maintenance procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity and electronics as applied to traction power equipment.

Thorough knowledge of the repair and maintenance requirements of traction power equipment.

### **Traction Power Supervisor (008171)**

Thorough knowledge of the operating characteristics of mechanical, electrical and electronic traction power equipment.  
Considerable knowledge of applicable rules, regulations and procedures concerning traction power maintenance.  
Considerable knowledge of occupational hazards and safety precautions applicable to traction power maintenance.  
Knowledge of precision electronic and electrical test equipment.  
Knowledge of the records, forms and reports required in traction power system maintenance.  
Knowledge of supervisory principles and practices.

Ability to coordinate and implement an effective traction power maintenance program.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to read and understand technical blueprints and schematics.  
Ability to read and understand contract specifications and procedures.  
Ability to follow verbal and written instructions.  
Skill in the diagnosis of mechanical and electrical malfunctions.

NEW 1-85

#### **Nature Of Work**

This is skilled supervisory work in the inspection, repair, installation and maintenance of traction power equipment.

### Train Control Supervisor (008173)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in train control maintenance, repair and inspection work are required. The MDT classification of Train Control Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the inspection, repair, installation and maintenance of train control equipment.

Employees in this class are responsible for supervising the work of skilled technicians in the routine and emergency maintenance of train control equipment in a rail transportation system. Emphasis of the work is on supervising technical subordinates, developing maintenance plans and procedures, participating in the resolution of complex maintenance problems, enforcing safety rules and regulations, and planning and scheduling repair and maintenance work. Employees exercise independent judgment in the application of the principles and techniques of electrical and electronic repair and adjustment to a variety of train control equipment. Supervision is exercised over a staff of Rail Technicians engaged in inspection, testing, repair and maintenance of train control equipment. Supervision is received from a technical and administrative superior who reviews work through satisfactory completion of work assignments and satisfactory operation of equipment installed, repaired or maintained.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technicians engaged in the inspection, repair, adjustment, maintenance and installation of train control equipment in a rail transportation system.

Supervises the inspection, preventive maintenance, repair and adjustment of train control equipment including mini-bonds, rail connections, signals, track switching machines and motor circuit controls.

Enforces established safety rules, regulations and procedures.

Coordinates train control work with systems engineering, operations, field test employees and private consultants in the resolution of complex maintenance difficulties.

Responds to vehicular and power emergencies such as delays or accidents, as required.

Determines maintenance priorities and assigns technicians accordingly; trains subordinates in traction power maintenance procedures and tasks.

Coordinates material and equipment requirements to ensure availability as required.

Develops maintenance plans and procedures concerning the train control system; reviews operating and maintenance records and revises maintenance schedules as needed.

Evaluates causes for failure in support equipment and initiates measures to improve equipment performance; analyzes complex equipment problems and recommends solution; assists in the evaluation of failure reports and daily maintenance reports.

Witnesses systems tests of new installations.

Prepares and completes various forms and reports.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity and electronics as applied to train control equipment.

Thorough knowledge of the repair and maintenance requirements of rail signal and train control equipment.

Thorough knowledge of the operating characteristics of mechanical, electrical and electronic train control equipment.

Considerable knowledge of applicable rules, regulations, procedures and signal standards applicable to train control equipment.

Considerable knowledge of occupational hazards and safety precautions applicable to train control equipment repair and maintenance.

Knowledge of precision electronic and electrical test equipment.

Knowledge of records, forms and reports required in train control system maintenance.

Knowledge of supervisory principles and practices.

### **Train Control Supervisor (008173)**

Ability to coordinate and implement an effective traction power maintenance program.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to read and understand technical blueprints and schematics.  
Ability to read and understand contract specifications and procedures.  
Ability to follow verbal and written instructions.  
Skill in the diagnosis of mechanical and electrical malfunctions.

NEW 1-85

#### **Nature Of Work**

This is skilled supervisory work in the inspection, repair, installation and maintenance of train control equipment.

### Chief Supervisor Train Control and Traction Power Systems (008175)

**Minimum Qualifications**

High school diploma or GED. Five years of experience in the inspection, repair and maintenance of train control and/or traction power electrical and electronic equipment, to include resolution of operational problems and supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

**Job Specifications****Nature Of Work**

This is technical professional administrative work directing, controlling and supervising the maintenance of train control and traction power equipment, rail/mover stations, rail/mover/bus maintenance facilities and the central administration building.

## Human Resources Department

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### Chief Supervisor, Rail Shop Maintenance (008176)

#### **Minimum Qualifications**

High school diploma or GED. Two years of supervisory experience in a rail shop operation to include experience in the repair and maintenance of track and guideway equipment are required. Must possess a CDL/Class A. The MDTA classification of Chief Supervisor, Rail Shop Maintenance performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced supervisory and administrative work in the repair and maintenance of track and various guideway systems in a rail transportation system.



## Human Resources Department

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### Rail Structural Inspection Supervisor (008179)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in the inspection or repair of bridges, guideways or comparable structures are required. Must possess of a Driver license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is technical administrative work with supervisory responsibility for employees engaged in rail structural inspections.

### Rail Structure and Track Supervisor (008180)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in varied phases of structural and/or track repairs and maintenance are required. Must possess a CDL/Class B. The MDTA classification of Rail Structure and Track Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and technical work with administrative responsibility in the maintenance and repair of rail structures and track systems.

Employees in this class are responsible for supervising, planning and coordinating the maintenance and repair of rail structures and track and guideway systems in a rail transportation system. Emphasis of the work is on supervising a staff of subordinates, assisting with complex and difficult technical problems, planning and developing maintenance programs and procedures, and reviewing work in progress and upon completion. Incumbents exercise independent judgment in the coordination of employees, equipment and materials in technical phases of repair and maintenance activities. Supervision is exercised over a staff of equipment operators, technicians and semi-skilled employees engaged in the repair and maintenance of rail structures and track systems. Supervision is received from a technical and administrative superior who reviews work for satisfactory completion of work assignments and satisfactory repair and maintenance activities.

##### ILLUSTRATIVE TASKS

Supervises equipment operators, technicians and semi-skilled employees in the inspection, repair and maintenance of rail structures and track and guideway systems; supervises the operation of structure maintenance and track maintenance equipment.

Analyzes complex or difficult structural and construction problems and track maintenance problems; develops recommendations for repair and maintenance activities to assist in their resolution.

Assures equipment, materials and supplies are available for various crew assignments; reviews work in progress and upon completion; trains subordinates in structure or track repair and maintenance.

Enforces established safety rules and regulations.

Coordinates structural or track repair and maintenance activities with appropriate operational or maintenance units; schedules preventive maintenance work.

Participates in the evaluation of structural or track work to be accepted for operations and of new equipment to be acquired for structural or track repair and maintenance activities.

Recommends inspection procedures and guidelines for structures or track and guideway for undertaking corrective measures in emergency situations without interruption to normal rail operations service, when feasible.

Responds to emergency conditions as required.

Prepares and completes various reports, forms and documents.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of structural design and maintenance characteristics of the rail guideway system including piers, girders and caps.

Thorough knowledge of the equipment, tools and supplies used in structural or track maintenance and repair in a rail transportation system.

Thorough knowledge of track work design and maintenance characteristics of continuous welded rail.

Considerable knowledge of the occupational hazards and safety precautions required in rail structural or track repair and maintenance work.

Considerable knowledge of rail transportation operating rules and procedures.

Knowledge of supervisory principles and practices.

Knowledge of the records, forms and reports used in the area of assignment.

## Human Resources Department

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### Rail Structure and Track Supervisor (008180)

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to coordinate employees, equipment and materials in geographically separated locations to complete rail repair and maintenance work.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to distinguish specific colors.

Ability to analyze complex structural or track maintenance problems and assist in their resolution.

Ability to establish and maintain effective working relations with employees, supervisors and rail officials.

Ability to prepare various reports and documents.

Skill in the use of hand tools, power tools and heavy equipment.

NEW 1-85

#### **Nature Of Work**

This is advanced supervisory and technical work with administrative responsibility in the maintenance and repair of rail structures and track systems.

## Human Resources Department

### Chief Supervisor, Rail Structural Maintenance (008181)

#### Minimum Qualifications

High school diploma or GED. Two years of supervisory experience in rail structural or track repair and maintenance work in a rail transportation system are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible supervisory work in the maintenance and repair of rail structures and track systems.

An employee in this class is responsible for technical and administrative supervision, planning and coordinating the maintenance and repair of rail structures and track and guideway systems. Emphasis of the work is one supervising through subordinate supervisors a large staff, inspecting and resolving complex technical problems, establishing maintenance and repair priorities, assuring the adequate use and availability of equipment, materials and supplies, and reviewing work in progress and upon completion. Considerable independent judgment is exercised in the technical phases of repair and maintenance work and in the development of maintenance programs and priorities.

Supervision is exercised through subordinate supervisors over a staff of equipment operators, technicians and semi-skilled employees engaged in the repair and maintenance of rail structures and track systems. General supervision is received from an administrative superior who holds the incumbent responsible for efficient and effective rail structure and track maintenance operations.

##### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors a staff of equipment operators, technicians and semi-skilled employees in the inspection, repair and maintenance of rail structures and track and guideway systems; supervises the operation of structure maintenance and track maintenance equipment.

Inspects or supervises the inspection of girders, piers and track and guideway equipment to ascertain problems and assure structures and equipment are safe and operational.

Establishes repair and maintenance priorities; investigates structure or track and guideway equipment conditions and determines necessary repairs, whether conditions warrant continued operations, or whether work can be accomplished by scheduled work crews or requires immediate action.

Established and enforces safety rules and procedures.

Inspects work in progress and upon completion; assures

work orders are executed in a timely and efficient manner; requisitions equipment, materials and supplies; prepares various periodic and special reports as required.

Coordinates structural or track repair and maintenance activities with appropriate operational or maintenance units; assists rail shop supervisors in track and shop work.

Prepares work orders; outlines, sketches or draws representations detailing specific problems and their locations; outlines work required, work sequences and required materials and supplies.

Reviews inspection procedures and supervises the implementation of procedures for correcting conditions in emergency circumstances; participates in the inspection of structural facilities to be accepted from contractors.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of structural design and maintenance characteristics of prestressed concrete girders, hammerhead caps, standard piers and other rail transportation system structures.

Extensive knowledge of track and guideway design and maintenance characteristics of continuous welded rail.

Thorough knowledge of the occupational hazards and safety precautions required in rail structural or track repair and maintenance work.

Thorough knowledge of rail transportation operating rules and procedures.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the equipment, tools and materials used in structural or track and guideway maintenance and repair.

Considerable knowledge of the records, forms and reports used in the area of assignment.

## Human Resources Department

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### Chief Supervisor, Rail Structural Maintenance (008181)

Considerable knowledge of departmental policies, practices and procedures

Ability to inspect, interpret and analyze failure trends related to structural and track and guideway maintenance work.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare reports, forms and documents applicable to the area of assignment.

Ability to plan and prioritize structural or track and guideway maintenance and repair functions.

Ability to coordinate employees, equipment and materials in geographically separated locations to complete rail repair and maintenance work.

Ability to distinguish specific colors.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with employees, supervisors and various rail officials.

Ability to develop and implement maintenance and repair policies and procedures.

NEW 1-85

#### **Nature Of Work**

This is advanced responsible supervisory work in the maintenance and repair of rail structures and track systems.

## Human Resources Department

### Chief Supervisor, Inspection & Repair (008182)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering or Mechanical Engineering and three years of supervisory experience in rail vehicle maintenance, inspection and repair are required; or High school diploma, GED, or vocational school with formal training in mechanical, electrical, electromechanical, hydraulic and air-conditioning systems and seven years of experience in rail vehicle maintenance, inspections and repair to include to three years at a supervisory level are required. Shift work is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and administrative work in the mechanical maintenance of rail vehicles and related equipment in a rail transportation system.

An employee in this class supervises through subordinate supervisors the diagnosis, testing, inspection, repair and mechanical maintenance of rail vehicles and associated equipment. Responsibilities include general supervision of rail vehicle mechanical maintenance and repair activities, enforcement of safety practices and procedures, preparation of budgetary estimates and requests, coordination of preventive maintenance scheduling, and participation in investigations of equipment failures and accidents involving rail vehicles. The incumbent exercises considerable independent judgment in the development and implementation of rail vehicle mechanical maintenance programs and activities. Supervision is exercised through subordinate supervisors over a staff of technicians and related employees engaged in the diagnosis, repair and maintenance of rail vehicles and related equipment. Supervision is received from a technical and administrative superior who evaluates work for efficiency and effectiveness of rail vehicle repair and maintenance activities.

##### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors the work of subordinate technicians engaged in the diagnosis, testing, inspection, repair and mechanical maintenance of rail vehicles and associated equipment.

Provides instruction to supervisors and employees concerning work methods and techniques; monitors quantity and quality of work in progress.

Assures that employees receive training in rail vehicle equipment and related procedures.

Participates in development of budgetary forecasts, staff estimates and material requirements; monitors budget to assure that funds are expended effectively.

Prepares estimates of workload volumes and the need for tools and equipment; coordinates preventive maintenance program scheduling.

Enforces established safety practices and procedures.

Participates in the investigation of equipment failures and accidents involving rail vehicles.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles and theories of mechanics, hydraulics and pneumatics as applied to rail vehicles and associated equipment.

Thorough knowledge of rail vehicle mechanical repair and maintenance requirements.

Thorough knowledge of the operating characteristics of mechanical, hydraulic and pneumatic rail vehicle equipment.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of occupational hazards and safety precautions applicable to rail vehicle repair and maintenance.

Considerable knowledge of rail vehicle preventive maintenance programs and scheduling.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop and implement effective rail vehicle maintenance programs.

Ability to prepare budgetary forecasts, staff estimates and material requirements.

## Human Resources Department

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### Chief Supervisor, Inspection & Repair (008182)

Ability to assist in the investigation of equipment failures and accidents involving rail vehicles.  
Ability to coordinate preventive maintenance program scheduling.  
Skill in the diagnosis of mechanical malfunctions.

NEW 10-94

#### **Nature Of Work**

This is advanced supervisory and administrative work in the mechanical maintenance of rail vehicles and related equipment in a rail transportation system.

### Track Shop Supervisor (008183)

#### Minimum Qualifications

High school diploma, GED, or vocational training in construction, welding or related field. Two years of experience in varied phases of equipment maintenance such as inspection, lubrication and repairs to heavy and light equipment, and track repair to include rail cutting, welding, drilling, guideway cleaning and replacing rail tracks are required. Must possess a CDL/Class A. The MDTA classification of Track Shop Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and technical work in the supervision of a track shop in a rail transportation system.

Employees in this class are responsible for supervising technical and semi-skilled employees engaged in the repair and maintenance of track and guideway equipment, and in the operation of track shop equipment. Responsibilities include assuring availability of equipment, materials and supplies, training subordinates in shop repair methods and machine operation, enforcing safety practices and procedures, coordinating production schedules and requirements with other rail officials, and assisting in the development of maintenance programs. Some independent judgment is exercised in the technical phases of track and guideway repair in meeting production requirements. Supervision is exercised over a staff of technicians and semi-skilled employees engaged in the repair of rail equipment and in the operation of shop machinery. Supervision is received from a technical and administrative superior who reviews work for completion of repair assignments in conformance with production requirements.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinate technicians and semi-skilled employees engaged in the repair and maintenance of track and guideway equipment.

Coordinates track shop production requirements with operational employees to assure availability of track and guideway equipment for scheduled or unscheduled repairs and maintenance.

Requisitions equipment, materials and supplies; assures equipment and materials are available for repair and maintenance work.

Trains subordinates in track and guideway equipment repair and track shop machine operation; enforces safety practices and procedures.

Supervises loading and unloading of equipment; supervises periodic inventories of tools and materials.

Assists in the development, implementation and modification of effective track maintenance programs.

Participates in the evaluation of track work to be accepted for operations, and of new equipment to be acquired for track maintenance activities.

Makes recommendations for inspection procedures and implements procedures for corrective measures in emergency situations without interruption to normal train operations when feasible.

Responds to emergency conditions as required.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operating characteristics and maintenance requirements of track and guideway equipment.

Considerable knowledge of the operation and maintenance of hydraulic, diesel, gasoline and pneumatic equipment and tools.

Considerable knowledge of track work design and the problems associated with the maintenance of continuous welded rail.

Considerable knowledge of the occupational hazards and safety precautions applicable to track shop operations.

Knowledge of rail transportation operating rules and procedures.

Knowledge of supervisory principles and practices.

Ability to inspect, detect and resolve complex track and guideway equipment malfunctions.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to operate a variety of track shop equipment.



### Track Shop Supervisor (008183)

Ability to distinguish specific colors.

Ability to train subordinates in track shop methods and equipment operation.

Ability to assist in the development and implementation of track maintenance programs.

Ability to coordinate track shop production to assure availability of track and guideway equipment.

Skill in the use of hydraulic, diesel, gasoline and pneumatic equipment and tools.

NEW 1-85

#### **Nature Of Work**

This is advanced supervisory and technical work in the supervision of a track shop in a rail transportation system.

## Human Resources Department

### Chief Supervisor, Rail Track Maintenance (008185)

#### Minimum Qualifications

Bachelor's degree in Construction Engineering, Civil Engineering or Railroad Engineering and three years of supervisory experience in railroad track components and structures are required; OR high school diploma, GED, or vocational school with formal training in railroad track components, structures, inspection and repairs, and seven years of experience in railroad track or track structural maintenance to include three years of experience in a supervisory capacity are required. Shift work is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. The MDT classification of Chief Supervisor, Rail Track Maintenance performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and administrative work in the repair and maintenance of track and various guideway systems in a rail transportation system.

An employee in this class supervises through subordinate supervisors the inspection, repair and maintenance of track and various guideway systems including power rail. Responsibilities include general supervision of track maintenance and repair activities, enforcement of safety practices and procedures, preparation of budgetary estimates and requests, development of track maintenance plans and procedures, and coordination of track maintenance activities with other transit operations. The incumbent exercises considerable independent judgment in the development and implementation of effective track maintenance programs to assure safe and operational condition of track and guideway areas. Supervision is exercised through subordinate supervisors over a staff of repair specialists and related employees engaged in the inspection, repair and maintenance of track and guideway systems. Supervision is received from a technical and administrative superior who evaluates work for efficiency and effectiveness of track repair and maintenance activities.

##### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors the work of subordinate track repair specialists, equipment operators and semi-skilled employees engaged in the inspection, repair and maintenance of track and various guideway systems including power rail.

Establishes track repair and maintenance priorities; develops and initiates track maintenance plans, programs and procedures.

Assists in the development and implementation of training programs pertaining to track maintenance and repair.

Participates in development of budgetary forecasts, staff estimates and need for new equipment.

Inspects or supervises the inspection of tracks, third rail systems and all appurtenances, guideway and adjacent areas to determine their safe and operational condition.

Enforces established safety practices and procedures.

Monitors work in progress and upon completion; coordinates track repair and maintenance activities with other rail operations.

Details specific problems and their locations; diagnoses, identifies and develops methods and procedures for failures related to equipment, repairs or materials.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the structural design and maintenance characteristics of trackwork and related guideway systems.

Thorough knowledge of the repair and maintenance requirements of continuous welded rail, various guideway systems and power rail.

Thorough knowledge of the equipment, tools and supplies used in track maintenance and repair activities.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of occupational hazards and safety precautions applicable to track repair and maintenance activities.

Considerable knowledge of rail transportation operating rules and procedures.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to develop and implement effective track repair and maintenance programs.

Ability to prepare budgetary forecasts, staff estimates and material requirements.

## Human Resources Department

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### Chief Supervisor, Rail Track Maintenance (008185)

Ability to coordinate employees, equipment and materials in geographically separated locations to complete track repair and maintenance work.

Ability to analyze complex track repair and maintenance problems and devise effective solutions.

NEW 10-94

#### **Nature Of Work**

This is advanced supervisory and administrative work in the repair and maintenance of track and various guideway systems in a rail transportation system.

### Metromover Maintenance Supervisor (008188)

#### Minimum Qualifications

High school diploma or GED. Two years of experience as a Metromover Technician or three years of automated rail maintenance system experience are required. Shift work is required. The MDTA classification of Metromover Maintenance Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is skilled supervisory work in the maintenance and repair of Metromover vehicles and related equipment.

Employees in this class are responsible for supervising the inspection, diagnosis, repair and maintenance of Metromover vehicles and related wayside and central systems. Emphasis of the work is on supervising a staff of technical subordinates, planning and scheduling repair and maintenance work, diagnosing the causes of equipment failures and developing procedures to prevent recurrence, enforcing safety practices and procedures, and coordinating Metromover maintenance activities with rail officials and representatives of equipment and service contractors. Employees exercise independent judgment in technical phases of repair and maintenance activities and in the development and implementation of maintenance programs and schedules. Supervision is exercised over a staff of technical subordinates involved in the inspection, repair, adjustment and maintenance of Metromover vehicles and related equipment. Supervision is received from a technical and administrative superior who reviews work for satisfactory operation of Metromover vehicles, wayside equipment and central systems.

##### ILLUSTRATIVE TASKS

Supervises the inspection, diagnosis, adjustment, repair and maintenance of Metromover vehicles, wayside equipment and central systems including electrical, mechanical, electro/mechanical, hydraulic and pneumatic areas.

Determines operating condition of Metromover vehicles, equipment and components; assures that safety tests are properly completed and that appropriate reports are prepared by subordinates.

Assures that subordinates accurately identify causes of malfunctions or equipment failures and make appropriate adjustments or repairs to keep vehicles in service and on schedule.

Instructs employees in work methods and techniques and monitors the progress and quality of work; develops and implements training programs in vehicular, wayside, and central system maintenance and repair.

Estimates work volumes and need for tools and equipment; develops and implements procedures, practices and improvements in maintenance programs and in work scheduling.

Diagnose's complex and difficult problems with equipment, systems and components to identify causes of failure and develops improved methods and techniques to prevent recurrence.

Requisitions equipment, materials and supplies; prepares a variety of reports, forms and logs as required.

Enforces established safety practices and procedures.

Coordinates Metromover maintenance activities with other rail officials and with representatives of equipment and service contractors.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of electronics, electricity, mechanics, hydraulics and pneumatics as applied to a Metromover system.

Thorough knowledge of Metromover vehicular and equipment maintenance schedules and priorities.

Thorough knowledge of the operating characteristics and maintenance requirements of a wide variety of Metromover equipment.

Considerable knowledge of schematics, blueprints and diagrams.

Considerable knowledge of the occupational hazards and safety precautions applicable to Metromover maintenance operations.

Knowledge of supervisory principles and practices.

Knowledge of the standard methods, tools and materials used in Metromover repair and maintenance operations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

## Human Resources Department

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### **Metromover Maintenance Supervisor (008188)**

Ability to diagnose complex equipment malfunctions in a variety of electrical and mechanical systems.  
Ability to read, understand and develop schematics, blueprints, diagrams, operations manuals and maintenance instructions.  
Ability to communicate clearly and concisely, verbally and in writing.  
Ability to devise and install maintenance programs, practices and procedures.  
Ability to prepare reports, forms and logs.  
Skill in the diagnosis of equipment malfunctions in a variety of electrical and mechanical systems.

NEW 1-85

#### **Nature Of Work**

This is skilled supervisory work in the maintenance and repair of Metromover vehicles and related equipment.

## Human Resources Department

### Chief Supervisor, Metromover (008189)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering or Mechanical Engineering. Three years of supervisory experience in the maintenance, inspection, and repair of a light rail system are required; or high school or vocational school graduation with formal training in mechanical, electrical, electromechanical, hydraulic and air-conditioning systems. Seven years of experience in the maintenance, inspection and repair of a light rail system to include three years of supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and administrative work in the maintenance of Metromover vehicles, components, traction power equipment, train control, and communications equipment.

Employees in this class supervise, through subordinate supervisors, the diagnosis, repair, testing, inspection, and maintenance of Metromover vehicles, and station wayside equipment. Emphasis of the work is on the general supervision of subordinate supervisory and skilled personnel who perform repair and maintenance activities, enforcement of safety practices and procedures, development of preventing maintenance programs and schedules, preparation of budget estimates and requests, and development of performance standards. Considerable independent judgement is exercised in the development and implementation of Metromover vehicle, train control, communications and traction power repair and maintenance, and associated training programs. Supervision is received from an administrative superior who evaluates work for efficiency and effective maintenance of Metromover vehicles, wayside equipment, central systems and related equipment, and repair activities.

##### ILLUSTRATIVE TASKS

Supervises the daily inspection of equipment to determine the operating condition of Metromover vehicles, equipment and components. Assures daily safety tests and visual checks of equipment are properly completed and appropriate reports are prepared by subordinate inspection employees.

Supervises Metromover periodic inspections, and test programs of fixed facilities.

Supervises "running and road" repairs at Metromover Maintenance facilities.

Assures the Metromover technicians accurately identify causes of malfunctions or equipment failures and make appropriate adjustments or repairs to keep trains in service and on schedule.

Supervises the major repair, overhaul and rebuilding of vehicles and subassemblies supporting the car systems.

Instructs supervisors and employees in work methods and techniques and monitors the progress and quality of work; assures the training of new employees in Metromover inspections, testing and servicing activities.

Enforces safety policies and maintenance procedures; develops and advises on proper work methods and techniques.

Estimates work volume and the need for personnel, tools and equipment; coordinates work with maintenance control employees with respect to maintenance programs and shop scheduling and production.

Identifies causes of excessive equipment failure and recommends inspection and servicing procedures to prevent recurrence.

Participates in the investigation of equipment failures and accidents involving transit equipment; responds to emergencies, and assists in the removal of disabled cars from tracks.

Prepares budget forecasts, staff estimates and material requirements, including the need for new equipment.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Plans and supervises the inspection, diagnosis, adjustment, repair and maintenance of Metromover vehicles, wayside equipment and central systems including electrical, mechanical, electro-mechanical, hydraulic and pneumatic areas.

Develops and implements training programs in vehicular, wayside, central system, traction power and train control maintenance and repair.

Diagnosis complex and difficult problems regarding equipment, systems and components to identify causes of failure and develops improved methods and techniques to prevent recurrence.

Requisitions equipment, materials and supplies; prepares a variety of reports, forms and logs as required.

Supervises the inspection, prevention maintenance, repairs, retrofit and adjustment of traction power equipment including AC switchgear, rectifiers and transformers.

## Human Resources Department

### Chief Supervisor, Metromover (008189)

Performs periodic inspections of electrical power facilities to assure conformance with maintenance standards, and recommends adjustments to maintain schedules as necessary.

Supervises the inspection, preventive maintenance, repairs, retrofit and adjustment of train control equipment including audio frequency track circuits, track switch interlocking, etc.

Reviews failure reports and daily maintenance reports. Develops improved methods and techniques to prevent recurrence.

Supervises the periodic inspections of wayside facilities to assure conformance with maintenance standards, and recommends adjustments to maintain schedules as necessary.

Inspects and evaluates standard vital and non-vital circuits used by the rail transportation system for the safety-critical audio frequency track and related circuits.

Performs related work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and theories of electricity and electronic as applied to traction power, train control, communication, and rail vehicular equipment in a Metromover (light rail) system.

Thorough knowledge of the repair and maintenance requirements of traction power, train control, communication, and rail vehicular equipment in a Metromover (light rail) system.

Thorough knowledge of the operating characteristics of mechanical, electrical and electronic traction power, train control, communications and rail vehicular equipment in a Metromover (light rail) system.

Thorough knowledge of occupational hazards and safety precautions applicable to traction power, train control, communications and rail vehicular equipment.

Thorough knowledge of applicable rules, regulations and procedures concerning traction power, train control, communications and rail vehicle equipment.

Thorough knowledge of the principles and theories of electronics, electricity, mechanics, hydraulics, Pneumatics, heating and air-conditioning as applied to rail vehicles and related equipment.

Thorough knowledge of rail operational plans and procedures.

Considerable knowledge of departmental policies, regulations and procedures.

Knowledge of the standard methods, tools and materials used in Metromover repair and maintenance operations.

Knowledge of precision electronic and electrical test equipment.

Knowledge of supervisory principles and practices.

Ability to coordinate and implement an effective traction power, train control, communications and rail vehicle repair maintenance program.

Ability to diagnose complex equipment malfunctions and direct corrective measures.

Ability to use independent judgment in the development and implementation of maintenance programs and activities.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare budget documents and a variety of reports and forms.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to read and understand technical blueprints, diagrams and schematics.

Ability to read and understand contract specifications and procedures.

Skill in the diagnosis of a variety of mechanical and electrical malfunctions.

NEW 10-87

#### Nature Of Work

This is advanced supervisory and administrative work in the maintenance of Metromover vehicles, components, traction power equipment, train control, and communications equipment.

## Human Resources Department

### Chief Supervisor, Guideway Inspection (008196)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering or Mechanical Engineering. Three years of supervisory experience in track guideway inspection, repair and maintenance are required; OR High school diploma, GED, or vocational school with formal training in guideway system design, inspection and maintenance and seven years of experience in guideway inspection, repair and maintenance to include to three years at a supervisory level are required. Shift work is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced supervisory and administrative work in track and guideway maintenance in a rail transportation system.

An employee in this class is responsible for supervising the inspection, repair and maintenance of rail transportation system guideway and direct fixation track construction. Emphasis of the work is on reviewing inspection reports, enforcing safety practices and procedures, prioritizing repair work, and developing track and guideway surveys. Duties include conducting inspections on repair work, developing procedures for guideway inspection, and preparing work sketches for repairs. The employee exercises considerable independent judgement in the development and implementation of guideway and track maintenance activities. Supervision is exercised over a staff of subordinates engaged in track and guideway inspection and repair. Supervision is received from a technical and administrative superior who evaluates work for efficiency and effectiveness of track and guideway repair and maintenance activities.

##### ILLUSTRATIVE TASKS

Plans, assigns and reviews the work of subordinates engaged in track and guideway inspection, repair and maintenance.

Reviews inspection and track reports, checks field conditions reported and recommends appropriate repairs; prioritizes work and develops work schedules.

Walks track on a daily basis performing certification inspections on repair works.

Develops tracks and guideway surveys including gauge, level, profile, line and clearance.

Develops procedures for guideway inspections.

Trains subordinates in safety procedures and enforces safety practices.

Performs periodic front and rear riding inspections to detect rough riding conditions.

Prepares accurate work sketches for repairs; maintains report file on all work orders.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of track and guideway design and maintenance characteristics of continuous welded rail.

Thorough knowledge of the occupational hazards and safety precautions required in track repair and maintenance work.

Thorough knowledge of rail transportation operating rules and procedures.

Thorough knowledge of the equipment, tools and materials used in track maintenance and repair.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the records, forms and reports used in track guideway repair and maintenance.

Ability to conduct track and guideway surveys including track level and gauge, third rail height and gauge, string lining of curves, rail and girder profiles using transit levels and rods.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to enforce established safety practices and procedures.

Ability to inspect, interpret and analyze failure trends related to track and guideway maintenance work.

Ability to plan and prioritize track maintenance and repair functions.

Ability to distinguish specific colors.

Ability to develop and implement track and guideway maintenance and repair policies and procedures.



## Human Resources Department

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### Chief Supervisor, Guideway Inspection (008196)

NEW 10-88

#### **Nature Of Work**

This is advanced supervisory and administrative work in track and guideway maintenance in a rail transportation system.

### MDT Currency Processor (008201)

#### Minimum Qualifications

High school diploma or GED. Applicants will be subject to a thorough background investigation which will include a polygraph examination. Must be able to work a flexible schedule, evenings, weekends and holidays. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is routine clerical and manual work processing various currency denominations collected daily in the Metrorail and Metrobus system. Employees in this class manually sort various currencies by denomination, straightening currency that is folded or crumpled. Duties require lifting full currency containers with a weight of approximately thirty pounds each. Additional responsibilities include performing related clerical duties. Close Supervision is received from an administrative superior who reviews work in progress and upon completion for satisfactory performance of assigned responsibilities.

##### ILLUSTRATIVE TASKS

- Obtains from the Vault Custodian, currency that has been collected on the previous day.
- Places collected currency on currency counting table for processing; opens lockable bag using key issued by Vault Custodian, if required.
- Manually sorts currency, if necessary.
- Straightens currency that is folded or crumpled.
- Stacks currency by denomination, face-up in loose bundles.
- Affixes pre-gummed paper straps to currency that has been counted and recorded.
- Assists in numbering encoded fare media (transit passes) and/or separating encoded fare media and inserting same into protective envelopes, as assigned.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of procedures used in processing large quantities of currency.
- Knowledge of currency denominations.
- Ability to work in a high security environment.
- Ability to work rotating weekday schedules and on Saturdays.
- Ability to lift containers full of currency weighing up to thirty pounds each.
- Ability to manually straighten-out folded and crumpled currency with speed and dexterity.
- Ability to pass a police background evaluation analysis prior to employment.
- Ability to submit to random polygraph testing when required.
- Physical strength and agility sufficient to perform assigned duties.

NEW 10-88

#### Nature Of Work

This is routine clerical and manual work processing various currency denominations collected daily in the Metrorail and Metrobus system.

## Human Resources Department

### Transit Safety Specialist (008205)

#### Minimum Qualifications

Bachelor's degree in Industrial Engineering, Risk Management, Safety Engineering or related field. One year of professional administrative experience in industrial or vehicular safety or accident prevention or loss prevention is required. Additional experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK:

This is professional and specialized field and office work in an employee industrial safety and vehicle accident prevention program in a public transportation system. Employees in this class are responsible for performing a variety of complex duties in support of a loss control program for a large metropolitan transit agency. Emphasis of the work is on conducting periodic inspections of transit facilities, buildings, grounds and equipment, preparing reports containing findings and recommendations, investigating industrial accidents, and providing training courses for employees and supervisors to prevent on-the-job injuries. Incumbents are responsible for performing assigned duties in conformance with local, state and Federal requirements. Supervision is received from an administrative superior through personal conferences and review of written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS:

Conducts inspections of transit facilities, buildings, grounds and equipment to determine compliance with established safety standards and to assure that accident prevention techniques are being fully implemented. Prepares written reports of field injuries and discusses findings and recommendations with supervisors and other departmental officials to assure that accident prevention techniques are being fully implemented. Prepares written reports of field injuries and discusses findings and recommendations with supervisors and other departmental officials to assure correction of unsafe conditions. Performs investigations of industrial accidents occurring at transit facilities which cause damage to transit properties and injuries to transit employees; determines causes of accidents and develops recommendations for appropriate action to prevent recurrences. Conducts educational safety training courses for transit employees in proper safety practices, first aid, and in the safe operation of transit vehicles and equipment. Advises supervisors of conditions which are unique to transit properties which have the potential of resulting in large monetary losses. Prepares periodic reports on safety program organization, cost and other subjects as required by local, state, and federal guidelines and regulations. Makes recommendations concerning new and improved safety equipment for transit facilities and vehicles. Maintains contacts with local, state, and national safety organizations and keeps informed on current developments in the safety field. Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Considerable knowledge of loss prevention practices, procedures, and techniques used in varied employment situations and equipment operations in a transit environment. Considerable knowledge of the objectives of a transit loss control program. Considerable knowledge of standard safety equipment and safe driving methods. Considerable knowledge of hazardous working conditions and equipment operations in a public transportation system. Knowledge of local, state, and federal safety requirements pertaining to a public transportation system. Ability to detect hazardous working conditions inherent in transit operations. Ability to establish and maintain effective working relationships with supervisors and other departmental officials. Ability to express information and ideas, clearly, and concisely, verbally, and in writing. Ability to enforce loss prevention policies, procedures, and regulations. Ability to analyze vehicular and industrial accidents and make effective recommendations to prevent recurrence. NEW 10-81

#### Nature Of Work

This is professional and specialized field and office work in an employee industrial safety and vehicle accident prevention program in a public transportation system.

## Human Resources Department

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### Transit Safety Officer (008207)

#### Minimum Qualifications

Bachelor's degree in Industrial Engineering, Civil Engineering, Electrical Engineering, Safety Engineering or related field. Two years of professional experience in industrial safety, quality assurance, facility safety inspections or investigating accidents are required. Additional experience in industrial safety, quality assurance, facility safety inspections or investigating accidents may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and technical work in transit system safety for the Miami-Dade Transit Agency.

Employees in this class are responsible for performing complex safety engineering and administration duties in the development of transit system loss prevention programs. Responsibilities include developing and administering accident prevention programs; managing, and implementing a transit construction safety manual; supervising and participating in the production of plans and specifications for new transit facilities; applying computer programs to industrial engineering and transit safety functions; and analyzing safety-related aspects of plans, designs; and transit operations. The incumbent exercises considerable independent judgment and technical expertise in the application of industrial engineering techniques to transit system safety programs and operations. Supervision is received from a professional superior who reviews work for achievement of desired loss prevention goals and objectives.

##### ILLUSTRATIVE TASKS

Develops and administers an accident prevention program based on the analysis of accident investigations indicating causes of the most frequent and costly accidents resulting in vehicle damage and employee or public injury; develops recommendations for training curricula design.

Manages and implements the administration of an MDTA construction safety manual, including conduct of on-site inspections, audits, and technical management of industrial/construction safety consultants.

Supervises and participates in the production of plans and specifications for modifications and new transit facilities, buildings, and construction components of new transit systems, for compliance with safety regulations; attends and evaluates various tests conducted by consultants and engineers.

Participates in the preparation and utilization of computer programs and their application to industrial engineering and transit safety functions; oversees preparation of reports and instructs program-users in their use.

Supervises and participates in the implementation of data collection, complex analysis and recommendations of industrial/construction safety consultants concerning safety related aspects of plans, designs, methods, and rules of operation which impact life-endangering systems such as the third-rail, Automatic Train Protection system, and vehicle functioning systems.

Conducts specialized surveys and studies, and prepares recommendations; consults with public officials and industrial representatives concerning the elimination of safety hazards; develops proposals for corrective measures and performs follow-up investigations.

Supervises the implementation of transit safety projects, programs, and modifications to existing systems which investigations and audits have shown to be unsafe or not in compliance with federal, state and local regulations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, theories and practices of industrial engineering.

## Human Resources Department

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### Transit Safety Officer (008207)

Thorough knowledge of federal, state and local laws and regulations pertaining to the safety of rapid transit system operations and construction.

Considerable knowledge of Occupational Safety and Health Administration (OSHA) guidelines.

Considerable knowledge of the application of data processing techniques to safety engineering problems and practices.

Ability to develop and administer effective rapid transit system accident prevention programs.

Ability to apply the principles of industrial engineering to the modification of transit equipment, components, and facilities.

Ability to evaluate recommendations of industrial/construction safety consultants concerning safety-related aspects of plans, designs, and operations.

Ability to apply data processing techniques to industrial engineering and transit safety functions.

Ability to supervise the implementation of a variety of transit system safety projects.

NEW 6-91

#### **Nature Of Work**

This is advanced professional and technical work in transit system safety for the Miami-Dade Transit Agency.

### MDT Parking Enforcement Specialist (008210)

#### Minimum Qualifications

High school diploma or GED. One year of experience in code enforcement work or in the operation and maintenance of parking facilities. Must possess a Driver license and a Parking Enforcement Specialist Certificate.

#### Job Specifications

##### NATURE OF WORK

This is routine parking enforcement work for the Metro-Dade Transit Agency.

Employees in this class are responsible for performing a variety of duties in support of MDTA parking operations at departmental public parking facilities. Work includes providing directions and information to patrons, assuring parking facility control, enforcing compliance with parking regulations, patrolling parking facilities and issuing citations to offenders. Duties are performed according to established rules and procedures and employees attend court proceedings and testify in court as necessary. Work requires some tact and diplomacy in dealing with MDTA patrons and the public. Supervision is received from a specialized supervisor who reviews work for effective enforcement activities.

##### ILLUSTRATIVE TASKS

Conducts random checks of rail stations in accordance with MDTA Parking Post Orders.

Supplements police enforcement activities by issuing citations to offenders of parking laws and regulations.

Initiates or coordinates work with police officials to assure removal and impoundment of illegally parked vehicles.

Makes thorough inspections of parking facilities to assure efficient and effective parking operations.

Patrols parking areas and reports disturbances, suspicious persons and suspicious circumstances to appropriate authorities.

Monitors MDTA areas, ground transportation movement and public use of facilities for compliance with regulations; observes parking facilities through closed-circuit television system.

Attends court proceedings and testifies in court as necessary.

Patrols MDTA parking facilities and assists motorists as required.

Investigates complaints of abandoned cars on MDTA right-of-way or property; completes forms to initiate removal and contacts contractor to pick-up cited vehicles for removal and disposal.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental rules, regulations and procedures governing MDTA parking facility operations.

Knowledge of legal requirements and forms pertaining to the issuance of citations to offenders of parking laws and regulations.

Knowledge of public relations principles and techniques.

Knowledge of MDTA operations, properties, right-of-way, buildings and access roadways.

Ability to enforce parking regulations with firmness, tact and impartiality.

Ability to provide routine information to the public.

Ability to operate automotive equipment in a safe manner.

Ability to testify in a court-of-law.

Ability to patrol parking facilities and recognize suspicious persons or circumstances.

#### Nature Of Work

This is routine parking enforcement work for the Metro-Dade Transit Agency.

## Human Resources Department

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### Transit Revenue Processing Clerk (008215)

#### **Minimum Qualifications**

High school diploma or GED. One year of bookkeeping experience; completion of one-year business school program of instruction in computer accounting and bookkeeping; or completion of six semester credits in Accounting is required. Applicants will be subject to a thorough background investigation including a polygraph examination. Must be able to work various shifts, evenings, weekends and holidays and lift items and/or equipment weighing up to 50 pounds.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records.

### Transit Revenue Processing Supervisor 1 (008216)

#### Minimum Qualifications

High school diploma and GED. Two years of experience in bookkeeping and processing large quantities of currency are required. Must be able to work flexible and rotating schedules including nights, holidays and weekends. Must be able to work under tight security procedures. Applicants will be subject to a thorough background investigation which will include a polygraph exam. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work in transit fare processing and control.

Employees in this class are responsible for supervising subordinate employees in a transit fare processing unit. Responsibilities may include supervising the preparation of bank deposits, processing of currency, fare media production, numbering and packaging, accounting for currency and coins collected daily, ensuring vault room security, processing of bus and rail coins and tokens, or change fund management. Supervision is exercised over a staff of currency processing, cash handling, and clerical employees performing assigned duties in various phases of fare processing and control. Supervision is received from an administrative superior who reviews work for compliance with established departmental policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Supervises cash handlers and currency processors in the counting and storage of all bus and rail currency and checks.

Prepares daily bank deposit and reports of revenues deposited; verifies support documentation and bill of lading for bank deposit.

Supervises subordinates responsible for operating computerized coin counting equipment, token wrapping machines and electronic weight scales to process and count coins and tokens collected daily in the bus and rail system.

Verifies that all currency in bus mobile safes and cashboxes is extracted according to fare processing procedures.

Supervises the production, numbering, and packaging of fare media used in the rail system; ensures proper operation of encoding machines to accept magnetically encoded fare media; reviews daily encoder log books to ensure readings and quantities are properly recorded after each production run; prepares reports and ensures security procedures are followed.

Supervises the receiving, counting, and accountability of currency and coins collected from bill changers, and entering of audit register readings in the change fund management computer system to provide for reconciliation of funds and bill changers.

Exercises responsibility for the custody and control of all cash temporarily stored in the vault prior to preparation of the bank deposit.

Conducts periodic inventories of all cash, tokens, and other valuables; prepares reports and correspondence as required.

Develops unit schedules and work assignments; ensures that subordinates adhere to established security, safety, and operational policies and procedures.

Makes recommendations regarding hiring and discipline of subordinates; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of departmental security, safety and operating rules, regulations, policies and procedures pertaining to transit revenue processing and control.

Knowledge of supervisory principles and practices.

Knowledge of the principles of accounting.

Knowledge of business arithmetic.

Knowledge of records, reports, and forms used in transit revenue processing and control.

Knowledge of office equipment used in transit revenue processing and fare media production.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to supervise transit revenue processing operations in accordance with strict security and operational policies and procedures.

Ability to prepare complex reports and forms concerning transit fare processing activities.

Ability to make rapid and accurate mathematical calculations.

Ability to ensure complete accountability of all transit revenues in transit fare processing.



## Human Resources Department

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### Transit Revenue Processing Supervisor 1 (008216)

Physical strength and agility sufficient to perform assigned duties.

NEW 10-93

#### **Nature Of Work**

This is supervisory work in transit fare processing and control.

## Human Resources Department

### Transit Revenue Processing Supervisor 2 (008218)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Accounting or related field. One year of experience processing cash, bookkeeping, and handling/processing large quantities of currency to include supervisory experience is required. Additional experience may substitute for required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and administrative work in transit fare processing and control.

An employee in this class is responsible for supervising, through subordinate supervisors, the daily receiving, processing, accounting, and custody of all transit collected fares and other revenues, and the preparation of bank deposits and supporting documents. Responsibilities include supervising the preparation of bank deposits, processing of currency, fare media production, numbering and packaging, accounting for currency and coins collected, ensuring vault room security, processing of bus and rail coins and tokens, and change fund management. Supervision is exercised over a staff of subordinate supervisors engaged in supervising currency processors, cash handlers, and clerical employees with assigned responsibilities in various phases of operations. Supervision is received from an administrative superior who reviews work for compliance with established departmental policies, procedures, and regulations.

##### ILLUSTRATIVE TASKS

Supervises and directs fare processing and control activities, including cash processing and change fund management functions; monitors video equipment and conducts surveillance of areas where revenues are processed, and reports irregularities or security violations.

Supervises cash processing in currency processing and coin counting operations; audits all reports pertaining to all currency, coin and checks for deposit; prepares computer reports for all revenues deposited, bank deposit documents, and reports of collection forms.

Supervises the operation of the change fund management system, including daily dispensation of funds to revenue collectors for replenishment of bill changers; prepares computer reports and balances daily change funds.

Provides for custody, control and accountability of all funds, tokens, and other valuable items stored in the vault room; administers a key control system for providing access to storage of funds.

Ensures that subordinate staff follow established fare processing and control procedures; audits and revises accounting systems and procedures for internal control; prepares a variety of management reports regarding funds deposited.

Prepares annual budget for currency and coin counting equipment and replacement parts, uniforms, and supplies.

Ensures that all foreign coins are periodically submitted to vendors for currency translation at established rate of exchange.

Monitors the sorting of mutilated currency and submittal to U.S. Department of Treasury for redemption at applicable value.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental security, safety and operating rules, regulations, policies, and procedures pertaining to transit revenue processing and control.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the records, reports, and forms used in transit revenue processing and control.

Knowledge of the principles of accounting.

Knowledge of business arithmetic.

Knowledge of office management principles and practices.

Ability to supervise, through subordinate supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to recognize security irregularities and violations in a high security environment.

Ability to prepare complex reports and forms concerning transit fare processing activities.

Ability to make rapid and accurate mathematical calculations.

Ability to ensure complete accountability of all transit revenues in transit fare processing.

## Human Resources Department

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### Transit Revenue Processing Supervisor 2 (008218)

NEW 10-93

#### **Nature Of Work**

This is supervisory and administrative work in transit fare processing and control.

### Transit Revenue Collections Supervisor 1 (008220)

#### Minimum Qualifications

High school diploma or GED. Two years of experience in the collection of cash including large cash processing operation experience are required. Must possess a CDL/Class B with Air-brake testing. Must be able to lift cash boxes weighing up to 60 pounds each. Must be able to work flexible and rotating schedules including nights, holidays and weekends and be able to work under tight security procedures. Applicants will be subject to a thorough background investigation which includes a polygraph examination. The MDTA classification of Transit Revenue Collections Supervisor 1 performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is field work in supervising the collection and transportation of transit fare revenues.

Employees in this class are responsible for supervising Transit Revenue Collectors engaged in gathering fare collections from transit revenue collection equipment and transporting them to a depository. Responsibilities include ensuring compliance with all procedures related to secure and accurate fare collections, reviewing daily activity reports and preparing operating reports, scheduling and monitoring armed security officers providing protective services for fare collections, and supervising maintenance of fare collection vehicles and fare collection equipment. Supervision is exercised over an assigned shift of Transit Revenue Collectors engaged in collecting and transporting transit fare revenues. Supervision is received from an administrative superior who reviews work for compliance with established departmental policies, procedures and regulations.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of a staff of Transit Revenue Collectors engaged in fare collection from bus and rail facilities and their transportation to a depository.

Ensures work is performed in compliance with all departmental policies, procedures and regulations related to the safe, secure and accurate collection and transportation of transit fare revenues.

Prepares daily reports concerning field fare collection procedures; identifies equipment malfunctions and problems requiring immediate attention.

Reviews all field fare collection daily activity reports prepared by subordinates.

Schedules and monitors armed security officers providing protective services to Transit Revenue Collectors engaged in field fare collection and working at special events; ensures security and surveillance procedures are properly implemented.

Supervises usage and maintenance of fare collection vehicles, including repair and preventive maintenance of fare collection equipment.

Monitors and supplies ticket stock used in rail transfer machines.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of departmental policies, procedures and regulations pertaining to collecting, securing and transporting large quantities of coin and currency.

Knowledge of supervisory principles and practices.

Knowledge of modern fare collection equipment utilized in the local transit system.

Knowledge of reports and forms used in the area of assignment.

Knowledge of security practices and procedures pertinent to field collection of transit fare revenues.

## Human Resources Department

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### Transit Revenue Collections Supervisor 1 (008220)

Ability to ensure compliance with departmental requirements in the collection, protection and transportation of transit fare revenues.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to recognize fare collection and transportation problems which require immediate action.  
Ability to work rotating and flexible schedules.  
Ability to prepare reports of fare collection and transportation operations.  
Physical strength and agility sufficient to perform assigned duties.

NEW 10-93

#### **Nature Of Work**

This is field work in supervising the collection and transportation of transit fare revenues.

### Transit Revenue Collections Supervisor 2 (008222)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Accounting or related field. One year of experience in a large cash collection operating environment including experience in a supervisory capacity is required. Additional experience may substitute for required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory and administrative work in the collection and transportation of transit fare revenues.

An employee in this class is responsible for supervising, through subordinate field supervisors, the work of Transit Revenue Collectors engaged in gathering fare collections from transit revenue collection equipment and transporting them to a depository. Responsibilities include reviewing and revising security procedures as necessary, conducting on-site inspections of all fare collection facilities to ensure compliance with established procedures and resolve operational problems, documenting fare collection processing through delivery of funds to a financial institution, and performing a variety of administrative tasks in support of revenue collection activities. Supervision is exercised over a staff of subordinate supervisors engaged in supervising field revenue collection activities. Supervision is received from an administrative superior who reviews work for effective transit fare collection, transportation and security operations.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate field supervisors and Transit Revenue Collectors engaged in fare collection from bus and rail facilities and their transportation to a depository.

Develops, implements, and periodically revises security procedures for employees engaged in the daily collection and transportation of transit revenues.

Conducts on-site inspections of all fare collection facilities to observe compliance with established procedures and regulations and to provide expedient resolution of field operational and fare collection problems.

Conducts regularly scheduled meetings with subordinates to review operational procedures.

Prepares budget documents for the procurement of parts for bill changers, rail-to-bus transfers, uniforms, and other supplies required for the efficient operation of collection activities.

Provides accurate and timely documentation of fare collection processing to delivery of funds to the bank for deposit.

Makes recommendations regarding the hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental policies, procedures and regulations pertaining to collecting, securing and transporting large quantities of coin and currency.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of security practices and procedures pertinent to field collection of transit fare revenues.

Knowledge of modern fare collection equipment utilized in the local transit system.

Knowledge of reports and forms used in the area of assignment.

Ability to supervise, through subordinate supervisors, the work of a staff of subordinates in a manner conducive to full performance and high morale.

Ability to recognize fare collection and transportation problems which require immediate action.

Ability to review, evaluate and revise security procedures for field transit revenue collection operations.

Ability to work rotating and flexible schedules.

Ability to accurately document fare collection processing through delivery of funds to the bank for deposit.

## Human Resources Department

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### Transit Revenue Collections Supervisor 2 (008222)

NEW 10-93

#### **Nature Of Work**

This is supervisory and administrative work in the collection and transportation of transit fare revenues.

#### **Minimum Qualifications**

High school. Four years of advanced clerical experience to include inventory control and record keeping, conducting surveillance operations, or configuring and monitoring security access systems are required. Must possess a Driver's license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized work in ordering, receipt, storage and issuance of specific commodities; and maintaining perpetual inventory records.

### Transit Contracts Compliance Officer (008232)

#### Minimum Qualifications

Bachelor's degree in Business Administration or related field. One year of experience monitoring or developing contracts is required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in contract compliance for the Metro-Dade Transit Agency.

Employees in this class are responsible for inspecting contractor records and certification policies and procedures to assure compliance with Federal regulations and documentation requirements imposed by the Urban Mass Transit Administration. Responsibilities include continuous monitoring of contracts from the proposal stage through completion, assisting contractors by explaining complex Federal documentation required to maintain compliance, development of monitoring procedures and reporting methods consistent with Federal requirements, performing on-site interviews with contractors' employees, and assisting in the preparation of contract language. Considerable field work is required to assure that prime contractors and subcontractors maintain compliance at the work-site and through proper documentation. Supervision is received from an administrative superior who reviews work for compliance with applicable regulations and for achievement of goals and objectives.

##### ILLUSTRATIVE TASKS

Conducts on-site reviews of contractor and subcontractor payroll records and personnel hiring practices.

Conducts contractors' employee interviews to assure that contractors have implemented stated policies and procedures within their work forces.

Monitors submission of all documentation and certification required under the various contracts.

Maintains contracts with local, state and federal agencies regarding current requirements and contractors' status.

Performs qualifying review of all subcontractors performing work through a qualified prime contractor.

Monitors continued compliance with Disadvantaged Business Enterprise goals, Affirmative Action goals, use of Labor Surplus Area set-asides, Davis-Bacon Act, Copeland Act, and other requirements.

Maintains a library of current regulations and their application to transit contracts.

Initiates enforcement action when violations of compliance are discovered.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of Federal Acquisition Regulations, Transportation Acquisition Regulations, Urban Mass Transportation Administration circulars, and other transit-related rules and laws.

Considerable knowledge of the principles of accounting and the preparation of payroll records.

Considerable knowledge of federal, state and local laws governing payroll reporting procedures.

Considerable knowledge of the interpretation of collective bargaining contracts.



## Human Resources Department

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### Transit Contracts Compliance Officer (008232)

Considerable knowledge of techniques in monitoring contract compliance to required wage and benefit levels.

Considerable knowledge of job classification in the construction industry.

Knowledge of interviewing practices and techniques.

Ability to collect and organize pertinent information and evaluate a wage and benefit compliance case.

Ability to analyze detailed payroll and bookkeeping records.

Ability to develop interview questionnaires and conduct interviews.

Ability to plan and schedule work to meet scheduled reviews of contractors' payroll records.

Ability to read and interpret labor contracts.

Ability to deal effectively with departmental staff members, private contractors, and their employees.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 6-91

#### **Nature Of Work**

This is advanced administrative work in contract compliance for the Miami-Dade Transit Agency.

## Human Resources Department

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### MDT Quality Assurance Specialist (008241)

#### **Minimum Qualifications**

Bachelor's degree. One year experience in customer service, field investigations or enforcement and monitoring of quality control measures is required. Additional experience in customer service, field investigations or enforcement and monitoring of quality control measures may substitute for the required education on a year-for-year basis. Must be able to work shifts, weekends and holidays. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional customer service work interacting with the public to remedy MDT service issues, promote safety and provide assistance and accurate information regarding transit services, schedules, operations and equipment.

## Human Resources Department

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### Manager, MDT Right-of-Way & Utility Section (Utility Relocation) (008250)

#### Minimum Qualifications

Bachelor's degree in Engineering. A minimum of three years of professional experience in utilities engineering and relocation, construction management, project control scheduling and cost estimating is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

#### Nature Of Work

This is professional engineering work with administrative responsibility for all utility relocation activities for construction projects included in the People's Transportation Plan (PTP) and the MDT Capital Plan.

## Human Resources Department

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### MDT Loss Prevention Coordinator (008259)

#### **Minimum Qualifications**

Bachelor's degree. Two years of professional administrative experience to include developing and preparing insurance requirements and specifications, handling of property and casualty accounts for and insurance broker, or related risk management are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional administrative work in the planning of safety and loss control measures for MDT.

## Human Resources Department

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### MDT Security Manager (008263)

#### **Minimum Qualifications**

Bachelor's degree in Criminology, Criminal Justice, Business Administration or a related field. Five years of experience in contract administration (security contracts preferred) or security management are required. Additional security or significant contract experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional security work with supervisory responsibility in the administration and management of security contracts for MDT.

## Human Resources Department

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### MDT Security Program Supervisor (008264)

#### **Minimum Qualifications**

Bachelor's degree in Criminology, Criminal Justice, Business Administration, Public Administration or related field. Three years of experience in security operations, protective services, or military or civilian law enforcement to include one year of supervisory experience are required. Must possess a Driver license. Additional security experience may substitute for education on a year-for-year basis. Florida Concealed Weapons Permit must be obtained within one year of employment. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional security work with supervisory responsibility in the protection and patrolling of public and private property and multi-purpose facilities owned and/or leased by MDT.

### MDT Property Manager (008265)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in contract administration, property management and/or building maintenance are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is specialized work in property management and contract administration for the Metro-Dade Transit Agency.

Employees in this class are responsible for performing varied property management duties in the development of agreements and leases for the use of transit properties and in the management of contracted services for transit buildings and facilities. Responsibilities include developing and negotiating permit agreements and leases for the use of transit properties by private concerns, conducting field inspections of transit facilities to oversee the performance of private contractors for various services, reviewing and approving contractor invoices for payment, and assisting in the development of specifications for service contracts. Duties require the application of real estate and contract management knowledges to assure compliance with terms of leases or contracts. Supervision is received from an administrative superior who reviews work for effectiveness in administration of property management responsibilities.

##### ILLUSTRATIVE TASKS

Develops and negotiates permit agreements and leases for the use of transit properties by private concerns; monitors compliance with terms of agreements.

Conducts daily inspections of Metrorail and Metromover stations and facilities to monitor the performance of security, janitorial, waste collection, landscape maintenance and exterminating contractors.

Conducts field inspections of Metrobus facilities, sites and park and ride lots to monitor performance of janitorial, trash collection, landscape maintenance, exterminating, floormat, portolet and bulk bus soap contractors.

Administers contracts for bus towing, bus flat tire repair, and interior bus cleaning.

Reviews and approves invoices from janitorial, security, waste collection, exterminating, dust control, landscape maintenance, golf cart repair, parking and other contractors.

Prepares contractor performance reports; conducts meetings with service contractors.

Assists in developing specifications for various service contracts.

Maintains records and prepares correspondence to service contractors.

Researches and coordinates payment of real estate taxes for special assessments on transit properties.

Administers various transit advertising contracts.

Coordinates maintenance of transit real estate records.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of real estate practices, terminology, contracts and lease agreements.

Considerable knowledge of the principles and practices of contract administration.

Considerable knowledge of property management and building maintenance practices and procedures.

Knowledge of the location and use of various transit properties and facilities.

Knowledge of the terms and conditions of various permits, contracts and lease agreements pertaining to the use and maintenance of transit properties.

Knowledge of the records, forms and reports required in the area of assignment.

Ability to monitor the performance of contractors providing various services to the department and assure that work is performed in accordance with contract specifications.

Ability to monitor the use of transit properties to assure compliance with the provisions of permits and leases.

Ability to maintain records and prepare correspondence and reports.

Ability to provide effective assistance in the development of specifications for contracted services.

Ability to establish and maintain effective working relationships with superiors, private contractors and a variety of departmental officials.

## Human Resources Department

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### MDT Property Manager (008265)

NEW 10-94

#### **Nature Of Work**

This is specialized work in property management and contract administration for the Miami-Dade Transit Agency.



## Human Resources Department

### MDT Property Management Supervisor (008266)

#### Minimum Qualifications

Bachelor's degree in Business Administration or Public Administration or related field. Two years of experience in the negotiation of leases, management of real property or property management contract administration are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and supervisory work in property management and contract administration for the Metro-Dade Transit Agency.

An employee in this class is responsible for supervising varied property management functions in the development of agreements and leases for the use of transit properties and the management of contracted services for transit buildings and facilities. Responsibilities include overseeing the work of contractors for services at Metrorail and Metromover facilities, reviewing and approving contractor invoices for payment, initiating contractual change orders, developing technical specifications for maintenance service contracts, and preparing resolutions and memorandums for the Board of County Commissioners pertaining to departmental contracts. The incumbent exercises considerable independent judgment in monitoring contractors and assuring that work is performed in accordance with departmental requirements. Supervision is exercised over a staff of subordinates engaged in various aspects of leasing and property management functions. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of property management and contract administration activities.

##### ILLUSTRATIVE TASKS

Supervises the work of subordinates engaged in developing and negotiating agreements and leases for the use of transit properties, conducting field inspections of transit properties, and assisting in the development of contract specifications.

Oversees the work of security, janitorial, landscape maintenance, exterminating and waste collection contractors for Metrorail and Metromover stations and Metrorail and Metromover maintenance facilities.

Reviews and approves janitorial, security, elevator and escalator, exterminating, waste collection and maintenance service contractor invoices for payment.

Initiates change orders to increase or decrease the scope and/or costs of contracts.

Initiates resolutions and memorandums for approval of contracts, maintenance agreements and formal bid waivers by the Board of County Commissioners.

Develops technical specifications for maintenance services and conducts meetings with contractors.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of real estate practices, terminology, contracts and lease agreements.

Thorough knowledge of the principles and practices of contract administration.

Thorough knowledge of property management and building maintenance practices and procedures.

Considerable knowledge of the terms and conditions of various permits, contracts and lease agreements pertaining to the use and maintenance of transit properties.

Knowledge of the records, forms and reports required in the area of assignment.

Knowledge of supervisory principles and practices.

Ability to monitor the performance of contractors providing various services to the department and assure that work is performed in accordance with contract specifications.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors and representatives of private contractors.

Ability to monitor the use of transit properties to assure that work is performed in accordance with contract specifications.

Ability to prepare resolutions and memorandums for approval by the Board of County Commissioners.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### MDT Property Management Supervisor (008266)

NEW 10-94

#### **Nature Of Work**

This is advanced administrative and supervisory work in property management and contract administration for the Miami-Dade Transit Agency.

### Transit Planner 2 (008271)

#### Minimum Qualifications

Bachelor's degree in Planning, Geography, Public Administration, Business Administration, or related field. Three years of professional experience in transit or transportation planning, urban planning, transit operations management, or transportation engineering is required. Must possess a driver's license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is professional transit planning work in a public transportation system.

Employees in this class conduct a variety of complex studies and perform administrative duties in the planning of bus service changes, additions and improvements. Responsibilities include analyzing bus service problems for potential changes, evaluating circumstances and suggestions for feasibility, cost and impact, attending conferences with representatives of public agencies and private business concerns regarding public transportation services, preparing technical recommendations for lineups, and managing operator route reporting processes. Employees exercise independent judgment on technical matters and in the application of professional planning methods to transit planning assignments. Some supervision may be exercised over activities concerning research or development of information from field investigations. Supervision is received from a professional superior who reviews work for effectiveness in the analysis and research of difficult or complex transit planning analyses and studies.

##### ILLUSTRATIVE TASKS

Analyzes suggestions from various sources for changes, additions and improvements in public transportation services; analyzes changes necessary for system lineups and operational feasibility; projects patronage and formulates cost projections; establishes service guidelines for proposed lineup changes; prepares proposed route maps and schedule guidelines; prepares analyses of proposed changes; designs route guides and prepares comment sheets and notifications.

Analyzes complaints and change requests for locations of bus stops; participates and assists in field investigation of change requests; ascertains site feasibility and analyzes bus stops for route changes; makes final decisions concerning improper locations, participates in site selection process for bus shelters and approves final plans; establishes and maintains a computerized physical location file for all bus stop locations.

Contacts other county departments and departmental operations concerning various issues such as repairing of layover zones, reinstallation of bus stops or reconstructed streets, legal issues and planning functions.

Attends and participates in meetings and conferences with private consultants regarding shopping center bus stops and street reconstruction; attends conferences with various private organizations requesting service extensions and develops recommendations.

Supervises field investigation activities as assigned; provides training, prepares work schedules, reviews completed assignments; coordinates field work with planning staff requirements.

Manages and coordinates operator route report processes; receives, processes, tracks and responds to operator route reports; conducts research, schedules field investigations, participates in field investigation of operational problems as necessary; contacts various public agencies to resolve or clarify problems and develops recommendations for public transportation system changes.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theory, principles, practices and methods of transit planning in a large metropolitan area.

Thorough knowledge of research techniques and statistical methods as applied to transit planning activities.

Considerable knowledge of the policies, goals and objectives of a transit planning and service development function.

Considerable knowledge of the principles, practices and techniques of modern urban planning.

Knowledge of public relations principles and techniques.

Knowledge of recent developments, current literature and sources of information concerning transit planning functions.

Knowledge of the geography of Metropolitan Dade County including arterial and secondary roadways.

Ability to plan, design and develop complex transit planning studies and analyses.

Ability to organize and analyze complex information and formulate effective recommendations for the solution to problems.

Ability to conduct research and analyze field data necessary to the analysis of transit planning projects.

### Transit Planner 2 (008271)

Ability to express ideas and information, clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relations with superiors and officials of public and private organizations.

Ability to coordinate the work of subordinate technical employees in research and field investigations.

NEW 1-85

#### **Nature Of Work**

This is professional transit planning work in a public transportation system.

## Human Resources Department

### Transit Planning Section Supervisor (008273)

#### Minimum Qualifications

Bachelor's degree in Planning, Geography, Public Administration, Business Administration, or related field. Five years of professional experience in transit or transportation planning are required. Additional experience in transit operations may substitute for the required education on a year-for-year basis to a maximum of two years. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional supervisory and technical work in transit service planning and scheduling for the Metro-Dade Transit Agency.

Employees in this class are responsible for planning, assigning and reviewing the work of subordinates engaged in various transit service planning and scheduling activities. Responsibilities include designing operationally feasible transit plans, conducting transit service monitoring and evaluation functions, directing departmental market research activities, coordinating transit service planning with other divisions and outside agencies, implementing programs for the transportation disadvantaged, maintaining a complete and accurate customer information system database, supervising implementation of group trip and prototype vehicle programs, directing planning of passenger facilities and locations, and resolving day-to-day transit service delivery problems. Incumbents exercise considerable independent judgment in managing a variety of transit service planning and scheduling activities. Supervision is exercised over a staff of professional, technical and clerical employees with assigned responsibilities in various phases of transit planning operations. Supervision is received from a professional and administrative superior who reviews work through personal conferences and written reports for technical accuracy and effectiveness of transit service planning activities.

##### ILLUSTRATIVE TASKS

Directs the design of operationally feasible transit plans including analyzing transit data, identifying and prioritizing transit service needs, developing cost-effective plans, determining resource requirements, coordinating plan implementation, and presenting plans at community meetings.

Supervises transit service monitoring and evaluation functions; develops and maintains bus and rail data collection programs.

Supervises market research activities; determines market research objectives and directs the design of market research projects; reviews research projects in progress.

Coordinates short-range transit service planning with other County transportation plans and projects.

Develops transit service policies for the transit system which are consistent with the department's strategic plan and the transit development program.

Supervises the development, administration and evaluation of transportation service programs for the transportation disadvantaged; develops financial and program recommendations; ensures required reports are completed on a timely basis; makes recommendations concerning legislative changes to programs.

Supervises maintenance of the customer information system data base; ensures the use of proper methods to correct and update computer program data.

Ensures the coordination of group trips and transportation disadvantaged service programs to maximize their effectiveness and efficiency.

Supervises subordinates responsible for monitoring and maintaining data in a prototype vehicle program.

Develops recommendations for location of bus stops, bus bays, bus shelters and benches, park-ride lots, and similar passenger facilities.

Resolves day-to-day transit service delivery problems including turning problems, safety hazards, signage problems, rough roads and need for passenger facilities.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices, techniques and procedures of public transit scheduling.

Thorough knowledge of the geography of metropolitan Dade County including road network, residential, commercial and industrial locations.

## Human Resources Department

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### Transit Planning Section Supervisor (008273)

Thorough knowledge of public transportation services and operations including equipment, fiscal and employee resources.  
Considerable knowledge of market research practices and techniques applicable to a local public transportation system.  
Considerable knowledge of the principles of management and public administration.  
Considerable knowledge of supervisory principles and practices.  
Ability to supervise and coordinate the development of complex transit service plans and schedules.  
Ability to direct the development of feasible and actionable transit service plans and schedules.  
Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to conduct and direct market research projects and activities.  
Ability to coordinate the implementation of transit service plans and schedules with transit operating divisions.  
Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of public and private officials.

NEW 10-93

#### **Nature Of Work**

This is advanced professional supervisory and technical work in transit service planning and scheduling for the Miami-Dade Transit Agency.

### Transit Field Technician 1 (008276)

#### Minimum Qualifications

High school diploma or GED. Six months of experience in field investigations or data collection are required. Must be able to work varying shifts, weekends and holidays. Must possess a driver's license. Position requires riding public transportation vehicles to perform data collection duties. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is field work in the collection of data required in the planning and scheduling of bus route networks.

Employees in this class conduct field observations and investigations to assist in the development of improvements in bus service. Duties include planning weekly work schedules, collecting data in the field, investigating complaints originating from Bus Operators or the public, and preparing and completing resulting forms and reports. Work is performed according to established procedures and methods and some judgment is required in the investigation of complaints and in estimating passenger loads and counts. Supervision is received from an administrative superior who reviews work for accuracy and thoroughness in completing assignments.

##### ILLUSTRATIVE TASKS

Receives and reviews assignments concerning routes to be surveyed, problems with bus routes or routine route observation; prepares weekly work schedule for riding specified buses and taking onboard passenger counts or corner counts.

Makes corner counts and onboard counts to determine the number of passengers getting on and off buses; keeps track on time buses are scheduled to arrive at specific locations.

Investigates driver complaints or complaints from the public concerning bus problems such as overcrowding, late arrivals or hot-running buses.

Completes forms and reports accurately recording numerical information including passenger counts, bus numbers and arrival times.

Reviews completed data with supervisor upon completion of assignment, as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of bus transit routes, schedules and operations.

Knowledge of data collection and field investigative methods and techniques.

Knowledge of the geography of Dade County including arterial and secondary road systems.

Knowledge of arithmetic,

Knowledge of the forms and records used in the collection of field data used in planning and scheduling bus route networks.

Ability to collect data from field observations and investigations.

Ability to complete data collection forms and other documents.

Ability to follow verbal and written instructions.

Ability to investigate bus operational complaints and develop accurate data for their resolution.

Ability to make arithmetic calculations quickly and accurately.

NEW 1-85

#### Nature Of Work

This is field work in the collection of data required in the planning and scheduling of bus route networks.

## Human Resources Department

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### Transit Quality Assurance Analyst (008277)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional experience in Transit quality assurance to include program monitoring, and planning is required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional quality assurance work monitoring and planning for the Department of Transit.



## Human Resources Department

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### Transit Service Specialist 1 (008278)

#### **Minimum Qualifications**

High school diploma or GED. Three years of clerical experience in public contact, handling complaints, or providing citizen information are required.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.

## Human Resources Department

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### Transit Service Specialist 2 (008279)

#### **Minimum Qualifications**

High school diploma or GED. Five years of experience in public contact, handling complaints, or providing citizen information are required. Additional education may substitute for the experience on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Human Resources Department

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### Transit Service Center Supervisor 1 (008280)

#### **Minimum Qualifications**

Bachelor's degree. One year of experience in sales, public relations or customer service is required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility for specialized and clerical employees engaged in performing varied activities such as the sales of transit fare-media to the general public.

## Human Resources Department

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### Transit Service Center Supervisor 2 (008281)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in sales, public relations or customer service to include supervisory experience are required

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and professional administrative work with supervisory responsibility for specialized and clerical employees engaged in performing varied activities such as the sales of transit fare-media to the general public.

## Human Resources Department

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### Transit Service Center Manager (008282)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional administrative experience in sales, public relations or customer service is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

## Human Resources Department

### Paratransit Eligibility Supervisor (008283)

#### Minimum Qualifications

High school. One year of experience in determining eligibility for specialized programs and working with handicapped, disabled and elderly individuals is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory work with administrative responsibility in determining eligibility for special transportation services.

An employee in this class is responsible for planning, assigning and reviewing the work of clerical subordinates assigned to the special transportation services certification unit. Emphasis of the work is on supervising certification unit operations, providing assistance with difficult problems, monitoring the tracking system and interview processes, providing policy and procedural guidance to the staff, and preparing a variety of periodic reports. The incumbent exercises some independent judgment in implementing established procedures, interpreting departmental policies, and in dealing tactfully and diplomatically with handicapped, disabled and elderly customers. Supervision is exercised over a staff of clerical subordinates engaged in determining eligibility of individuals for special transportation services. Supervision is received from an administrative superior who reviews work for effective supervision and operation of the certification unit.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of clerical subordinates assigned to the certification unit engaged in determining eligibility of individuals under current ordinances and regulations for special transportation services.

Reviews files to ensure information is correct and documented; signs letters approving or disapproving applicants for special transportation services; oversees maintenance of manual and automated files and tracking system; monitors interview process and appointments to ensure applicants are seen promptly.

Provides policy and procedural guidance to staff in the handling of specific issues and provides interpretations of policies regarding eligibility for special transportation services.

Intercedes directly with applicants, family members, and physicians as necessary to resolve problems; works with other paratransit staff members to resolve transportation pick-up and drop-off problems for applicants.

Prepares monthly statistical reports, including applicants certified and denied, approval reasons, age categories, and related information; prepares special reports and correspondence as required; maintains "no-show" log and incorporates information into monthly reports.

Periodically assists with interviews and assists in contacting physicians and medical facilities to determine degree of disability and ability to use conventional transportation services.

Attends periodic conferences and meetings concerning new or revised special transportation policies or procedures; revises unit procedures as necessary to improve operations.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of laws, regulations, and ordinances pertaining to eligibility criteria for special transportation services.

Considerable knowledge of the special transportation needs of the handicapped, disabled and elderly.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Knowledge of modern office management practices and procedures.

Knowledge of various anatomical and physiological conditions and limitations of the differently-abled.

Some knowledge of medical terminology.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to determine if applicants for special transportation services meet eligibility criteria.

Ability to interpret and explain complex eligibility criteria for special transportation services.

Ability to deal courteously and tactfully with handicapped, disabled and elderly applicants for paratransit services.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Paratransit Eligibility Supervisor (008283)

Ability to prepare complex reports and correspondence.

NEW 10-93

#### **Nature Of Work**

This is supervisory work with administrative responsibility in determining eligibility for special transportation services.

## Human Resources Department

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### Paratransit Support Specialist 2 (008288)

#### **Minimum Qualifications**

Bachelor's degree. Two years of administrative experience in eligibility screening or customer service to include experience with automated reporting systems is required. Additional related work experience may substitute for the required education on a year-for-year basis. Must possess a Driver license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility in the planning, coordinating and overseeing the work of employees performing inspections of Special Transportation Service and Medicaid transportation vehicles and drivers.



## Human Resources Department

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### Manager, EASY Card and Transit Service Centers (008289)

#### Minimum Qualifications

Bachelor's degree. Four years of professional administrative experience to include supervisory experience are required.

#### Job Specifications

#### Nature Of Work

This is advanced and professional administrative work with supervisory responsibility managing a county-wide program or a major program or function in a county department or agency.

### Paratransit Service Clerk (008292)

#### Minimum Qualifications

High school diploma or GED. One year of public contact experience to include data entry, telephone operation or customer service is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. Bilingual English/Spanish or English/Creole preferred.

#### Job Specifications

##### NATURE OF WORK

This is customer service and clerical work in paratransit services for the Metro-Dade Transit Agency.

Employees in this class answer telephones and enter data into a computer terminal to schedule paratransit services for eligible Medicaid and special transportation services customers, and to resolve customer complaints regarding late arrival of vehicles. Responsibilities include answering telephone calls, direct entry of trip information into a computer terminal, providing information to customers concerning reservations, service and availability, and resolving customer complaints regarding late vehicle pick-ups by direct contact with contractors providing services. Employees follow established procedures, and exercise a degree of sensitivity in dealing with handicapped, disabled, and elderly customers. Supervision is received from an administrative superior who reviews work for conformance with established paratransit policies and procedures.

##### ILLUSTRATIVE TASKS

Responds to telephone requests to schedule, reschedule, or cancel paratransit services for Medicaid and special transportation services customers.

Determines if travel reason is valid based upon customer eligibility, and enters trip information into computerized reservation systems using a computer terminal.

Responds to requests for special services, including provision of services to customers in stretchers.

Responds to customer complaints regarding late arrival of vehicles; contacts contractors to determine if service will be provided which assures customers arrival at appointed times; authorizes back-up service to resolve late vehicle pick-ups, with supervisory approval.

Verifies Medicaid eligibility following established procedures.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of paratransit service policies, procedures, and regulations.

Knowledge of public relations principles and techniques.

Knowledge of the operating characteristics of computer terminals.

Knowledge of modern office practices and procedures.

Knowledge of the special requirements of the handicapped, disabled and elderly.

Ability to properly schedule and reschedule paratransit services for Medicaid and special transportation services customers.

Ability to speak clearly and distinctly on a telephone.

Ability to deal with customers and paratransit contractors tactfully and courteously.

Ability to operate a computer terminal keyboard.

Ability to verify paratransit service eligibility following established criteria.

NEW 7-92

#### Nature Of Work

This is customer service and clerical work in paratransit services for the Miami-Dade Transit Agency.

### MDT Paratransit Operations Supervisor (008293)

#### Minimum Qualifications

High school diploma or GED. Three years of experience in customer service activities in a transit, social services, reservations or related area are required; or Completion of 60 semester credits in Computer Science, Business Administration, Public Administration and/or related field may substitute for the required experience on a year-for-year basis. Must be available to work weekends and various shift schedules. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is supervisory customer service work with some administrative responsibility in paratransit services for the Metro-Dade Transit Agency.

An employee in this class is responsible for scheduling paratransit services for eligible Medicaid and special transportation services customers, and for resolving customers complaints regarding late arrival of vehicles. Responsibilities include supervising subordinate employees responding to telephone calls for special transportation and Medicaid services, assuring that telephone requests are handled promptly and courteously, and assuring that trip information is accurately entered into computer terminals. The incumbent exercises some independent judgment in the implementation of procedures and interpretation of paratransit policies, and in dealing sensitively with handicapped, disabled and elderly customers. Supervision is exercised over a staff of service clerks responding to telephone requests and entering data into computer terminals. Supervision is received from an administrative superior who reviews work for efficient and effective paratransit service activities.

##### ILLUSTRATIVE TASKS

Supervises paratransit service clerks engaged in responding to telephone requests for Medicaid and special transportation service trips; establishes work schedules and organizes work to accommodate customer requirements.

Monitors staff to assure that calls are handled promptly and courteously, that trip information is accurately entered into computer terminals, and to assure compliance with program rules and regulations.

Assures that Medicaid and special transportation service trip eligibility is properly verified.

Provides assistance to service clerks encountering difficult or unusual customer requests; determines the appropriateness of back-up services to resolve late-vehicle problems for customers and authorizes as necessary; reviews and approves or denies requests for emergency and same-day services.

Prepares routine and special reports concerning Medicaid and special transportation services, including trips scheduled, changed and cancelled; resolution of late-vehicle problems; and liquidated damages due to late pick-ups and no-shows.

Attends meetings involving changes in policies, procedures, and regulations; transmits information to staff to assure appropriate program implementation; revises internal procedures as required.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of paratransit service policies, procedures, and regulations.

Considerable knowledge of eligibility requirements for Medicaid and special transportation services.

Knowledge of supervisory principles and practices.

Knowledge of modern office administration practices and procedures.

Knowledge of public relations principles and techniques.

Knowledge of special requirements for the handicapped, disabled, and elderly.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to deal firmly, tactfully, and persuasively with a variety of paratransit customers and paratransit contractors.

## Human Resources Department

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### MDT Paratransit Operations Supervisor (008293)

Ability to accurately verify Medicaid and special transportation service eligibility.  
Ability to interpret and explain paratransit rules, regulations and procedures.  
Ability to prepare reports, correspondence, and other documents.

NEW 7-92

#### **Nature Of Work**

This is supervisory customer service work with some administrative responsibility in paratransit services for the Miami-Dade Transit Agency.

## Human Resources Department

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### MDT ADA Officer (008294)

#### **Minimum Qualifications**

Bachelor's degree. Two years of ADA experience or ADA related experience working to ensure access in areas such as employment, public accommodations, state and local government services are required. Must Possesses an ICC Accessibility Inspector/Plans Examiner certification.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional and supervisory work monitoring MDT facilities, vehicles, services, program and employment opportunities for ADA compliance.

## Human Resources Department

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### Transit Passenger Amenities Officer (008295)

#### **Minimum Qualifications**

Bachelor's degree. Two years of experience in contract monitoring and administration of bus passenger shelters, bus passenger benches, or vending machine service upgrades, to include monitoring American with Disability Act (ADA) regulations are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible administrative

performing responsible administrative and supervisory work in directing a major function in a county department or agency.

## Human Resources Department

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### Manager, MDT Cost and Scheduling Section (008302)

#### **Minimum Qualifications**

Bachelor's degree in Engineering or Construction Management. A minimum of three to six years of experience in the management of building construction projects including experience in the development and implementation of complex construction schedules are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional engineering work in the development, updating and monitoring of all transit capital project schedules and budgets.

## Human Resources Department

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### Manager, MDT Contract Services Section (008304)

#### Minimum Qualifications

Bachelor's degree in Engineering or Construction Management. A minimum of three to six years of experience in contract administration, construction management or engineering are required; or Completion of 60 semester credits to include 15 semester credits in Engineering. Six years of experience in contract administration, construction management or engineering are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

#### Nature Of Work

This is responsible professional engineering work in the solicitation and selection of consultants for all MDT construction projects; construction claims administration; and configuration management and document control functions.



## Human Resources Department

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### Manager, MDT Civil Rights and Labor Relations (008307)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of advanced level professional experience in procurement or contract administration to include experience in Disadvantaged Business Enterprise (DBE) or Small Business Development (SBD) is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work managing the work activities of the Equal Employment Opportunity (EEO) and Labor Relations functions for MDT.

## Human Resources Department

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### Manager, MDT Training and Development (008308)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Personnel Administration, Education, or a related field. A minimum of two to four years of professional experience in planning, developing, implementing, or conducting training programs or employee development programs is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional education and administrative work in planning, developing, implementing, or conducting training programs or employee development programs.

## Human Resources Department

### Chief, MDT Office of Civil Rights and Labor Relations (008309)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to six years of professional experience in the administration of Disadvantaged Business Enterprise Program, discipline and/or labor relations, contracts and ADA compliance, affirmative action and/or equal opportunity program to include supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK:

This is a highly responsible and supervisory work in equal employment opportunity, Disadvantaged Business Enterprise Administration and directing labor management activities for Miami-Dade Transit.

An employee in this class is responsible for formulating and recommending the Miami-Dade Transit's (MDT) labor relations policy strategy, interpreting labor contracts, 13 (c) agreements and other labor policies and procedures, managing, directing, supervising and implementing MDT equal employment opportunity and affirmative action programs, and supervising the departmental Disadvantaged Business Enterprise program. Responsibilities include supervising and conducting complex and sensitive equal employment opportunity investigations; preparing and supervising the compilation of a variety of reports and formulating recommendations concerning equal employment opportunity complaints; advising departmental management on affirmative action goals and objectives; overseeing and participating in contract negotiations with collective bargaining groups; monitoring collective bargaining contracts in accordance with Florida statutes and the intent of agreed upon terms and conditions; coordinating labor management activities for the department; and supervising the operations of the departmental Disadvantaged Business Enterprise program to assist disadvantaged groups in participating in Agency construction projects. Supervision is exercised over a staff of professional and clerical subordinates with assigned responsibilities in equal employment opportunity activities, labor relations or Disadvantaged Business Enterprise management. General supervision is received from the Director, Miami-Dade Transit who holds the incumbent responsible for the professional management of assigned responsibilities and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS:

Directs and supervises the management of the department's labor relations functions; develops contract language and collective bargaining proposals; plans and supervises the departmental preparation process for contract and 13 (c) agreement negotiations; oversees the implementation and administration of arbitration awards, settlement agreements and letters of understanding; monitors employment hiring practices, policies and procedures and administrative functions to ensure conformity with contractual obligations; chairs labor/management committee meetings between MDT and AFSCME, TWU, and GSAF.

Functions as the department's liaison to labor unions, Employee Relations Department, County Attorney's Office and other transit properties regarding labor issues; provides technical assistance to executives, managers, and supervisors on issues related to labor contracts and other issues that affect bargaining unit personnel.

Supervises, coordinates and directs the development and implementation of departmental equal employment opportunity and affirmative action program designed to assure equal employment opportunity for minorities, women, physically disabled, and veterans.

Prepares annual equal employment opportunity and affirmative action reports for submittal to the U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights, and the county's Fair Employment Practices Office.

Oversees and supervises complex and sensitive equal employment opportunity investigations involving allegations of discrimination; directs the preparation of comprehensive and thorough investigative reports.

Develops and formulates policy statements concerning techniques for implementing departmental equal employment opportunity, affirmative action, and Disadvantaged Business Enterprise programs.

Serves as appeal officer for the Agency's Special Transportation Services (STS) program; reviews and rules on the denial of eligibility certification requests.

### Chief, MDT Office of Civil Rights and Labor Relations (008309)

Conducts research and prepares formal correspondence and reports on a variety of labor management issues for members of the Board of County Commissioners, County Manager's Office, MDT Director, or Assistant Directors; participates in meetings and seminars as MDT's labor management representative.

Directs the preparation of divisional budget; monitors expenditures.

Makes recommendation and decisions regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS:

Extensive knowledge of established local and federal laws, rules and regulations pertaining to equal employment opportunity, affirmative action programs, and labor relations activities.

Extensive knowledge of Federal Transportation Administration Disadvantaged Business Enterprise policies, procedures, and regulations.

Extensive knowledge of Miami-Dade Transit Agency equal employment opportunity, affirmative action and Disadvantaged Business Enterprise goals and objectives.

Extensive knowledge of the provisions of various collective bargaining agreements between the county and various public employee unions and associations.

Extensive knowledge of personnel management theories, principles and practices.

Thorough knowledge of established procedures for the investigation and resolution of equal employment opportunity and affirmative action complaints.

Thorough knowledge of negotiating strategies and techniques.

Thorough knowledge of the organization and operation of Miami-Dade Transit.

Thorough knowledge of the principles and practices of management, public and business administration.

Thorough knowledge of private/public sector labor relations.

Ability to supervise, direct and coordinate Miami-Dade Transit equal employment opportunity, affirmative action, and Disadvantaged Business Enterprise programs.

Ability to conduct comprehensive equal employment opportunity investigations and prepare thorough investigative reports.

Ability to prepare a variety of narrative and statistical reports for a variety of local and federal agencies.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and a variety of public and private officials.

Ability to understand and interpret provisions of a variety of collective bargaining agreements.

Ability to conduct research and analyze complex issues.

## Human Resources Department

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### Chief, MDT Office of Civil Rights and Labor Relations (008309)

Ability to understand and create complex and comprehensive (legally bidding) documents.

Ability to provide effective testimony in legal proceedings.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate effectively and in writing.

NEW 03-07

#### **Nature Of Work**

This is a highly responsible and supervisory work in equal employment opportunity, Disadvantaged Business Enterprise Administration and directing labor management activities for Miami-Dade Transit.

### Transit Administrative Coordinator (008310)

#### Minimum Qualifications

Bachelor's degree. One year of transit administrative experience is required. Additional related experience may substitute for required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative and public relations work for the Metro-Dade Transit Agency.

An employee in this class is responsible for performing a variety of public relations and administrative duties in support of departmental public relations programs. Responsibilities include serving as a liaison to community-based organizations, participating in community meetings and activities, preparing original articles for the community newsletter, making presentations to community groups on current transit issues, monitoring budget forecasts and expenditures, and assisting in budget preparation. The incumbent exercises some independent judgment in maintaining and enhancing community perceptions of local transit services and activities. Supervision is received from the department director who reviews work through personal conferences and written reports for effective assistance in departmental public relations activities.

##### ILLUSTRATIVE TASKS

Serves as a liaison between MDTA and community-based organizations; organizes community involvement meetings and coordinates agency participation; prepares and disseminates meeting notices and informational packages; maintains detailed and current community leaders' list; attends, coordinates and assists at public meetings.

Represents the department at meetings, workshops and conferences related to public participation in transit activities; maintains a speaker's bureau membership to inform community-based organizations about local and national transit activities.

Conducts interviews and writes original articles for the community newsletter; identifies sources of contributions to the newsletter; assists with layout and design, establishes schedules for submitting articles, and assures that copy is printed and ready for timely distribution.

Prepares articles on the Transit Coalition for submission to national transit publications and publications of other transit coalitions.

Monitors budget forecasts and expenditures; assists in planning and preparation of budget documents.

Prepares monthly briefing paper for distribution to departmental staff on community activities and makes presentations to community groups on current transit issues.

Performs related work as required

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of journalistic principles, practices and techniques.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of news writing and modern publicity methods and techniques.

Considerable knowledge of sources of information concerning local and national transit activities.

Knowledge of the principles of management and public administration.

Knowledge of budget preparation and administration.

Ability to assemble and write interesting and informative articles for newsletters and industry publications.

Ability to organize and coordinate transit agency participation at meetings of local community groups.

Ability to establish effective working relationships with superiors, departmental supervisors, and other public and private officials.

Ability to represent the transit agency at various workshops, meetings and conferences.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

## Human Resources Department

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### Transit Administrative Coordinator (008310)

#### **Nature Of Work**

This is advanced administrative and public relations work for the Miami-Dade Transit Agency.

## Human Resources Department

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### Manager, MDT Facilities Maintenance (008320)

#### Minimum Qualifications

Bachelor's degree in Engineering, Business Administration, Public Administration or related field. Three years of supervisory experience in the construction, management and maintenance of a physical plant operation are required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional and administrative work in the management and maintenance of Metrobus transit facilities. An employee in this class is responsible for management and supervision of Metrobus transit facility buildings and grounds. Emphasis of the work is on supervising and coordinating the maintenance and repair of large and complex geographically dispersed transit facilities, and grounds. Related responsibilities include preparation and monitoring of facilities maintenance budget, management of custodial services, assuring environmental compliance, removal of graffiti, bus stop sign installation and maintenance, and arrangement of preventive maintenance programs. The employee exercises a considerable degree of originality, judgment and professional managerial knowledge in the application of principles and practices of industrial technology and plant maintenance engineering.

##### ILLUSTRATIVE TASKS

- Directs maintenance, environmental engineering and craft maintenance of transit facilities.
- Administers professional, technical, trades-related planning for safety, security and preventive maintenance of buildings.
- Resolves operational problems and improves techniques and procedures.
- Oversees facility maintenance, design, engineering and construction.
- Monitors building security maintenance and various contract and leasing activities.
- Manages various administrative activities related to facilities, including warehousing, physical inventory, and procurement of equipment, tools and supplies.
- Supervises contract and leasing of real property and negotiations to lease property for County use, and leasing of County property to other organizations.
- Directs work of supervisors, contractors and maintenance mechanics to assure adherence to schedules and quality standards.
- Supervises preventive maintenance program and makes recommendations for plant equipment repair and improvement; estimates time, labor and materials required for jobs; maintains records and prepares reports; inspects and approves supplies, selects equipment for purchase and recommends equipment modifications.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Thorough knowledge of the principles of industrial technology and plant maintenance engineering.
- Thorough knowledge of the nature, purposes and operations of Metrobus transit facilities.
- Thorough knowledge of building construction, operation, costs and building support systems.
- Considerable knowledge of supervisory principles and practices.
- Considerable knowledge of contract and leasing principles and practices.
- Considerable knowledge of the principles of management and public administration.
- Ability to use professional knowledges of industrial technology and management to direct extensive Metrobus physical plant repair and maintenance activities.
- Ability to supervise geographically dispersed physical plant operations.
- Ability to supervise subordinates in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates, superiors, and officials of various county offices and private business concerns.



## Human Resources Department

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### Manager, MDT Facilities Maintenance (008320)

NEW 10-87

#### **Nature Of Work**

This is advanced professional and administrative work in the management and maintenance of Metrobus transit facilities.

### MDT Section Chief (008321)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three to six years of progressively responsible experience in a mass transportation operations or maintenance environment to include two years of supervisory experience is required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional and technical managerial work in planning and directing section activities for the Miami-Dade Transit Agency.

## Human Resources Department

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### MDT Financial Review & Auditing Supervisor (008325)

#### **Minimum Qualifications**

Bachelor's degree in Accounting or Bachelor's degree to include 21 semester credits in Accounting. Four years of professional auditing or accounting experience to include project management and supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is supervisory and administrative professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.

## Human Resources Department

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### Chief, MDT Division (008331)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four years of progressively responsible administrative and supervisory experience in a large-scale government agency are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional and technical managerial work in planning and directing division activities for the Miami-Dade Transit Agency.

## Human Resources Department

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### Transit New Business Administrator (008339)

#### **Minimum Qualifications**

Bachelor's degree in Sales, Marketing, Advertising, Business Administration or related field. Three years of professional experience in sales and or marketing of advertisement are required. Additional experience in advertising, sales and marketing may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional marketing work in developing and executing a transit advertising program to market all transit media opportunities.

## Human Resources Department

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### Transit New Business Specialist (008340)

#### **Minimum Qualifications**

High school diploma or GED. Four years of experience in marketing and/or the sale of advertising are required. Completion of coursework in Marketing, Advertising, or Business Administration may substitute for the required experience on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional marketing and sales work in developing business opportunities for transit.

## Human Resources Department

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### Manager, MDT Treasury Services (008347)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Finance, Accounting, Public Administration or related field. Four years professional administrative experience in financial management to include supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility in the collection, transportation, security, processing, accountability and delivery to the bank of all MDT bus and rail fares and other revenues collected and received by MDT.

## Human Resources Department

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### Manager, MDT Customer & Information Services (008351)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Advertising, Public Relations, Marketing or related field. Three years of experience in the supervision or development of transit and/or public relations services are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional public relations work with supervisory responsibility in the development and management of customer service goals, objectives and strategies.



### MDT Field Test Engineer (Electrical) (008358)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering or Computer Engineering. Three years of experience maintenance planning and schedule development, the maintenance of advanced electronic/electrical control and drive systems, bus and rail vehicles, and communications systems are required. A Master of Science degree in Electrical Engineering with a concentration in Electronics may substitute for one year of the required experience. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional engineering work in varied engineering disciplines in field testing rapid transit system equipment and systems.

Employees in this class are responsible for directing field testing of train control systems, electro-mechanical and electronic communications systems or traction power systems in a rapid transit system. Responsibilities include solving complex electro-mechanical/electronic problems discovered during normal maintenance inspections of station, wayside and communications equipment, and providing emergency failure analysis, drawing changes, and other engineering determinations. Employees exercise considerable independent judgment in the application of professional engineering knowledges to troubleshooting of engineering problems in the area of assignment, and in dealing with other engineering groups as necessary. General supervision is received from a professional and administrative superior who holds the incumbent responsible for professional quality of work and achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Reviews system maintenance data and assists in the evaluation of system reliability and maintainability; assists in the evaluation of maintenance failure reports and systems test data; coordinates work with production coordinators in the review and analysis of data.

Supports train control, communications or traction power operations by providing field engineering assistance as required; participates as needed in installation involving unusual or difficult technical problems; works with supervisors in planning new installations or major modifications of equipment; provides technical direction to supervisors on engineering problems that arise involving assigned projects.

Determines the need for system modification and/or design changes; monitors and verifies train control, communications, or traction power circuit design changes and documentation; assists in special circuitry designs for more complex train control, communications or traction power equipment installations.

Develops and reviews maintenance procedures and reviews maintenance test data; schedules train control, communications or traction power tests and assures adherence to test procedures.

Develops maintenance schedules for train control, communications, and traction power equipment.

Monitors and researches all failure reports to improve on reliability of equipment.

Monitors, supports and reviews all maintenance data on the ATP system associated with rail vehicles.

Assists superiors in the development of a centralized maintenance planning organization for prevention and non-routine maintenance scheduling and workload planning.

Monitors construction and assists in the resolution of problems as necessary; witnesses installation and testing of new construction and train control, communications or traction power equipment.

Performs on-site inspections and analysis in the rail system and evaluates system readiness.

Develops start-up schedules for train control, communications or traction power equipment installation and testing.

Monitors normal and emergency maintenance on equipment and maintains records and tests as required; prepares periodic and special reports as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of mechanical, electrical and electronic equipment and its' function in traction power, communications, or train control systems in a rapid transit system.

Thorough knowledge of AF-400 track circuits and related train control, communications or traction power subsystems.

Thorough knowledge and understanding of interfaces with regard to installation and maintenance of traction power, communications or train

### MDT Field Test Engineer (Electrical) (008358)

control systems.

Thorough knowledge of the principles and theories of electricity and electronics as applied to the operation and maintenance of train control, traction power or communications systems.

Thorough knowledge of the practices, tools, methods and equipment used in the repair, testing, maintenance and replacement of equipment in the area of assignment.

Thorough knowledge of precision test equipment including frequency measuring, equipment oscilloscopes, and precision voltage and current measuring devices.

Ability to analyze and diagnose complex engineering problems in traction power, communications or train control electro/mechanical and electronic equipment and systems.

Ability to perform complex engineering analyses and make comprehensive recommendations on engineering problems.

Ability to design and prepare complex engineering plans and specifications for rapid transit system equipment and systems.

Ability to read and understand complex contract specifications and procedures.

Ability to understand and evaluate contractor test data submittals.

Ability to read and understand blueprints, diagrams and schematics.

Ability to work varied shifts.

Ability to prepare and maintain records pertaining to the installation, testing, maintenance and repair of equipment and systems.

Skill in the use of precision engineering instruments and equipment.

NEW 1-85

#### **Nature Of Work**

This is advanced responsible professional engineering work in varied engineering disciplines in field testing rapid transit system equipment and systems.

## Human Resources Department

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### Chief, Quality Assurance Engineering Division (008359)

#### **Minimum Qualifications**

Bachelor's degree in Engineering or related field. A minimum of four to eight years of experience in the development, implementation and auditing of quality assurance programs, to include experience managing quality programs for transportation capital projects.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional engineering work in the development, implementation and auditing of quality assurance programs.

### Chief, MDTField Test Engineering and Electronic Systems (008361)

#### Minimum Qualifications

Bachelor's degree in Electrical Engineering or related field. A minimum of five to ten years of professional experience in the administration, engineering, planning, design and implementation of communication systems are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible technical and supervisory work in planning and directing activities of the Miami-Dade Transit Communications and Electrical Systems Division.

An employee in this class is responsible for planning, directing and supervising a tri-modal integrated communications system for Metrobus, Metromover and Metrorail, and for directing field testing of train control systems, electro-mechanical and electronic communications systems for traction power systems in a rapid transit system. Responsibilities include developing and implementing preventive maintenance programs, overseeing the design and preparation of technical plans and specifications for the acquisition of communications and electro-mechanical systems, directing the solving of complex electro-mechanical and electronic problems discovered during normal maintenance inspections of station, wayside and communications equipment, providing emergency failure analysis, drawing changes, and other engineering determinations and dealing with regulatory agencies involved in communications and electrical issues. The incumbent exercises considerable independent judgment and technical expertise in providing for effective and reliable tri-modal integrated communications and electronic systems. Supervision is exercised over a staff of technical, professional and clerical employees engaged in various phases of divisional operations. General direction is received from an executive who holds the incumbent responsible for efficient and effective transit communications, and electrical engineering operations.

##### ILLUSTRATIVE TASKS

Supervises through subordinate supervisors the work of technical employees engaged in the installation, diagnosis, repair and maintenance of transit communications systems including radio and dispatch systems, video communications systems, transmission systems linking the rail guideway with central control, public address systems, destination signs, fare collection equipment and telephone switching systems.

Develops and establishes divisional policies and procedures for the repair and maintenance of Metrobus, Metromover and Metrorail communications and fare collection equipment; develops and implements preventive maintenance programs for radio systems, fare collection equipment and datacom/telecom systems.

Oversees the review of system maintenance data and directs the evaluation of system reliability and maintainability.

Supervises through engineers and supervisors the planning of new installations or major modifications of equipment; provides technical oversight to supervisors and engineers on engineering problems that arise involving assigned projects; directs the monitoring and verification of train control, communications, or traction power circuit design changes and documentation.

Develops start-up schedules for train control, communications or traction power equipment installation and testing.

Establishes and implements processes, procedures and guidelines for the repair control and reporting of equipment and systems requiring corrective action in the rail electronics laboratory; assures documentation for materials, parts, equipment, testing and repairs.

Supervises and directs the development of plans and technical specifications for new electronic systems.

Provides technical expertise in the resolution of complex technical problems to assure operational integrity and continuity of transit communications systems.

Oversees the preparation of the divisional budget; supervises the preparation of grant requests; monitors expenditures and overtime usage.

### **Chief, MDTField Test Engineering and Electronic Systems (008361)**

Plans and directs technical training for subordinates; maintains contacts with regulatory agencies and other County departments to resolve transit communications issues and problems.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### **KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of the theories, principles and practices of electrical and electronic engineering.

Extensive knowledge of the design and operation of transit communications systems including radio and video systems, fare collection equipment, transmission systems, destination signs, and public address systems.

Extensive knowledge of mechanical, electrical and electronic equipment and its function in traction power, communications, or train control systems in a rapid transit system.

Thorough knowledge of current information and modern developments in transit communications engineering.

Thorough knowledge of laws and regulations pertaining to the design and operation of radio communications systems.

Thorough knowledge of AF-400 track circuits and related train control, communications or traction power subsystems.

Thorough knowledge and understanding of interfaces with regard to installation and maintenance of traction power, communications or train control systems.

Thorough knowledge of the principles and theories of electricity and electronics as applied to the operation and maintenance of train control, traction power or communications systems.

Through knowledge of the practices, tools, methods and equipment used in the repair, testing, maintenance and replacement of train control, traction power or communications equipment.

Knowledge of budget preparation and administration.

Ability to analyze and diagnose complex engineering problems in traction power, communications or train control electro/mechanical and electronic equipment and systems.

Ability to plan, direct and coordinate diversified transit communications activities and functions.

Ability to supervise and prepare complex engineering plans and specifications for transit communications systems.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze transit communications operations and achieve divisional goals and objectives.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### Chief, MDTField Test Engineering and Electronic Systems (008361)

NEW 03-07

#### **Nature Of Work**

This is highly responsible technical and supervisory work in planning and directing activities of the Miami-Dade Transit Communications and Electrical Systems Division.

### MDT System Safety Supervisor (008365)

#### Minimum Qualifications

Bachelor's degree in Safety, Safety Management, Industrial Engineering, Engineering or related field. Three years of professional administrative experience in safety, reliability engineering or quality assurance programs in a transportation system environment are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work with supervisory responsibility in a transit system safety and assurance program for the Metro-Dade Transit Agency.

An employee in this class is responsible for providing assistance in planning and directing a transit system safety and assurance program for Metrobus, Metromover and Metrorail transportation systems, and contracted provider services. Responsibilities include reviewing plans for new construction or modifications to existing transit facilities, preparing specifications for safety-related procurements, performing system safety engineering analyses, participating in the development of transit operating and maintenance rules and procedures, conducting accident investigations and facility inspections, and participating in the development of safety program documents for all phases of safety administration. The incumbent exercises considerable independent judgment and technical expertise in identifying and resolving unsafe actions during design, operations and maintenance of the various transportation systems. Supervision is exercised over professional subordinates engaged in various phases of system safety and assurance activities. General supervision is received from a professional superior who reviews work for provision of effective assistance in planning, implementing, coordinating and directing a comprehensive system safety and assurance program.

##### ILLUSTRATIVE TASKS

Reviews and analyzes plans, drawings, specifications and calculations for new construction or modification to existing transit facilities and for construction projects adjacent to transit properties.

Prepares specifications for safety-related procurements and facility or equipment modifications; participates in technical proposal and design reviews; performs system safety engineering analyses and calculations to verify adequacy of designs.

Participates in the development of transit operating and maintenance rules and procedures; develops safety rules, procedures and awareness programs.

Reviews, interprets and applies local, state and federal safety requirements concerning public transportation systems including regulations pertaining to occupational hazards, hazardous material laws, and rules regarding bus and rail vehicles.

Reviews and participates in the development of safety training programs for departmental operating and maintenance employees and training in maintenance procedures for equipment.

Supervises or conducts accident investigations, facility inspections and site surveys; conducts safety and quality assurance audits; provides expert testimony in court as required.

Provides training to subordinates in hazard analysis techniques and accident investigations; oversees consultants assigned to safety projects.

Participates in the development of system safety, safety certification, construction safety and other safety program documents; prepares reports for state and federal agencies on the status of safety programs.

Evaluates hazards which could result in death or serious injury; develops corrective measures and verifies acceptable implementation.

Prepares agendas for safety committee meetings; assists in budget preparation; develops capital projects and equipment budgets.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of industrial safety theories, principles and practices.

Thorough knowledge of the design, construction, testing, operations and maintenance of all transit agency transportation systems.

Thorough knowledge of all local, state and federal requirements for transit system safety and transit safety training.

Thorough knowledge of transit safety equipment and transportation safety practices applicable to all transit agency transportation systems.

Considerable knowledge of laws and regulations pertaining to the safe operation of local transportation systems.

Considerable knowledge of hazardous working conditions and equipment operations in all transit agency transportation systems.

### MDT System Safety Supervisor (008365)

Considerable knowledge of accident and incident investigative methods and techniques.

Ability to provide effective assistance in the development of an integrated transit safety and assurance program for all Metro-Dade Transit Agency transportation systems.

Ability to detect hazardous conditions in all phases of transit system design, construction, testing, operations and maintenance.

Ability to assure that transit agency transportation systems comply with all safety rules, laws, ordinances, regulations, policies and procedures.

Ability to investigate accidents and incidents, identify their causes, and recommend appropriate corrective actions to prevent recurrence.

Ability to prepare a variety of reports concerning safety measures and issues.

Ability to establish and maintain effective working relationships with superiors, subordinates and a variety of local, state and federal officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is advanced responsible professional work with supervisory responsibility in a transit system safety and assurance program for the Miami-Dade Transit Agency.



## Human Resources Department

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### MDT System Safety Manager (008366)

#### **Minimum Qualifications**

Bachelor's degree in Safety, Safety Management, Industrial Engineering, Engineering or related field. Five years of professional experience to include supervisory experience in safety, reliability engineering, or quality assurance programs in a transportation system environment are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional safety work with supervisory responsibility in managing safety, reliability engineering, or quality assurance programs.

## Human Resources Department

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### Chief, MDT Office of Safety and Security (008371)

#### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree in Safety Engineering, Industrial Engineering or a related field. A minimum of five to ten years of progressively responsible experience in the management of large-scale transportation system safety programs are required. Proof of education and work experience to meet the minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible safety administration work managing transportation system safety programs.

### Manager, MDT Electronic Systems Maintenance (008379)

#### Minimum Qualifications

Bachelor's degree. Four years of progressively responsible experience to include supervisory experience in the diagnosis, maintenance and repair of electronic systems are required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional managerial work in planning and directing activities of the Transit System Development Division of the Miami-Dade Transit Agency.

An employee in this class is responsible for planning, directing and coordinating the development of short and long-range transit system plans and improvements. Responsibilities include identifying transportation issues, formulating alternatives and preparing recommendations for action, assuring compliance with various planning requirements and regulations, participating in areawide transportation planning activities, overseeing the development of transit improvement plans, and providing Countywide technical support for transportation planning activities. The incumbent exercises considerable independent judgment and technical expertise in the development of effective recommendations for transit system improvements. Supervision is exercised over a staff of professional subordinates assisting with various phases of transportation development processes. General direction is received from an administrative superior who holds the incumbent responsible for the professional management of assigned responsibilities and achievement of transit system development goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, assigns, reviews and coordinates the work of subordinate professional employees assisting in various phases of transportation planning and development activities.

Assists in identifying transportation and transit issues; formulates alternatives and assesses their implications; makes recommendations for transit system development.

Develops recommendations for short and long-range transit plans and improvements.

Assures departmental compliance with local, state, regional and federal transportation and transit planning requirements and regulations.

Provides Countywide technical support for advanced planning activities and assures departmental representation and participation in areawide transportation planning activities.

Oversees efforts to develop transit improvement plans; updates the departmental Transit Development Plan, the Americans With Disabilities Act Paratransit Service Plan and the Title VI Civil Rights report as required by state and/or federal authorities.

Monitors work by consultants related to Major Investment Studies for priority transit corridor planning and development.

Monitors consultants engaged in work concerning the environmental impact of transit projects.

Conducts special studies in response to policy issues raised by the County Manager or the Board of County Commissioners.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theories, principles and practices of urban planning.

Thorough knowledge of the special principles and practices of transportation and transit planning.

Thorough knowledge of local, state and federal regulations pertaining to transportation planning processes.

Thorough knowledge of transportation planning funding processes.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate transit system development planning activities.

Ability to apply advanced principles of urban and transportation planning to the analysis of local transportation and transit issues.

## Human Resources Department

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### **Manager, MDT Electronic Systems Maintenance (008379)**

Ability to supervise subordinates in a manner conducive to full performance and high morale.  
Ability to analyze transportation and transit issues and prepare effective recommendations for system improvements.  
Ability to establish and maintain effective working relationship with subordinates, superiors and various other public and private officials.  
Ability to communicate clearly and concisely, verbally and in writing.

REVISED 01/98

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing activities of the Transit System Development Division of the Miami-Dade Transit Agency.

### MDT Section Manager (008382)

**Minimum Qualifications**

Bachelor's degree in Engineering or related field. A minimum of two to four years of experience in transit systems engineering heavy rail, light rail or people mover systems, to include two years of experience in contract administration are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

**Job Specifications****Nature Of Work**

This is advanced professional work in the management of transit facilities engineering activities for the Miami-Dade Transit Agency.

### Chief, MDT Engineering Division (Engineering Design) (008384)

#### Minimum Qualifications

Bachelor's degree in Engineering. Must possess a State of Florida Professional Engineer license. A minimum of five to nine years of experience in designing and engineering transit facilities and/or systems to include supervisory experience is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and managerial engineering work in planning and directing activities of the Transit Design and Engineering Division of the Miami-Dade Transit Agency.

An employee in this class is responsible for planning, coordinating and directing design and engineering of transit facilities including environmental engineering and bridge inspection and analysis. Responsibilities include negotiation and administration of engineering services contracts, review and approval of transit design criteria, supervision of the preparation of construction contract documents, review and approval of consultant's invoices, coordination of work with utility companies, direction of environmental remediation and contamination prevention programs, and supervision of the bridge inspection program for Metrorail and Metromover guideway structures. The incumbent exercises extensive independent judgment and technical expertise in managing design and engineering activities in accordance with transit design criteria and applicable codes and regulations. Supervision is exercised through subordinate supervisors over professional, technical and clerical employees serving in transit engineering or related support capacities. General direction is received from a senior executive who holds the incumbent responsible for the achievement of transit design and engineering goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises the design and engineering of transit facilities including track, passenger stations, parking garages, and maintenance and storage buildings.

Supervises the design and engineering of transit-related systems including power, train control, fare collection, communications, and fire detection and prevention.

Directs subordinates in the preparation of construction contract documents related to transit projects for compliance with design criteria, scheduling, budgetary considerations, and applicable codes, laws and regulations at the local, state and federal levels.

Reviews, revises and updates design criteria applicable to transit design and engineering projects.

Directs bridge inspection and structural analysis program for Metrorail and Metromover guideway structures including inspections, preparation of remedial action plans and preparation of final reports at the end of inspection cycles.

Directs technical design reviews of consultant submittals at various levels of completion to assure final delivery complies with all requirements and scheduling considerations.

Conducts meetings to review status of projects, establish priorities, assign design review items for resolution by engineering staff, and conclude active items.

Analyzes and reviews consultant cost proposals for requested engineering services and conducts negotiations concerning fees.

Monitors construction phases of projects and supervises remedial designs, checking of shop drawings, and resolution of problems and questions originating with the contractor.

Issues work orders to consultants and reviews and approves invoices.

Supervises the environmental remediation program and contamination prevention program.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the theories, principles and practices of architecture and civil engineering.

Extensive knowledge of the principles and practices of transit design, engineering and construction.

Thorough knowledge of building materials, engineering cost estimates, construction systems and construction contracts.

### **Chief, MDT Engineering Division (Engineering Design) (008384)**

Thorough knowledge of building codes, laws and regulations pertaining to the design and construction, operation and inspection of transit facilities.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of the principles of management and public administration.

Ability to plan, direct and coordinate transit design and engineering, environmental engineering, and bridge inspection and structural analysis activities to achieve departmental goals and objectives.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced principles of civil and transit engineering to transit design and engineering activities.

Ability to understand and interpret complex architectural and engineering drawings, specifications and contracts pertaining to transit design and engineering projects.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to interpret and comply with applicable codes, laws and regulations concerning transit facility design and engineering projects.

REVISED 01/98

#### **Nature Of Work**

This is highly responsible professional and managerial engineering work in planning and directing activities of the Transit Design and Engineering Division of the Miami-Dade Transit Agency.

## Human Resources Department

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### Executive Director, Office of CITT (008403)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of six years of progressively responsible professional administrative experience to include experience in transit/transportation planning and management, business/public administration, fiscal management, or economic development. Significant public relations experience and strong experience within the transportation industry are highly desirable.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible executive level work in directing all the activities and operations of the Office of the Citizens' Independent Transportation Trust and the administrative support function of the Citizens' Independent Transportation Trust (CITT).



## CITT Administrative Secretary (008404)

### Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

### Job Specifications

#### NATURE OF WORK

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

### CITT Administrative Secretary (008404)

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow.

Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various county departments.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationships with an executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other office machines with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

#### **Nature Of Work**

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### CITT Senior Executive Secretary (008406)

#### Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial Experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations.

Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives.

Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents.

Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees.

Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office.

## Human Resources Department

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### CITT Senior Executive Secretary (008406)

Composes correspondence from verbal instructions and independently drafts replies to inquiries.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official..

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

## Human Resources Department

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### CITT Senior Executive Secretary (008406)

Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 10/00

#### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### CITT Special Projects Administrator 1 (008408)

**Minimum Qualifications**

Bachelor's degree. Three years of professional administrative experience in budget development and/or monitoring, grants management, FAMIS, ABDS, fiscal management, auditing and/or forecasting are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### CITT Special Projects Administrator 2 (008409)

**Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Bus Shelter Specialist (008447)

#### Minimum Qualifications

High school diploma. One year of code enforcement or two years of transportation operations, conducting surveys and/or investigations experience is required. Must possess a Driver license. Must have the ability to lift 25 pounds.

#### Job Specifications

#### Nature Of Work

This is field enforcement of regulatory ordinances pertaining to the storage, collection and disposal of solid waste.



## Human Resources Department

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### Manager, MDT Project Control (008469)

#### **Minimum Qualifications**

Bachelor's degree in Engineering or related field. A minimum of two to three years of experience in records management of contract drawings, specifications and/or other engineering products to include supervisory experience is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional engineering work in records management of contract drawings, specifications and/or other engineering products for all transit capital projects and all PTP projects.

## Human Resources Department

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### MDT Operations Coordinator (008470)

#### **Minimum Qualifications**

Bachelor's degree in Engineering, Construction Management or related field. A minimum of two to four years of professional project management, planning or related experience is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work assisting in the coordination and administration of various project activities.

## Human Resources Department

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### MDT Superintendent (Bus Operations) (008471)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of experience in mass transportation operations to include one year of experience as a supervisor instructor is required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility in carrying out federal, state, county and agency operational and administrative policy, enforcing agency rules and supervising operations of an assigned division.

## Human Resources Department

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### MDT General Superintendent (008473)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of progressively responsible experience in mass transportation bus or rail operations to include experience in the administration or management of transportation programs in passenger service delivery, scheduling, or passenger vehicle dispatching to include supervisory experience is required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible administrative and technical work directing maintenance operations for the Miami-Dade Transit Agency.

## Human Resources Department

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### MDT Controller (008474)

#### **Minimum Qualifications**

Bachelor's degree. Must possess a Certified Public Accountant (CPA) license. A minimum of four years of progressively responsible experience in financial management, governmental accounting or public accounting in a large, complex environment to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional managerial work in planning and directing financial and related activities for Miami-Dade Transit.

## Human Resources Department

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### Assistant Controller, MDT (008475)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Accounting or related field. A minimum of three years of progressively responsible experience in governmental, private industry or public accounting to include supervisory experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional and supervisory work assisting in planning and directing the activities of the Transit Department Accounting Division.

### Chief, MDT Office Budget and Performance Reporting (008478)

**Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of progressively responsible administrative or professional experience to include managerial experience in budget and grant administration, financial forecasting, or a related field is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Assistant Director, MDT Engineering Planning and Development (008482)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of six to ten years of progressively responsible professional experience in the design, engineering, construction management and implementation of major multi-million dollar capital programs or projects to include four years in a senior management capacity is required. Must possess a State of Florida Professional Engineer's license.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### Assistant Director, MDT (008483)

#### **Minimum Qualifications**

Bachelor's degree in Transportation, Business Administration, Public Administration, or related field. A minimum of six to ten years of progressively responsible experience in mass rail transportation operations or maintenance to include supervisory experience directing a transit passenger vehicle program is required. Additional related experience may substitute for the required education on a year-for-year basis. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional work directing the activities of divisions for the Miami-Dade County Transit Department.

## Human Resources Department

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### Chief Financial Officer (008491)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Finance, Public Administration, Business Administration or related field. A minimum of six to ten years of progressively responsible professional administrative experience to include financial forecasting and analysis of budgets is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible professional finance work planning and directing all departmental activities related to financial management.

## Human Resources Department

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### Senior Chief, MDT Information Technology Services (008492)

#### **Minimum Qualifications**

Bachelor's degree in Management Information Systems or related field. A minimum of six to ten years of progressively responsible experience in a large and complex data processing environment to include supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced responsible professional technical and administrative work coordinating and managing MDT's information technology services.

## Human Resources Department

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### Director, Miami-Dade Transit (008499)

#### Minimum Qualifications

A Bachelor's degree and ten years of progressively responsible leadership, managerial and supervisory experience in a large urban/suburban transit agency are required. A Master's degree is desirable.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work in directing the complex and varied activities of Miami-Dade Transit.

An employee in this class is responsible for directing, planning, and coordinating operations of a modern countywide urban public transportation system including Metrorail, Metromover, bus operations, paratransit services, and related administrative and support functions. Responsibilities include directing, through subordinate levels of executives, heavy rail operations and maintenance, Metromover operations and maintenance, transit engineering and construction activities, bus transportation operations and maintenance, Special Transportation Services, and a variety of financial, administrative and operational support activities. The incumbent exercises an extensive degree of independent judgment and professional managerial knowledge in the administration of a large and complex urban transportation system providing varied public transportation services. Supervision is exercised through subordinate levels of executives, managers and supervisors over a large, diversified and geographically dispersed staff of professional, operational, technical, administrative and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and the achievement of established transportation goals and objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates, through subordinate executives, departmental administrative and support functions including financial services, employee relations, labor relations, leasing and joint development, management information systems, materials management, intergovernmental relations, marketing and communications, paratransit operations, public services, and service planning and scheduling. Directs and coordinates, through subordinate executives, Metrorail and Metromover operations including facilities maintenance, rail track and guideway maintenance, transportation operations, and rail and Metromover vehicle maintenance.

Directs and supervises, through subordinate executives, transit engineering functions including communications, transit systems development, design and engineering, project control, and transit system construction.

Directs and supervises, through subordinate executives, bus operations including bus maintenance, dispatching, and bus transportation operations.

Establishes departmental programs, functions and direction; sets goals and objectives and monitors their achievement; evaluates transportation services and assesses their effectiveness in meeting the needs of the citizens of Miami-Dade County.

Reviews organizational patterns, work relationships, and staff responsibilities; structures the organization of the department to effectively achieve organizational goals.

Attends meetings, conferences and seminars involving local, state and national transportation issues.

Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, transit operation and maintenance problems, legislative developments, and other items.

Coordinates transportation operations with other County departments, elected officials, and other local, state and federal agencies to enhance service to the traveling public.

Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations.

Performs related work as required.

## Human Resources Department

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### Director, Miami-Dade Transit (008499)

#### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the organization, interrelationships and operations of the Miami-Dade Transit.

Extensive knowledge of the mission, goals and objectives of the department in providing quality transportation services within budgetary constraints.

Extensive knowledge of the principles of general management, business and public administration.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of local, state and federal regulations pertaining to transit operations and maintenance.

Thorough knowledge of the public transportation needs of the Miami-Dade County area.

Thorough knowledge of public relations principles and techniques.

Ability to apply advanced professional knowledge of the principles of management, business and public administration in directing, supervising and coordinating a large and complex public transportation system.

Ability to plan, organize, direct and coordinate, through various levels of executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with senior County management, elected officials, and officials of other local, state and national organizations.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations.

Ability to effectively evaluate the impact of alternative possible courses of action on transportation operations, future developments and circumstances of a new or unprecedented nature.

Ability to determine if departmental standards are being met and to redirect priorities as necessary.

REV 05/11

#### **Nature Of Work**

This is highly responsible executive level work in directing the complex and varied activities of the Miami-Dade Transit Agency.

## Human Resources Department

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### Deputy Director, MDT Operations (008500)

#### **Minimum Qualifications**

Bachelor's degree in Transportation, Business Administration, Public Administration, Engineering, or related field. A minimum of seven to ten years of progressively responsible experience in the operations and maintenance of a multi-modal public transport system with a minimum of four years in a senior management position is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible senior management level work in directing the complex and varied activities in the operation and maintenance of the Miami-Dade Transit.

## Human Resources Department

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### County Attorney Clerk (008503)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced clerical work which involves moderately complex work methods and problems.

## Human Resources Department

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### County Attorney's Legal Clerical Specialist (008506)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is legal clerical work for the County Attorney's Office.



## Human Resources Department

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### County Attorney's Legal Administrative Assistant (008508)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is legal administrative work for the County Attorney's Office.

## Human Resources Department

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### CAO Assistant Agenda Coordinator (008510)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of three years of professional experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### Legal Secretary 1 (008515)

#### **Minimum Qualifications**

High school diploma or GED. Two years of advanced secretarial experience are required. Applicants must take and pass a typing skills test with a score of 40 WPM. Photo identification is required to take the typing skills test.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is legal secretarial work assisting in the process of litigating cases.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

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### Eminent Domain Administrator (008518)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### County Attorney's Paralegal Specialist (008520)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is specialized legal work assisting a County Attorney.

## Human Resources Department

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### County Attorney's Legal Secretary (008522)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is legal secretarial work assisting in the process of litigating cases for a County Attorney.

## Human Resources Department

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### Paralegal Specialist 1 (008523)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is specialized legal work assisting legal counsel of a County department.

## Human Resources Department

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### Paralegal Specialist 2 (008524)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced specialized legal work assisting legal counsel of a County department.



## Investigator 1 (008528)

### Minimum Qualifications

### Job Specifications

No Job Specification Available

### Nature Of Work

This is professional investigative work for the County Attorney's Office.

## Investigator 2 (008529)

### Minimum Qualifications

### Job Specifications

No Job Specification Available

### Nature Of Work

This is advanced professional investigative work for the County Attorney's Office.

## Human Resources Department

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### Manager, CITT Fiscal Analysis & Administration (008532)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. A minimum of three to six years of progressively responsible experience to include management experience in budgets and forecasting, project review, public agency administration, and/or financial analysis is required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

#### **Job Specifications**

#### **Nature Of Work**

This is responsible professional administrative work in financial analysis, forecasting and budget management.

## Human Resources Department

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### Assistant County Attorney 1 (008551)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible professional legal work for the County Attorney's Office.

### Assistant County Attorney 2 (008552)

#### **Minimum Qualifications**

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional legal work for the County Attorney's Office.

## Human Resources Department

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### Assistant County Attorney 3 (008554)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced responsible professional legal work for the County Attorney's Office.

## Human Resources Department

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### Assistant County Attorney 4 (008556)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced highly responsible professional legal work for the County Attorney's Office.

## Human Resources Department

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### First Assistant County Attorney (008568)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is highly responsible executive level legal work assisting in the operations of the County Attorney's Office.



## County Attorney (008570)

### Minimum Qualifications

### Job Specifications

No Job Specification Available

### Nature Of Work

This is highly responsible executive level legal work in planning and directing activities of the County Attorney's Office.

## Human Resources Department

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### Assistant Protocol Recognition Manager (008572)

#### Minimum Qualifications

High school diploma or GED. Three years of advanced clerical experience to include one year in a personnel or employee relations environment are required.

#### Job Specifications

##### NATURE OF WORK

This is paraprofessional work in the Board of County Commissioners, Employee Recognition Division.

An employee in this class is responsible for performing a variety of paraprofessional duties in support of the countwide Service Awards Program. Responsibilities include providing information and assistance to County employees, Service Award liaisons and Departmental Personnel Representatives, operating a computer terminal and maintaining information and eligibility status reports related to the service awards programmatic activities, assisting with organizing the Board of County Commissioners Service Award Presentations and other recognition ceremonies, and assisting in preparing and conducting countywide marketing campaigns. The incumbent utilizes considerable knowledge of the Service Awards Program and related processes in the performance of assigned duties. Supervision may be exercised over subordinates engaged in assisting with various clerical functions. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for effective assistance in carrying out program activities, goals and objectives.

##### ILLUSTRATIVE TASKS

Provides information and assistance to employees, service award liaisons, departmental personnel representatives and the public concerning the nature of the Service Awards Program. Distributes service award plaques, pins, savings bonds, and other items to all County employees following established procedures and processes.

Schedules through the Agenda Coordinators Office all Service Award Presentations held at the Board of County Commissioners meetings and attends these ceremonies. Provides support to administrative superior and constitutional officer(s) during the presentation ceremony.

Prepares correspondence and related documentation to departments and employees concerning the eligibility of service awards and the dissemination of photographs and other items.

Maintains service award database system; enters, modifies and retrieves data; maintains inventory of all products and supplies.

Assists in designing, preparing and conducting programmatic marketing campaigns including drawings, use of bulletin boards, appreciation programs and luncheons.

Supervises seasonal and temporary office employees performing various clerical functions.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments and agencies.

Knowledge of public relations and human resources principles and techniques.

Some knowledge of policies, procedures and activities of the service awards program.

Some knowledge of reports and records utilized in the service award program.

Some knowledge of supervisory principles and practices.

## Human Resources Department

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### Assistant Protocol Recognition Manager (008572)

Ability to provide effective assistance in the administration of the Service Awards Program.

Ability to explain the Service Awards Program policies and procedures to employees, service award liaisons, departmental personnel representatives and the public.

Ability to prepare correspondence, agenda items and reports.

Ability to operate modern office equipment.

Ability to establish and maintain effective working relationships with superiors and a variety of public and private officials.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 9/05

#### **Nature Of Work**

This is paraprofessional work in the Board of County Commissioners, Employee Recognition Division.

### Chief Protocol-Recognition Specialist (008573)

#### Minimum Qualifications

Bachelor's degree. One year of experience in journalism, public relations and/or writing and editing is required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is responsible clerical work supporting government protocol services for the Miami-Dade County Chairperson's Office and the Board of County Commissioners.

Employees in this class perform a range of responsible clerical duties including, assisting in preparing written items for special presentations before the Board of County Commissioners, processing protocol and proclamation request forms and back-up information received by the Office of the Mayor and the Board of County Commissioners, assisting in the maintenance and inventory of all office supplies and products, distributing documents and preparing monthly reports outlining official documents requested by the County Commission Office. Work includes assisting an administrative superior by performing routine office management functions or specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution. Work is assigned and reviewed by an administrator or superior who reviews work for general administrative effectiveness by personal observation, review of written work product and by providing assistance in matters of policy interpretation.

##### ILLUSTRATIVE TASKS

Assists in preparing written items for special presentations at Board of County Commissioners' meetings and other government events; provides information and guidance on protocol procedures and practices to county staff and citizens.

Processes protocol document request forms and back-up information received by the County Mayor's Office and Commissioners' Office; distributes copies of request to staff for completion of requested information; proofreads documents; collects and make copies of official proclamation documents and places county seal on documents.

Prepares reports detailing number of official documents requested by County Commissioners' Office; files copies of all protocol documents processed by the Office; maintains an inventory of all documents prepared and supplies and items used; orders office supplies.

Contacts county departments and ensures that representatives are present at Board of County Commissioners for protocol presentations; prepares on an emergency basis, protocol documents that are requested by the Mayor or Commissioners; ensures that all protocol documents have been finalized for presentation.

Assists with personnel activity, including preparing time sheets.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of protocol policies and procedures.

Thorough knowledge of modern office practices, procedures and equipment.

Considerable knowledge of the principles of office management, and the procedural requirements of the department assigned.

Considerable knowledge of business English and spelling.

## Human Resources Department

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### Chief Protocol-Recognition Specialist (008573)

Knowledge of office practices and procedures.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems.

Ability to make arithmetic computations accurately with reasonable speed.

Ability to meet and deal effectively with the general public and to use tact and good judgment.

Ability to promote and maintain effective departmental and public relations.

Ability to prepare correspondence, operational and statistical tabulations and reports.

Ability to communicate effectively, orally and in writing.

Skill in typing accurately from rough draft, plain copy or dictation machines at a reasonable rate of speed.

NEW 04/05

#### **Nature Of Work**

This is responsible clerical work supporting government protocol services for the Miami-Dade County Chairperson's Office and the Board of County Commissioners.

## Assistant Protocol Specialist (008574)

### Minimum Qualifications

Bachelor's degree. One year of experience in journalism, public relations and/or writing and editing is required. Additional experience may substitute for the required education on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is responsible clerical work supporting government protocol services for the Miami-Dade County Chairperson's Office and the Board of County Commissioners.

Employees in this class perform a range of responsible clerical duties including, assisting in preparing written items for special presentations before the Board of County Commissioners, processing protocol and proclamation request forms and back-up information received by the Office of the Mayor and the Board of County Commissioners, assisting in the maintenance and inventory of all office supplies and products, distributing documents and preparing monthly reports outlining official documents requested by the County Commission Office. Work includes assisting an administrative superior by performing routine office management functions or specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution. Work is assigned and reviewed by an administrator or superior who reviews work for general administrative effectiveness by personal observation, review of written work product and by providing assistance in matters of policy interpretation.

#### ILLUSTRATIVE TASKS

Assists in preparing written items for special presentations at Board of County Commissioners' meetings and other government events; provides information and guidance on protocol procedures and practices to county staff and citizens.

Processes protocol document request forms and back-up information received by the County Mayor's Office and Commissioners' Office; distributes copies of request to staff for completion of requested information; proofreads documents; collects and make copies of official proclamation documents and places county seal on documents.

Prepares reports detailing number of official documents requested by County Commissioners' Office; files copies of all protocol documents processed by the Office; maintains an inventory of all documents prepared and supplies and items used; orders office supplies.

Contacts county departments and ensures that representatives are present at Board of County Commissioners for protocol presentations; prepares on an emergency basis, protocol documents that are requested by the Mayor or Commissioners; ensures that all protocol documents have been finalized for presentation.

Assists with personnel activity, including preparing time sheets.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of protocol policies and procedures.

Thorough knowledge of modern office practices, procedures and equipment.

Considerable knowledge of the principles of office management, and the procedural requirements of the department assigned.

Considerable knowledge of business English and spelling.

### Assistant Protocol Specialist (008574)

Knowledge of office practices and procedures.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems.

Ability to make arithmetic computations accurately with reasonable speed.

Ability to meet and deal effectively with the general public and to use tact and good judgment.

Ability to promote and maintain effective departmental and public relations.

Ability to prepare correspondence, operational and statistical tabulations and reports.

Ability to communicate effectively, orally and in writing.

Skill in typing accurately from rough draft, plain copy or dictation machines at a reasonable rate of speed.

NEW 04/05

#### **Nature Of Work**

This is responsible clerical work supporting government protocol services for the Miami-Dade County Chairperson's Office and the Board of County Commissioners.

## Human Resources Department

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### BCC Community Liaison Officer (008575)

#### **Minimum Qualifications**

Bachelor's degree in Communications, Marketing, Public Relations, or related field. Experience with social media is greatly desired.

#### **Job Specifications**

#### **Nature Of Work**

This is professional work serving as the liaison between the community and the Office of the Commissioner.



## Human Resources Department

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### BCC Legislative Assistant (008576)

**Minimum Qualifications**

One year experience in monitoring legislation, formulating legislative initiatives or conducting policy research is required. A law degree is preferred.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional work for the Board of County Commissioners performing a range of legislative support services.

## Human Resources Department

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### District 9 Roving Crew Supervisor (008577)

**Minimum Qualifications**

High school diploma or GED. Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work which involves answering telephones and directing calls to office staff; answering and assisting with constituent inquiries; opening and stamping incoming mail; filing; managing community projects and performing other general office work as required.

## Human Resources Department

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### District 9 Deputy Chief of Staff (008578)

#### **Minimum Qualifications**

High school diploma or GED. Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced clerical work which involves answering telephones and directing calls to office staff; answering and assisting with constituent inquiries; opening and stamping incoming mail; filing; managing community projects and performing other general office work as required.

## Human Resources Department

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### District 9 Manager (008579)

#### **Minimum Qualifications**

High school diploma or GED. Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced clerical work which involves answering telephones and directing calls to office staff; answering and assisting with constituent inquiries; opening and stamping incoming mail; filing; managing community projects and performing other general office work as required.

## Human Resources Department

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### Administrative Protocol Coordinator (008580)

**Minimum Qualifications**

High school diploma or GED. Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work which involves answering telephones and directing calls to office staff; answering and assisting with constituent inquiries; opening and stamping incoming mail; filing; managing community projects and performing other general office work as required.

## Human Resources Department

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### Executive Aide to County Commissioner (008588)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced clerical work which involves answering telephones and directing calls to office staff; answering and assisting with constituent inquiries; opening and stamping incoming mail; filing; managing community projects and performing other general office work as required.

### Office Assistant, Office of the Chair - Support Staff Division (008614)

#### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is light manual work performing various routine housekeeping tasks for the Miami-Dade County Chairperson's Office and the Board of County Commission.

Employees in this class perform manual work involving a variety of light housekeeping and domestic tasks to assist in the maintenance of Miami-Dade County Chairperson's Office and the Board of County Commission. Duties include removing trash, vacuuming carpets, dusting, polishing furniture and cleaning windows. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and office equipment. Supervision is received from a superior who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

##### ILLUSTRATIVE TASKS

Vacuums carpeting; dusts and polishes furniture, woodwork and fixtures; cleans doors, windows and walls.

Keeps office areas clean and free of litter.

Changes trash and garbage cans and relines with plastic trash bags as required.

Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the materials, methods and equipment typically used in janitorial work.

Some knowledge of the geography of the buildings or facilities of assignment.

Ability to make minor repairs and adjustments to cleaning equipment.

Ability to understand and follow simple verbal and written instructions.

Physical strength and agility sufficient to perform assigned duties.

NEW 06/05

#### Nature Of Work

This is light manual work performing various routine housekeeping tasks for the Miami-Dade County Chairperson's Office and the Board of County Commission.

## Human Resources Department

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### Commission Aide (008615)

**Minimum Qualifications**

High school diploma or GED. Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced clerical work which involves answering telephones and directing calls to office staff; answering and assisting with constituent inquiries; opening and stamping incoming mail; filing; managing community projects and performing other general office work as required.



### State Coordinator (008618)

#### Minimum Qualifications

Bachelor's degree with major coursework in public administration, political science, business administration or a related field and a minimum of two years experience in the legislative process required.

#### Job Specifications

##### NATURE OF WORK

This position requires a detail oriented professional with strong communication and advocacy skills to represent Miami-Dade County's State Legislative Delegation and promote their State legislative initiatives.

The person in this position must serve as the liaison between the Miami-Dade County Commission and the twenty-five members of the Miami Dade County Legislative Delegation. This person must be able to identify and prioritize legislative issues of interest to the Delegation; as well as plan and coordinate meetings to discuss pending legislation with all interested parties. The person in this position reports to the Director of Intergovernmental Affairs and receives general direction from the Chair of the Miami-Dade Delegation. The Director will seek input from the Delegation Chair on the hiring of this coordinator and also in evaluating the quality and quantity of the work of the individual in that position.

##### ILLUSTRATIVE TASKS

The person in this position must be able to efficiently and competently execute the following tasks:

- Performs research on proposed legislation as requested by the Chairman of the Delegation and/or its Members.
- Organizes public hearings to provide opportunities for the general public to present specific issues before the legislative delegation.
- Provide written and verbal reports in response to inquiries from legislative members, press, and the general public.
- Organize, develop and prepare agendas for Delegation meetings.
- Works closely with Appropriation staff in monitoring appropriation requests by Miami-Dade County
- Represent the Chairman of the Delegation as needed in meetings.
- Serve as a press secretary for the Delegation Chairman, organizing press conferences, writing press releases.
- Review commission agendas and convey pertinent items to members of the Delegation.
- Develop and maintain relationships with members of the Legislature, County Commission. County officials, other delegations to the state government and related associations with mutual interests.
- Attend County and State Legislature hearings
- Build and maintain relationships with local, regional and statewide committees and leaders for the purpose of communicating and advocating the County's legislative interests.
- Serve as a key legislative correspondent and liaison, ensuring accurate, timely and thorough presentation of the County's policy positions to legislators and their associates.
- Attend hearings and proceedings and review publications, agendas and registers for the purpose of tracking state legislative activities.
- Monitor initiatives, programs, communications, reports and legislation issued by commissioners, the Mayor, the County Manager and department directors relating to state legislative matters.
- Assist and facilitate meetings with County administrators, Commissioners, and delegations to the state legislature to discuss and present issues relating to state legislative matters.
- Assist in ensuring Commissioners or department level officials are notified of and available at state legislative hearings and proceedings for the purpose of presenting or discussing issues critical to Miami-Dade County.
- Assist and participate in the planning and coordination of visits to Tallahassee by Commissioners, the Mayor, the County Manager or department level officials.
- Serve as a liaison with caucuses that include other large counties and municipalities.
- Generates regular and intermittent reports detailing legislative activities and advocacy activities relating to pending legislation.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Thorough knowledge of the state legislative process.
- Considerable knowledge of the principles of public administration.
- Considerable knowledge of the interrelationships between governmental entities.

### State Coordinator (008618)

Considerable knowledge of state programs, laws and regulatory requirements.  
Considerable knowledge of the structure, functions and organization of Miami-Dade County government.  
Ability to plan, coordinate and facilitate advocacy activities.  
Ability to effectively communicate the Delegation and the County's interests before elected and appointed officials.  
Ability to conduct research and prepare written reports and analysis.  
Knowledge of the legislative process.  
Knowledge of Florida state government, legislative rules, and procedures.  
Ability to communicate effectively, concisely, verbally, and in writing.  
Ability to deal tactfully and courteously with the demands of the public, press, elected officials and lobbyists.  
Ability to conduct meetings and to make presentations.  
Ability to process large amounts of information from diverse sources and to integrate that information into logical format for presentation in reports, documents and other written materials.  
Ability to be resourceful and act independently.  
Ability to understand House and Senate rules, regulations, and policies.

Nov. 2008

### **Nature Of Work**

Position requires frequent travel to Tallahassee especially during the state legislative session, Incumbents must be able to spend a greater part of the legislative session in Tallahassee during this time period every year.

## Human Resources Department

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### Executive Assistant to County Commissioner (008623)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced responsible professional and administrative work assisting a Board of County Commissioner.

## Chief of Staff (008624)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is highly responsible professional and administrative work in planning and directing governmental activities for an assigned district Commissioner.

An employee in this class is responsible for supervising, coordinating and directing the day-to-day administrative operations of a Commissioner's office. Responsibilities include, directing office staff and ensuring the execution of goals and objectives as identified by the Commissioner, overseeing the preparation of the district's operating budget, coordinating with county staff the BCC agenda process, reviewing district organizational and staffing plans to ensure that they are consistent with designated objectives, directing the preparation of news releases and media interviews on behalf of the Commissioner's Office, and recommending modifications to district office procedures, as necessary.

Incumbents exercise considerable independent judgment in directing numerous professional operational issues to ensure the goals as set forth by the assigned Commissioner are being met. Supervision is received from the Commissioner, who holds the incumbent responsible for effectiveness in the preparation, administration and monitoring of complex administrative issues and for adherence to policies and procedures and for attainment of desired objectives.

#### ILLUSTRATIVE TASKS

Plans, directs and supervises the day-to-day administrative operations of a Commission district office; oversees the preparation and subsequent review of specialized budget documents; periodically analyzes budget status by monitoring expenditure reports.

Assigns, directs and supervises the implementation of designated special projects as directed by the Commissioner; meets with staff to offer direction and to ensure adherence to stated project objectives.

Directs and reviews the preparation of constituent correspondence; ensures appropriate staff members are assigned to calendared community events.

Supervises the preparation of news releases on behalf of the district Commissioner; prepares talking points for the Commissioner; coordinates media interviews with office staff.

Assists with coordinating the BCC agenda process; ensures agenda items are placed on calendar for hearing; reviews the dissemination of agendas to various county departments; coordinates Commissioner's calendar with secretarial staff.

Oversees government protocol functions, to include directing the writing of governmental proclamations, commendations, and certificates of appreciation, salutations, scrolls, sympathy resolutions and other government documents, as requested by elected and county officials.

Serves as a liaison to the Mayor's Office, County Manager's Office, and other BCC offices on numerous special projects and BCC operational issues.

Assists the Commissioner with initiating and coordinating countywide special projects; serves as duty officer for Commissioner in the event of an emergency.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates; rates employee performance.

#### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Chief of Staff (008624)

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of public relations' principles and techniques.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of the policies and procedures used in budget preparation, justification, monitoring and reporting.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting countywide rules, regulations, policies or procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to supervise subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

NEW 02/07

### **Nature Of Work**

This is highly responsible professional and administrative work in planning and directing governmental activities for an assigned district Commissioner.

### Lead Clerical Specialist, Office of the Chair - Support Staff Division (008630)

#### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is supervisory clerical work for the Board of County Commission Office.

Employees in this class usually plan, assign and review the work of a moderate sized clerical staff engaged in clerical activities. Work may also involve assisting an administrative superior by relieving him of routine office management functions or performing specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, complex technical or procedural matters to a superior for resolution. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Assigns and reviews the work of subordinate clerical employees engaged in clerical activities; provides advice and assistance as questions arise concerning work tasks and section procedures.

Prepares payroll and makes appropriate adjustments and postings to the payroll and attendance record and distributes paychecks.

Prepares petty cash reimbursement for the Commission Offices; requisitions office stationery and business cards, and prepares travel requests.

Prepares and approves purchase orders, check requests, and vouchers and submits for payment using the electronic procurement system.

Receives and screens telephone calls for the Office of the Board of County Commission; transfers telephone calls to appropriate County Commissioner Office; routes telephone calls to County Commission Offices based upon citizens' district or nature of caller's inquiry or problem as required.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of protocol and proper order of etiquette in conducting work activities with the general public, private individuals, and elected officials.

Knowledge of the operation of modern telephone console equipment.

Knowledge of office practices and procedures.

Knowledge of the structure and function of various County departments.

Ability to speak clearly and distinctly, in-person and on a telephone.

Ability to operate telephone console equipment with accuracy and efficiency.

Ability to keep routine records and perform a variety of clerical duties.

NEW 04/05

## Human Resources Department

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### **Lead Clerical Specialist, Office of the Chair - Support Staff Division (008630)**

#### **Nature Of Work**

This is supervisory clerical work for the Board of County Commission Office.

### Clerical Specialist, Office of the Chair - Support Staff Division (008631)

#### Minimum Qualifications

#### Job Specifications

##### NATURE OF WORK

This is advanced clerical work involving moderately complex work methods and requiring skilled typing for the Board of County Commissioners.

Employees in this class perform skilled typing and varied clerical work requiring the application of independent judgment and clerical knowledge. The variety of work differs among positions, but where the work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of standard office equipment for which no previous training is required. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

##### ILLUSTRATIVE TASKS

Receives, screens and routes phone calls, according to nature of inquiry; provides procedural information and answers routine questions in response to inquiries; takes detailed messages for later response by appropriate commissioner's office; receives and directs visitors.

Maintains a log of correspondence for assigned commission office(s); ensures hard copies of items are routed to the appropriate commission office(s).

Receives, sorts and distributes incoming mail for assigned commission offices; prepares and sends outgoing mail and related items for assigned commission offices.

Assembles and maintains agenda information, including copying the Order of the Day and preparation of "pull lists" for assigned commissioners; provides agenda information to commissioners, legislative aides, and county offices.

Prepares and types letters and routine correspondence to constituents for Office of the Chair signature; prepares regular reports detailing the office's clerical activity.

Ensures office machines are supplied and maintained; corresponds with vendors and/or technical support personnel to facilitate repairs to office machines.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of office practices and procedures.

Ability to rapidly acquire considerable knowledge of the procedural regulations applicable to the Board of County Commissioners.

Ability to meet and deal effectively with the general public and to use tact and good judgment.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to keep moderately complex records and prepare periodic reports from such records.

Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems.



## Human Resources Department

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### **Clerical Specialist, Office of the Chair - Support Staff Division (008631)**

Ability to make arithmetic computations accurately with reasonable speed.

Skill in typing accurately from rough draft or plain copy at a reasonable rate of speed.

NEW 04/05

#### **Nature Of Work**

This is advanced clerical work involving moderately complex work methods and requiring skilled typing for the Board of County Commissioners.

## Human Resources Department

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### County Commission Administrative Coordinator (008635)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is professional administrative work handling the day-to-day operations of the BCC including personnel, procurement and financial activities.

### Commission Media Aide (008636)

#### **Minimum Qualifications**

Bachelor's degree in Journalism, Communications, Marketing, Public Relations or a related field. One year of professional experience in media relations to include experience in public relations, news writing, editing and events planning is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional journalistic and public relations work in developing and maintaining an extensive program of public information, publicity and news writing for the members of the BCC.

## Human Resources Department

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### Senior Assistant to the Department Director (008640)

#### Minimum Qualifications

Bachelor's degree. A minimum of three to five years of professional administrative experience in conflict resolution and community relations is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and administrative work in assisting the Director of a Department in the management of department operations.

An employee in this class is responsible for assisting the Department Director by proposing and developing policy changes, coordinating and conducting special projects, advising the Director on policies of the County Mayor and Board of County Commissioners, representing the department on various County boards and committees, analyzing managerial issues, and representing the Director to employees and management. The incumbent exercises considerable independent judgment in providing assistance to the Director on a wide variety of departmental managerial projects and issues, and in relieving the Director of administrative detail. General direction is received from the Department Director who holds the incumbent responsible for effective assistance in achieving managerial goals and objectives.

##### ILLUSTRATIVE TASKS

Attends various meetings and conferences and conveys assignments to departmental officials; provides instructions and monitors work progress and its timely completion.

Directs and coordinates special projects in the research and development of proposals regarding a variety of managerial issues and problems in such areas as planning, organization, budgeting, communications, security, management information systems and human resources.

Evaluates critical or sensitive managerial concerns and provides advice to the Department Director on alternative courses of action.

Represents the department at meetings.

Assists the Department Director in the formulation of departmental policies, procedures, goals and objectives.

Establishes and maintains effective working relationships with officials of the Office of the Mayor, County Attorney's Office, members and staff of the Board of County Commissioners, and officials of other County departments.

Assists in the review of agenda items for consideration by the Board of County Commissioners and its committees.

Keeps informed on current trends in the aviation industry, local events or conditions and proposed legislation which could impact departmental operations.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the organization and operations of the Miami-Dade County Department.

Thorough knowledge of the mission, goals and objectives of the Department.

Thorough knowledge of the principles of management and public administration.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of local, state and federal laws and regulations pertaining to departmental operations.

## Human Resources Department

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### Senior Assistant to the Department Director (008640)

Considerable knowledge of current trends and developments in the related industries.

Ability to effectively assist the Director in carrying out the mission, goals and objectives of the department.

Ability to use advanced professional managerial knowledge to assist in the evaluation and formulation of departmental policy.

Ability to establish and maintain effective working relationships with a variety of elected and appointed governmental officials and representatives of private organizations.

Ability to keep the Department Director informed on current and projected future departmental operations.

Ability to perform topical research quickly and accurately to gain familiarity with a wide range of subject matter.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

NEW 10-94

#### **Nature Of Work**

This is highly responsible professional and administrative work in assisting a Department Director in the management of department operations.

## Human Resources Department

### Homeless Trust Contract Monitor (008644)

#### Minimum Qualifications

Bachelor's degree. Experience in contract and/or statistical monitoring may substitute for the required degree on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK:

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency. Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary, depending on the department to which assigned. Some incumbents in the class perform specialized duties of a staff nature relating to a specific program. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and personnel administration. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision may be exercised over clerical and technical employees who assist in various phases of administrative operations. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports.

##### ILLUSTRATIVE TASKS:

Assists in planning and preparing divisional or project budgets; insures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports. Supervises clerical subordinates engaged in preparation of invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports and related clerical activities; provides training to employees in new procedures required with automated accounting and reporting systems. Coordinates the maintenance of various accounting records such as cash and surety bonds; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected. Analyzes financial, procurement and administrative procedures for simplification and improvement in efficiency; analyzes purchase orders to determine requirements; checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies. Interviews applicants for employment to determine qualifications; provides information to applicants regarding career county employment; requests eligible lists and coordinates panel interviews for departmental positions; processes affirmative action complaints from employees through appropriate channels. Assists in the supervision of clerical subordinates engaged in processing departmental personnel actions; discusses work related problems with employees; coordinates departmental personnel activities with federal funded employment programs as necessary. Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with departmental instructions and accuracy of computations. Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Considerable knowledge of the principles of general management and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment. Knowledge of budget preparation procedures and reporting requirements. Knowledge of departmental, legal, administrative, and procedural regulations. Knowledge of the principles and procedures of modern office administration. Knowledge of basic accounting principles, practices, and procedures. Knowledge of the use of data processing and cost accounting systems. Knowledge of the principles, practices, and procedures of public personnel administration. Knowledge of supervisory principles and practices. Ability to analyze administrative problems and make sound recommendations as to their solution. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to understand and carry out complex oral and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, and the general public. Ability to express ideas clearly,

## Human Resources Department

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### Homeless Trust Contract Monitor (008644)

concisely, verbally, and in writing. Ability to supervise preparation of records and reports on a timely and complete basis. Ability to prepare complete narrative and statistical reports. Ability to conduct appropriate interviews with prospective employees and obtain pertinent information. Ability to prepare accurate accounting and budgetary reports. REV 05/98

#### **Nature Of Work**

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.

## Human Resources Department

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### Assistant Director, Homeless Trust (008648)

**Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of professional administrative experience to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work assisting the Executive Director with policy development; contract administration and monitoring; and office administration.



## Human Resources Department

### Executive Director, Homeless Trust (008649)

#### Minimum Qualifications

Bachelor's degree. A minimum of five to ten years of responsible professional experience to include supervisory experience is required.

#### Job Specifications

##### NATURE OF WORK:

This is highly responsible executive level work in directing and ensuring implementation of the Homeless Plan in Miami-Dade County.

An employee in this class is responsible for planning, directing, coordinating, and implementing policy on homelessness in Miami-Dade County. Responsibilities include representing the County to various segments of the community and government agencies; preparing Requests for Proposal; meeting with Homeless Trust members; researching issues and policies for Homeless Trust; monitoring and developing recommendations to resolve homeless problems. The incumbent exercises a considerable degree of independent judgment in the application of knowledge of homeless problems and efforts to provide effective services in a complex interagency environment. Supervision is exercised over a staff of employees engaged in various homeless assistance activities. General direction is received from the County Manager who holds the incumbent responsible for the professional management of homeless affairs programs and activities.

##### ILLUSTRATIVE TASKS:

Develops and formulates policy recommendation for the consideration of the Homeless Trust Board; reviews and analyzes substantive issues for potential impact and implementation; formulates recommendations on funding, administrative and programmatic issues.

Develops and manages departmental budget; ensures departmental compliance with reporting requirements; develops and implements budget initiatives; supervises the preparation of monthly financial reports for Homeless Trust Board's Finance Committee; provides analysis of revenue and expenditure trends for long-term planning; participates in budget and meetings and hearing regarding the use of funds under the direction of the Homeless Trust.

Directs the development and monitoring of program under the auspices of the Homeless Trust; ensures contract compliance and performance; oversees contract monitoring process and client progress; supervises the development, implementation and oversight of the homeless Management Information system.

Supervises the preparation of Requests for Proposal.

Acts as spokesperson on homeless issues; represents the department to various segments of the community.

Attend Homeless Trust and Committee meetings; attends meetings, conferences, and seminars with a variety of agencies.

Makes recommendations regarding hiring discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS:

Thorough knowledge of the socio/economic circumstances and conditions of homeless individuals.

Thorough knowledge of the goals and objectives of the Homeless Trust. Thorough knowledge of the sources and availability of community resources and funding for homeless assistance.

Knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relationships with a variety of public and private officials.

Ability to coordinate and prepare applications for funding to address homelessness in Miami-Dade County.

Ability to communicate clearly and concisely, verbally, and in writing, to groups and individuals.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

REV 01/98

#### Nature Of Work

This is highly responsible executive level work in directing and ensuring implementation of the Homeless Plan in Miami-Dade County.

## Human Resources Department

### Commission Legislative Assistant (008650)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, or related field. One year of relevant professional experience is required. Master's degree or J.D. may substitute for one year of experience. Must possess excellent quantitative, analytical, computer, and oral and written communication skills.

#### Job Specifications

##### NATURE OF WORK

This is responsible professional work in assisting the Commissioner's Director of Policy & Legislation and the Commissioner's Chief of Staff in the area of legislative support services.

Employees in this class perform a range of legislative support services monitoring, researching, effectively communicating and writing on public policy and legislative matters that are of concern to the assigned Commissioner and district constituents. Duties include conferring with the assigned Commissioner and Commissioner's Chief of Staff on legislative and policy ideas; identifying significant local public policy issues and their connection to existing or proposed legislation; corresponding with and receiving input from the County Attorney's Office, other Commission staff and concerned parties on upcoming or proposed legislative matters; and generating draft resolutions, ordinances and amendments for the assigned Commissioner and Chief of Staff. Incumbents exercise independent judgment, discretion and initiative in facilitating review and legislative draft preparation activities. General direction is received from an assigned Commissioner, Chief of Staff and Director of Policy & Legislation who evaluate work for quality of results in the effective development of policy and legislative proposals.

##### ILLUSTRATIVE TASKS

Briefs Commissioner, Chief of Staff and Director of Policy & Legislation on pertinent and/or specific items that come before the Commission on various agendas, meetings, and workshops.

Drafts written resolutions, ordinances and amendments on behalf of Commissioner with the assistance of appropriate County staff.

Conducts research on pertinent district issues and works closely with County Attorney's Office and Chief of Staff in order to assure that Commissioner's staff is acting within the law and in compliance with applicable County and/or State charter (i.e. - sunshine law, gift law, etc.).

Drafts proposals of ideas and plans issued by Commissioner and utilizes those ideas and plans in the drafting of proposed resolutions, ordinances and amendments. Works closely with the Director of Policy & Legislation.

Monitors and conducts ongoing research of public policy and local issues; assesses potential to improve, modify or enhance existing ordinances/resolutions with the aim of improving quality of life as well as the productive and responsive management of County government as deemed appropriate by the Commissioner.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of executive protocol and order of etiquette in dealing with various elected and appointed County officials.

Considerable knowledge of Commission legislative processes.

Considerable knowledge of the structure, functions and organization of Miami-Dade County government.

Considerable knowledge of the relationships among the various County departments and agencies.

Knowledge of research and writing principles and practices.

Knowledge of the principles of public administration.

## Human Resources Department

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### Commission Legislative Assistant (008650)

Ability to plan, coordinate and facilitate research and analysis activities.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 06/05

#### **Nature Of Work**

This is responsible professional work in assisting the Commissioner's Director of Policy & Legislation and the Commissioner's Chief of Staff in the area of legislative support services.

## Commission Auditor Senior Executive Secretary (008651)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is advanced and highly responsible executive secretarial and related clerical work for the office of the Commission Auditor.

Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from the Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations.

Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives.

Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents.

Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees.

Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office.

Composes correspondence from verbal instructions and independently drafts replies to inquiries.

## Commission Auditor Senior Executive Secretary (008651)

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

### KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Extensive knowledge of general office procedures, practices and equipment.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County departments.

Considerable knowledge of public relations principles and techniques.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official..

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

### **Commission Auditor Senior Executive Secretary (008651)**

Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/05

#### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for the office of the Commission Auditor.

## Human Resources Department

### Senior Commission Legislative Analyst (008653)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, or related field. Two years of relevant professional experience are required including at least one year as a Legislative Analyst or equivalent. Must possess excellent quantitative, analytical, computer, and communication skills. Master's degree or J.D. may substitute for one year of experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced and responsible professional legislative analysis work in the Office of the Commission Auditor.

Employees in this class serve in an advanced capacity monitoring, analyzing and reporting on all events, public policy and legislative matters of interest in support of assigned committees of the Board of County Commissioners. Duties include overseeing the work of lower level legislative analysis staff carrying out projects for assigned committees; reviewing the work of and providing advice and guidance to lower level legislative analysts; corresponding with and receiving input from other Office of the Commission Auditor staff, the Commission and its staff, County administrators and the County Attorney's Office; providing objective and critical analyses, reports and briefings to the Commission; and facilitating special analysis projects directly relating to work of assigned committees. Employees in this class serve as a senior legislative correspondent, ensuring accurate, timely and thorough analysis of critical issues, and completion of a wide range of special analysis assignments. Incumbents exercise considerable independent judgment, discretion and initiative in facilitating analysis and reporting activities. General direction is received from an administrative superior who evaluates work for quality of results in the effective analysis of legislative matters.

##### ILLUSTRATIVE TASKS

Conducts research and policy analyses to assist the Commission in formulating and developing legislation and public policy. Maintains awareness of local, state and national current events and literature that may have implications for the Board of County Commissioners.

Provides objective and critical analyses of proposed legislation and of public policy issues for the Board of County Commissioners, including analyses of large, complex issues requiring support from lower level legislative analysts. Makes preliminary determinations of impact of proposed legislation on the County; projects costs, increased or lost revenue, and potential impact to County policies or programs as a result of legislation or regulatory changes. Provides timely, accurate and thorough written and oral reports and briefings.

Coordinates the provision of legislative analysis support to several committees of the Commission. Reviews the work of and provides guidance and mentoring to lower level legislative analysts assigned to their committees and/or projects. Encourages continued professional development of lower level analysts.

Assists the Chief Legislative Analyst in development of project definitions, work plans and staff assignments.

Corresponds and communicates effectively, and coordinates projects, with other Office of the Commission Auditor legislative staff and with the chairperson and members of the Commission and their staff. Effectively participates on individual projects and as a team member on joint projects.

Assembles documentation and generates reports detailing analysis of legislative and public policy issues for review by the Commission. Provides timely, accurate and thorough written and oral reports for the Commission. Briefs the Commission on pending legislative or policy matters.

Communicates effectively with County administrators, the County Attorney and other department or agency officials in carrying out legislative staff functions.

Performs a range of administrative tasks in support of Office of Commission Auditor activities.

Performs related work as required.

## Human Resources Department

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### Senior Commission Legislative Analyst (008653)

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of research and writing principles and practices.

Considerable knowledge of the principles of public administration.

Considerable knowledge of the legislative process at all jurisdictional levels.

Considerable knowledge of the relationships among the various County departments and agencies.

Considerable knowledge of executive protocol and order of etiquette in dealing with various elected and appointed County officials.

Considerable knowledge of the structure, functions and organization of Miami-Dade County government.

Knowledge of supervisory principles and practices.

Ability to plan, coordinate and facilitate research and analysis activities.

Ability to communicate clearly and concisely, verbally and in writing.

Qualitative skills to analyze fiscal impacts of proposed legislation.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy or a related field and two years of related professional experience are required, including at least one year as a legislative analyst. Master's degree or Juris Doctorate may substitute for one year of the required experience. Must possess excellent qualitative, analytical and communication skills.

NEW 06/05

#### **Nature Of Work**

This is advanced and responsible professional legislative analysis work in the Office of the Commission Auditor.



## Human Resources Department

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### Commission Legislative Analyst (008654)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy or related field. Two years of professional experience are required. Must possess excellent quantitative, analytical, computer and communication skills. Master's degree may substitute for one year of experience.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional legislative analysis work in the Office of the Commission Auditor.

## Chief Legislative Analyst (008655)

### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, or related field. Three years of relevant professional experience performing research and analyses for a legislative body or other related experience are required. Master's degree or Juris Doctorate degree may substitute for one year of the required experience.

### Job Specifications

#### NATURE OF WORK

This is advanced, highly responsible professional and supervisory legislative analysis work in the Office of the Commission Auditor.

Employees in this class supervise Office of the Commission Auditor staff performing legislative analysis activities in support of the Board of County Commissioners. Duties include planning and directing research, analysis and reporting on legislative and public policy matters; developing project definition for large scale or critical assignments; assigning staff to support the various committees of the Commission; developing and maintaining relationships with Commissioners, Commission staff, and County administrators; and ensuring legislative and policy analysis needs of the Commission are met. Employees in this class serve as the Commission's primary contact for analysis of critical legislative and public policy issues and related research and analysis projects. The incumbent exercises considerable independent judgment and professional knowledge in the management of a variety of complex legislative research and analysis activities. Supervision is exercised over professional subordinates engaged in various phases of legislative and policy analysis and reporting. General direction is received from the Commission Auditor who holds the incumbent responsible for the professional management of County legislative analysis functions.

#### ILLUSTRATIVE TASKS

Conducts research and policy analyses to assist the Commission in formulating and developing legislation and public policy. Maintains awareness of local, state and national current events and literature that may have implications for the BCC

Provides objective and critical analyses of proposed legislation and of public policy issues for the Board of County Commissioners, including analyses of large, complex issues requiring support from lower level legislative analysts.

Provides preliminary determinations of impact of proposed legislation on the County; projects costs, increased or lost revenue, and potential impact to County policies or programs as a result of legislation or regulatory changes. Ensures timely, accurate and thorough written and oral reports and briefings are provided the Commission.

Coordinates the provision of legislative analysis support to the Commission and its various committees. Supervises and reviews the work of, and provides guidance and mentoring to, all Commission Legislative Analysts and Senior Commission Legislative Analysts. Provides opportunities for and encourages continued professional development of Office of Commission Auditor legislative staff.

Develops project definitions, work plans and staff assignments. Communicates with Office of Commission Auditor staff, and with the Chairperson and members of the Board of County Commissioners to facilitate projects. Communicates effectively with County administrators, the County Attorney and other department or agency officials in carrying out legislative staff functions.

Supervises the assembly of documentation and report generation detailing analysis of legislative and public policy issues for review by the Commission.

Performs a range of administrative tasks in support of Office of the Commission Auditor and legislative staff activities, including project and agenda coordination, payroll and budgeting.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of research and writing principles and practices.

### Chief Legislative Analyst (008655)

Thorough knowledge of the principles of public administration.

Thorough knowledge of the legislative process at all jurisdictional levels.

Thorough knowledge of the relationships among the various County departments and agencies.

Thorough knowledge of executive protocol and order of etiquette in dealing with various elected and appointed County officials.

Thorough knowledge of the structure, functions and organization of Miami-Dade County government.

Considerable knowledge of supervisory principles and practices.

Ability to plan, coordinate and facilitate research and analysis activities.

Ability to communicate clearly and concisely, verbally and in writing.

Qualitative skills to analyze fiscal impacts of proposed legislation.

#### MINIMUM QUALIFICATIONS

Bachelor's degree Business Administration, Public Administration, Economics, Public Policy or a related field. Three years of professional experience performing research and analyses for a legislative body or other related experience required. Master's degree or Juris Doctorate may substitute for one year of the required experience. Must possess excellent qualitative, analytical and communication skills.

NEW 06/05

#### **Nature Of Work**

This is advanced, highly responsible professional and supervisory legislative analysis work in the Office of the Commission Auditor.

## Human Resources Department

### BCC Associate Auditor (008656)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Two years of professional auditing, budget development and monitoring, fiscal management analysis or related experience are required. A Master's degree, Master's degree in Business Administration, Master's degree in Public Administration, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional auditing work for the Board of County Commissioners with some supervisory responsibility in the audit of various financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.

Employees in this class perform more complex auditing assignments in various staff and operating agencies, departments and in external organizations, or serve as team leaders in the conduct of small-scale routine audits. Incumbents may also be assigned to assist professional superiors in the conduct of special auditing assignments of considerable complexity. Work differs from that found in the Assistant Auditor class in that the positions require more advanced professional knowledge of auditing theory and practices and the application of a greater degree of professional judgment in the disposition of accounting problems which arise. Emphasis may be assigned to a variety of departments and agencies or may specialize in audits of specifically assigned federally funded programs. Some incumbents are engaged in audits of firms that have contracts or franchises with the county. Supervision is received from a professional superior who reviews statements and reports and evaluates work for quality of results and adherence to professional auditing standards and program guidelines.

##### ILLUSTRATIVE TASKS

Supervises subordinate personnel in conducting audits of fiscal records of county departments; personally audits more difficult fiscal records; reviews and corrects records of audits for subordinate personnel; prepares or supervises preparation of final reports, summaries and supporting information together with analytical statements.

Conducts and supervises audits of outside firms that have franchises with the county, as assigned; conducts and supervises audits of outside agencies that are funded by federal grants; reviews compliance of firms and agencies with federal, state and local laws, rules, regulations and guidelines.

Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances.

Performs audit assignments typically involving complete segments of audit programs involving manual accounting systems or generally automated systems.

Reviews incurred costs, forward pricing or bid proposals, progress payment requests, reimbursement claims, overhead costs, price redeterminations; termination claims, defective pricing reviews, purchasing, estimating and accounting surveys, and other miscellaneous audits and contract administration assignments.

Develops audit programs and contacts contractor/ subcontractor personnel to explain purpose of the audit and to obtain audit information.

Determines or assists in determining the direction, theory, thrust and scope (approach) of audit.

Obtains, analyzes, and appraises evidential data as a basis for an informed and objective opinion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed and on the adequacy of outside commercial firms, franchisers, or concessioners representations.

### **BCC Associate Auditor (008656)**

Makes, or assists in making, oral or written presentations to management during and at the conclusion of the examinations, after approval by the supervising auditor, discussing deficiencies and recommending corrective actions.

Prepares formal written reports, as requested, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out.

Appraises, or assists in appraising, the adequacy of corrective actions taken to improve deficient conditions.

Assists superior in the conduct of more complex assignments such as those of an investigative nature.

Prepares summaries, schedules and supporting information for phases of audits assigned.

Performs related work as required.

#### **KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Considerable knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting.

Considerable knowledge of established audit program guidelines applicable to audits assigned.

Considerable knowledge of established audit program guidelines applicable to audits assigned.

Considerable knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants.

Knowledge of the organization and operating activities of departments and agencies funded by federal grants.

Knowledge of supervisory practices and procedures.

Ability to plan organize and direct efforts to achieve audit objectives.

Ability to understand, interpret and implement auditing policies, goals and programs.

Ability to exercise judgment and discretion in making sound auditing decisions.

Ability to apply policies and procedures specified in audit program guidelines for various departments and agencies.

Ability to prepare more complex accounting reports and statements.

Ability to promote and maintain effective departmental and public relations.

Ability to maintain and objective attitude in the conduct of audits.

Ability to perform detailed work involving written and numerical data.

Ability to make arithmetic calculations rapidly and accurately.

### BCC Associate Auditor (008656)

Ability to communicate effectively, both verbally and in writing.

NEW 6/05

#### **Nature Of Work**

This is advanced professional auditing work for the Board of County Commissioners with some supervisory responsibility in the audit of various financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.

### BCC Senior Auditor (008657)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Three years of professional auditing or related experience to include project management experience are required. A Master's degree, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced and supervisory professional auditing work for the Board of County Commissioners in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.

Employees in this class are responsible for the supervision of the conduct of various moderately difficult and complex audit program including major auditing assignments. Incumbents must exercise professional and independent judgement in the audit of various management and financial operations.

##### ILLUSTRATIVE TASKS

Supervises and participates in audits of financial records of county administrative and revenue-producing departments, including records of revenue, expenditures, assets and liabilities; supervises and participates in audits of concessionaires and operators of facilities leased, franchised or regulated by Miami-Dade County; prepares reports of audits performed.

Assigns and supervises subordinate employees in the preparation of detailed financial reports, projections and analyses comparing the assignment of work papers; reviews draft reports and work papers for adherence to audit program, internal guidelines and auditing standards.

Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances.

Evaluates effectiveness of internal controls, procurement and estimating procedures and costs systems of more than average complexity.

Prepares entire audit programs and audit reports when serving as auditor-in-charge; when serving as a lead auditor, prepares portions thereof on segments of complex audit assignments.

Determines audit procedures to be used, including statistical sampling and the use of electronic data processing equipment.

Recommends necessary staff required to complete audits and modifications of audit programs for supervisory approval.

Obtains, analyzes, and appraises evidentiary data or a base for an informed and objective opinion in the adequacy and effectiveness of the system and efficiency of performance of the activities being reviewed and on the adequacy of outside commercial firms, franchisers, or concessioners representations.

Makes oral or written presentations to management during and at the conclusion of the examination, after approval by the supervising auditor, discussing deficiencies and recommending corrective actions.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

### BCC Senior Auditor (008657)

Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Considerable knowledge of all federal, state and local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies.

Considerable knowledge of the special principles, practices, and procedures of auditing with reference to public finance and governmental accounting.

Considerable knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.

Knowledge of supervisory practices and procedures.

Ability to coordinate and supervise the work of an auditing staff in a manner conducive to full performance and high morale.

Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems.

Ability to supervise the preparation of or prepare complete and accurate accounting reports and statements, including those of a complex nature.

Ability to promote and maintain effective departmental and public relations.

Ability to communicate effectively, both verbally and in writing.

Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems.

Ability to plan an audit program and organize and audit staff for a major audit assignment.

Ability to understand, interpret and implement auditing policies, goals and programs.

NEW 6/05

#### **Nature Of Work**

This is advanced and supervisory professional auditing work for the Board of County Commissioners in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.



### BCC Audit Manager (008658)

#### Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. A minimum of three to six years of professional auditing or related experience to include three years of supervisory experience is required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, or Certified Information Systems Auditor (CISA) license.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible supervisory and administrative professional auditing work for the Board of County Commissioners in the audit of various financial operations in County departments, external government organizations having contractual relationship with the County and commercial firms doing business with Miami-Dade County.

Employees in this class are responsible for planning, directing and conducting reviews of assigned organizational and functional activities in accordance with professional auditing principles and departmental standards. Primary responsibilities include directing the conduct of operational, compliance, performance and financial audits of external companies, contractors and grantees having a contractual relationship with Miami-Dade County. Duties include assessing the adequacy of internal controls, appraising the management of resources, and determining compliance with procedures, contract terms, laws and regulations. Incumbents exercise considerable independent judgment and technical expertise in the application of advanced auditing knowledges to the management of complex auditing programs. Supervision is exercised through subordinate supervisors over a staff of professional auditors engaged in conducting auditing assignments. General direction is received from an administrative superior who holds the incumbent responsible for the effective management of multiple auditing assignments, quality of professional results, and accomplishment of audit objectives.

##### ILLUSTRATIVE TASKS

Plans, directs and coordinates the work of subordinate supervisors and professional auditors engaged in the auditing of assigned organizational and functional activities.

Plans and determines the focus and direction of specific audits; assists in formulating an annual audit plan; plans the objectives, approach, scope and work program to accomplish audit objectives in accordance with professional and departmental standards and within time constraints.

Monitors activities of subordinates and work progress; provides direction on proper documentation techniques, data gathering, analysis methods, and quality and quantity of audit documentation.

Reviews and evaluates completed work, findings and recommendations for accuracy, adequacy and presence of sufficient supporting documentation; assures that working papers support findings and conclusions and are in accordance with professional and departmental standards.

Obtains, analyzes and appraises evidentiary data in support of audit objectives, conclusions and findings.

Participates in audits of highly technical or complex areas to determine the adequacy and effectiveness of management controls, effectiveness and efficiency of activities under review, and compliance with policies, procedures, laws and regulations.

Evaluates audit findings for inclusion in audit reports; distinguishes critical and non-critical matters when assessing the significance of deficiencies and making recommendations for improvement.

Regularly informs management of auditing progress and/or technical problems; conducts periodic project status meetings with staff; prepares administrative reports regarding job scheduling and assigned activities.

Reviews audit reports and analyzes for thoroughness and conformance with audit program guidelines and professional auditing standards; participates in exit conferences with operating department employees; evaluates responses to reports to determine reasonableness and

### BCC Audit Manager (008658)

suggests follow-up actions.

Performs special reviews and serves on special committees.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the special principles, practices and procedures of auditing pertaining to financial operations of County departments, and external companies, contractors and grantees having contractual relationship with Miami-Dade County.

Thorough knowledge of the principles of governmental accounting, business and public administration.

Thorough knowledge of local, state and federal laws, ordinances and regulations pertaining to fiscal management of government agencies.

Thorough knowledge of the organization and operations of departments and agencies assigned for audit.

Thorough knowledge of professional and departmental standards for the conduct of comprehensive auditing programs.

Thorough knowledge of the provisions of various contracts between Miami-Dade County and external companies, contractors and grantees.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Ability to plan the objectives, approach, scope and work plan to accomplish audit objectives in accordance with professional and departmental standards.

Ability to direct and coordinate the work of an auditing staff to achieve audit objectives within projected time constraints.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to analyze and interpret accounting data, devise audit procedures and techniques, and evaluate completed audit reports.

Ability to determine the adequacy and effectiveness of management controls over operational activities.

Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 6/05

#### **Nature Of Work**

This is highly responsible supervisory and administrative professional auditing work for the Board of County Commissioners in the audit of various financial operations in County departments, external government organizations having contractual relationship with the County and commercial firms doing business with Miami-Dade County.

## Human Resources Department

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Commissioner, Miami-Dade County (008660)

### Minimum Qualifications

### Job Specifications

No Job Specification Available

### Nature Of Work

This is highly responsible governmental work serving as an elected official representing the citizens of Miami-Dade County in thirteen geographic districts.

### Commission Auditor (008661)

#### Minimum Qualifications

Bachelor's degree. Five years of progressively responsible managerial experience in governmental accounting, auditing and program evaluation are required. Must possess a State of Florida Certified Public Accountant license. Certified Public Accountants who are not licensed in the State of Florida must obtain a Florida Certified Public Accountant license prior to their appointment. As a condition of continued employment, a State of Florida Certified Public Accountant license must be maintained current. Applicants qualifying for employment will be subject to an extensive background check including, but not limited to, fingerprint checks, employment verification and other procedures. All resume submittals are subject to State of Florida Public Records Law.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional auditing work for the Board of County Commissioners. Employees in this class conduct audits; management and legislative analyses; fiscal analyses; analyses of County policies, services and contracts; program evaluations; reviews of proposed budgets and revenue forecasts; and budget preparation. Responsibilities include performing complex auditing assignments of Board departments to determine whether the fiscal and legislative policy directions of the Commission are being efficiently and effectively implemented. Supervision is received from the Board of County Commissioners who review work for achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Determines the extent to which legislative policies are being faithfully, efficiently and effectively implemented by the County Manager and County personnel.

Determines whether County programs are achieving their desired objectives.

Reviews both the administrative control and executive control systems as established by the County Manager and departmental personnel; determines whether such control systems are adequate and effective in accomplishing their objectives.

Performs financial and compliance audits; economy and efficiency audits; program results audits; contract audits and special studies; prepares follow-up reports and memoranda.

Gives information to the Commission whenever required regarding any subject relating to County affairs.

Offers input throughout the budgetary process.

Reviews the reasonableness of all revenue estimates included in the Mayor's and Manager's proposed budgets.

Reviews all departmental budgets and performs an analysis of the Manager's and Mayor's proposed budgets; makes recommendations to the Commission regarding adjustments to the proposed budgets.

Prepares a budget for the County if requested by the Commission.

Makes periodic reports to the Commission.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems.

### Commission Auditor (008661)

Considerable knowledge of the methods and application of accounting principles, public finance administration and internal control systems to the development, installation and auditing of governmental accounting systems.

Knowledge of supervisory practices and procedures.

Ability to plan, organize and direct efforts to achieve audit objectives.

Ability to perform complex auditing assignments.

Ability to understand, interpret and implement auditing policies, goals and programs.

Ability to exercise judgment and discretion in making sound auditing decisions.

Ability to apply policies and procedures specified in audit program guidelines for various departments and agencies.

Ability to prepare more complex accounting reports and statements.

Ability to promote and maintain effective departmental and public relations.

Ability to maintain an objective attitude in the conduct of audits.

Ability to perform detailed work involving written and numerical data.

Ability to make arithmetic calculations rapidly and accurately.

Ability to communicate clearly and concisely, verbally and in writing.

7/2005

### **Nature Of Work**

This is advanced professional auditing work for the Board of County Commissioners.

## Manager, Office of the Chair, Support Staff Division (008664)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is highly responsible and professional administrative work in supervising, planning, organizing and implementing various administrative activities of the Office of the Board of the County Commissioners and the Office of the Commission Auditor.

An employee in this class is responsible for supervising, planning, organizing and implementing diversified administrative activities, to include coordinating and monitoring the Board of County Commissioners' budget, administering all personnel office activities, and overseeing and approving procurement and financial requests. Assignments are broad in nature with considerable opportunity for the exercise of independent judgment. Supervision is exercised over professional and clerical employees who assist in various phases of administrative and clerical operations. General direction is received from an administrative superior who evaluates work for adherence to county policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

#### ILLUSTRATIVE TASKS

Plans and coordinates the day-to-day administrative operations of the Board of County Commissioners, BCC Office of Commission Auditor and BCC Office of Intergovernmental Affairs; prepares and coordinates office budget requests; provides superiors with budget histories and pertinent information on forecasts; reviews preparation of specialized budget documents; periodically analyzes budget status by monitoring monthly expenditure reports; and prepares and processes transactions, periodic adjustments and transfers.

Supervises maintenance of inventory controls; reviews and controls procurement processes; reviews purchase requisitions; assures availability of funds for expenditures; reviews and prepares contract bid specifications; and purchases office equipment, materials and supplies.

Coordinates and supervises office fiscal activities; approves payments for invoices for completed work by assuring compliance with contract terms, laws, rules and regulations; approves journal entries and adjustments prepared by subordinates; explains variations in expense projections to superiors; supervises accounts established for reimbursement from various sources; analyzes travel expense reports and reconciles monthly expenditure reports.

Supervises personnel activities including employment, personnel records and payroll; authorizes leave and overtime.

Assists the Chairperson of the Board of County Commissioners with initiating and coordinating countywide special projects.

Serves as a liaison to the County Manager's Office, Office of Strategic Business Management, Finance, GSA, ERD and ETSD on numerous special projects and BCC operational issues.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates; rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

## Human Resources Department

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### Manager, Office of the Chair, Support Staff Division (008664)

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of data processing and cost accounting systems.

Knowledge of the policies and procedures used in budget preparation, justification, monitoring and reporting.

Knowledge of public relations' principles and techniques.

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting countywide rules, regulations, policies or procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

NEW 04/05

#### **Nature Of Work**

This is highly responsible and professional administrative work in supervising, planning, organizing and implementing various administrative activities of the Office of the Board of the County Commissioners and the Office of the Commission Auditor.

## Human Resources Department

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### BOCC Senior Budget Analyst (008668)

#### **Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of four to seven years of professional experience to include assisting in developing, monitoring or reviewing budgets, performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly advanced professional finance work in budget analysis for the BCC.



## Federal Affairs Coordinator (008669)

### Minimum Qualifications

Bachelor's degree with major coursework in public administration, political science, business administration or a related field and three years experience in the legislative process required.

### Job Specifications

#### NATURE OF WORK

This is highly responsible professional work communicating and advocating for federal legislative initiatives on behalf of Miami-Dade County.

Employees in this class advocate County positions at the federal jurisdictional level. Duties include identifying and prioritizing legislative issues of interest to the County; participating in the planning and coordination of meetings to discuss pending legislation with County officials, delegations to the federal government and related associations with mutual interests; attending County and Congressional hearings; and building and maintaining relationships with local, regional and national committees and leaders for the purpose of communicating and advocating the County's legislative interests. Employees in this class serve as a key legislative correspondent and liaison, ensuring accurate, timely and thorough presentation of the County's policy positions to legislators and their associates. Incumbents exercise considerable independent judgment and discretion in facilitating numerous advocacy activities. General direction is received from the Director, Office of Intergovernmental Affairs who evaluates work for quality of results in the effective promotion of the County's federal legislative interests.

#### ILLUSTRATIVE TASKS

Attends hearings and proceedings and reviews publications, agendas and registers for the purpose of tracking federal legislative activities.

Monitors initiatives, programs, communications, reports and legislation issued by Commissioners, the Mayor, the County Manager and department directors relating to federal legislative matters.

Plans and facilitates meetings with County administrators, Commissioners, and delegations to the federal government to discuss and present the County's position relating to federal legislative matters. Ensures Commissioners or department level officials are placed on the Florida Congressional Delegation's agenda for the purpose of presenting or discussing issues critical to Miami-Dade County.

Prepares and assists in the preparation of testimonies, talking points and leave-behinds for Congressional offices and agencies and for use by parties presenting positions of interest to the County.

Monitors and reports on the performance of the County's lobbyists.

Assists and participates in the planning and coordination of visits to Washington, D.C. by Commissioners, the Mayor, the County Manager or department level officials.

Liaisons with caucuses including members and representation from other large counties and municipalities.

Generates regular and intermittent reports detailing legislative activities and advocacy activities relating to pending legislation.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the federal legislative process.

Considerable knowledge of the principles of public administration.

## Human Resources Department

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### Federal Affairs Coordinator (008669)

Considerable knowledge of the principles and practices of lobbying and advocacy, and the interrelationships between governmental entities.

Considerable knowledge of federal programs, laws and regulatory requirements.

Considerable knowledge of the structure, functions and organization of Miami-Dade County government.

Ability to plan, coordinate and facilitate advocacy activities.

Ability to effectively communicate the County's interests before elected and appointed officials.

Ability to conduct research and prepare written reports and analyses.

NEW 9/05

### **Nature Of Work**

This is highly responsible professional work communicating and advocating for federal legislative initiatives on behalf of Miami-Dade County.

## Human Resources Department

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### Aide to the County Commissioner (008671)

**Minimum Qualifications**

This is specialized work

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is clerical and administrative work assisting a Board of County Commissioner.

### BCC Administrative Assistant (008676)

#### Minimum Qualifications

Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours.

#### Job Specifications

##### NATURE OF WORK

This is clerical and public contact work involving some administrative responsibility in the management of a district office for the Miami-Dade Board of County Commissioners.

An employee in this class is responsible for managing the day to day functions of the County Commissioner's district offices. Responsibilities include preparing and setting town hall and community meetings for the Commissioner, coordinating other County staff involvement in such meetings, scheduling staff participation in community events and neighborhood improvement initiatives, and establishing a positive working relationship with other County agencies to facilitate the resolution of constituents' conflicts. The incumbent exercises independent judgment and professional managerial knowledge in directing the District Office for a County Commissioner in an effective manner. Supervision is exercised over subordinate professional and clerical support staff assigned to different phases of operations. General direction is received from a superior who holds the incumbent responsible for the achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Receives calls, routes calls and electronic messages to pertinent staff, prepares letters,

Receives, resolves or refers citizens concerns or issues as assigned by District Coordinator. Informs District Coordinator of any pressing community issue.

Maintains a record of all Constituent Service Requests, produces status weekly report.

Assist with the planning, scheduling and execution of town hall, community meetings and other special events. Represent Commissioner or serves as facilitator in such meetings.

Conducts research and gather pertinent information conducive to the effective management of the district and to be proactive with current issues.

Participates and coordinates office staff participation in community events and neighborhood improvement initiatives.

Assist with legislative agenda preparation, keeps a current events folder

Recruits, trains and assigns work to interns throughout the year

Establishes a positive working relationship with other County agencies in order to facilitate the resolution constituents' concerns.

Coordinates and attends special functions and weekends events

Performs other related duties as assigned.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the mission, goals and objectives of the Board of County Commissioners and the Office of the Chair.

Knowledge of public relations and protocol principles and practices.

Knowledge of County government, rules and regulations.

## Human Resources Department

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### BCC Administrative Assistant (008676)

Knowledge of office practices and procedures.

Ability to deal effectively with the public by telephone, and in personal contacts.

Ability to effectively coordinate different functions for the District Office of the Board of County Commissioners.

Ability to establish and maintain effective working relationships with superiors and a variety of other County, public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 06/05

#### **Nature Of Work**

This is clerical and public contact work involving some administrative responsibility in the management of a district office for the Miami-Dade Board of County Commissioners.

### BCC District Coordinator (008677)

#### Minimum Qualifications

Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours.

#### Job Specifications

##### NATURE OF WORK

This is professional supervisory work in the personnel and office management for the district offices of the Miami-Dade Board of County Commissioners.

An employee in this class is responsible for managing the day to day functions of the County Commissioner's district offices. Responsibilities include preparing and setting town hall and community meetings for the Commissioner, coordinating other County staff involvement in such meetings, scheduling staff participation in community events and neighborhood improvement initiatives, and establishing a positive working relationship with other County agencies to facilitate the resolution of constituents' conflicts. The incumbent exercises independent judgment and professional managerial knowledge in directing the District Office for a County Commissioner in an effective manner. Supervision is exercised over subordinate professional and clerical support staff assigned to different phases of operations. General direction is received from a superior who holds the incumbent responsible for the achievement of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Manages daily operations of a District Office.

Prepares and schedules town hall and community meetings for the Commissioner; coordinates other County staff involvement at such meetings for the timely resolution of citizen's conflicts.

Participates and coordinates office staff participation in community events and neighborhood improvement initiatives.

Establishes a positive working relationship with other County agencies in order to facilitate the resolution constituents' concerns.

Coordinates and attends special functions and weekends events

Performs other related duties as assigned.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the mission, goals and objectives of the Board of County Commissioners and the Office of the Chair.

Considerable knowledge of supervisory principles and practices.

Knowledge of public relations and protocol principles and practices.

Knowledge of County government, rules and regulations.

Ability to direct, coordinate and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to effectively coordinate different functions for the District Office of the Board of County Commissioners.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other County, public and private officials.

Ability to communicate clearly and concisely, verbally and in writing.

## Human Resources Department

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### BCC District Coordinator (008677)

NEW 07/05

#### **Nature Of Work**

This is professional supervisory work in the personnel and office management for the district offices of the Miami-Dade Board of County Commissioners.

## Human Resources Department

### BCC Director, Policy & Legislation (008680)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, or related field. One year of relevant professional experience is required. Must possess excellent quantitative, analytical, computer, and oral and written communication skills. Master's degree or J.D. may substitute for one year of experience.

#### Job Specifications

##### NATURE OF WORK

This is responsible professional and supervisory work in assisting the Chair, Board of County Commissioners and the Office of the Chair's Chief of Staff in the area of legislative support services.

An employee in this class supervises and facilitates a range of legislative support services monitoring, researching, effectively communicating and writing on public policy and legislative matters that are of concern to the various Commissioners and district constituents. Duties include conferring with the Chair and Chair's Chief of Staff on legislative and policy ideas; identifying significant local public policy issues and their connection to existing or proposed legislation; corresponding with and receiving input from the County Attorney's Office, other Commission staff and concerned parties on upcoming or proposed legislative matters; and generating draft resolutions, ordinances and amendments for the Chair and Chair's Chief of Staff. Incumbents exercise independent judgment, discretion and initiative in facilitating review and legislative draft preparation activities. Supervision is exercised over professional subordinates engaged in legislative and policy analysis or serving in related support capacities. General direction is received from the Chair or Chair's Chief of Staff who evaluate work for quality of results in the effective development of policy and legislative proposals.

##### ILLUSTRATIVE TASKS

Briefs Commissioner and Chief of Staff on pertinent and/or specific items that come before the Commission on various agendas, meetings, and workshops.

Drafts written resolutions, ordinances and amendments to Commissioner and Chief of Staff on behalf of Commissioner with the assistance of appropriate County staff.

Conducts research on pertinent district issues and works closely with County Attorney's Office and Chief of Staff in order to assure that Commissioner's staff is acting within the law and in compliance with applicable County and/or State charter (i.e. - sunshine law, gift law, etc.).

Drafts proposals of ideas and plans issued by Commissioner and utilizes those ideas and plans in the drafting of proposed resolutions, ordinances and amendments.

Monitors and conducts ongoing research of public policy and local issues; assesses potential to improve, modify or enhance existing ordinances/resolutions with the aim of improving quality of life as well as the productive and responsive management of County government as deemed appropriate by the Commissioner.

##### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of executive protocol and order of etiquette in dealing with various elected and appointed County officials.

Considerable knowledge of Commission legislative processes.

Considerable knowledge of the structure, functions and organization of Miami-Dade County government.

Considerable knowledge of the relationships among the various County departments and agencies.

Knowledge of research and writing principles and practices.



## Human Resources Department

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### **BCC Director, Policy & Legislation (008680)**

Knowledge of the principles of public administration.

Ability to plan, coordinate and facilitate research and analysis activities.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, County employees, supervisors and managers.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 06/05

#### **Nature Of Work**

This is responsible professional and supervisory work in assisting the Chair, Board of County Commissioners and the Office of the Chair's Chief of Staff in the area of legislative support services.

### Commission Telephone Console Operator, Support Staff Division (008684)

#### Minimum Qualifications

High school. One year of advanced public contact experience as a receptionist or telephone console operator is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced public contact and telephone console operation work in the office of the Board of County Commissioners. Employees in this class are responsible for receiving and screening telephone calls to the office of the Board of County Commissioners and transferring telephone calls to the appropriate County Commissioner. Responsibilities include receiving visitors, accumulating information on constituent views with respect to agenda issues, directing citizens to appropriate County offices, and performing related clerical work. Incumbents exercise a considerable knowledge of protocol and the proper order of etiquette in frequent contacts with a variety of public and private officials, and elected representatives. Supervision is received from an administrative superior who reviews work for conformance with established rules, policies and procedures.

##### ILLUSTRATIVE TASKS

Receives and screens telephone calls to the Office of the Board of County Commissioners; transfers telephone calls to appropriate County Commissioner office; routes telephone calls to County Commissioner offices based upon citizens' district or nature of callers inquiry or problem, as required.

Maintains information on constituent views concerning agenda items or issues.

Acts as receptionist, and receives and assists visitors; informs secretaries to County Commissioners of arrivals; ensures that visitors sign visitors' log.

Distributes incoming U.S. Mail to the various County Commissioner offices; sorts, distributes and dispatches interoffice mailings.

Assists citizens by searching for required information or directing them to appropriate County departments.

Completes final preparation of ceremonial or official documents.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of protocol and proper order of etiquette in conducting work activities with a variety of public, private, and elected officials.

Knowledge of the operation of modern telephone console equipment.

Knowledge of office practices and procedures.

Knowledge of the structure and function of various County departments.

Ability to establish and maintain effective working relationships with various public, private, and elected officials.

Ability to speak clearly and distinctly, in-person and on a telephone.

Ability to operate telephone console equipment with accuracy and efficiency.

Ability to keep routine records and perform a variety of clerical duties.

##### MINIMUM QUALIFICATIONS

High school. One year of advanced public contact experience as a receptionist or telephone console operator is required.

NEW 6-91

#### Nature Of Work

This is advanced public contact and telephone console operation work in the office of the Board of County Commissioners.

### Local Government Coordinator (008685)

#### Minimum Qualifications

Bachelor's degree and seven years of responsible administrative experience in a legislative, governmental, or private sector environment to include experience with legal, governmental, public welfare or regulatory issues. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible professional work monitoring legislative issues for Miami-Dade County.

An employee in this class is responsible for working as a liaison between the County Manager's Office, Board of County Commissioners, the Mayor's Office and the Tri-County Commissioners and the municipalities to identify, develop and monitor legislative initiatives.

Responsibilities include assisting cities with issues involving all facets of services delivery such as solid waste management, traffic control, code enforcement and transportation. Responsibilities also include working on a wide variety of special projects to facilitate the resolution of problems and concerns through legislative action; participating in various Councils and Association meetings and lobbying decision makers on County's pending legislation. The incumbent exercises a considerable degree of independent judgment in making recommendations for problem resolution. Supervision is received from an administrative superior who reviews work through personal conferences, written reports and the achievement of objectives.

##### ILLUSTRATIVE TASKS

Establishes and maintains communication with Miami-Dade County's municipalities and establishes communication between the Board of County Commissioners and the Tri-County Commissioners and the municipalities.

Serves as a member of various committees functioning in a liaison capacity with Miami Dade League of Cities, Gold Coast League of Cities, Local Chambers of Commerce, and Local Civic Groups/Organization meetings.

Collects and provides information regarding upcoming or pending legislation

Analyzes current and proposed legislation changes to determine the impact on Miami Dade County.

Monitors and lobbies for legislation and appropriations supportive of Miami-Dade County services.

Researches legislation and develops pertinent information to respond to requested information from County Manager's Office, Board of County Commissioners, the Mayor's Office, Tri-County Commissioners and the municipalities.

Performs related duties as assigned.

##### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles of public administration.

Thorough knowledge of the public relations principles and techniques.

Thorough knowledge of the structure, functions and organization of Miami-Dade County government.

Thorough knowledge of executive protocol and order of etiquette in dealing with various elected and appointed federal, state, county and municipal officials

Considerable knowledge of the structure, functions and organization of state and federal government.

## Human Resources Department

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### Local Government Coordinator (008685)

Considerable knowledge of the legislative process.

Ability to effectively coordinate municipal affairs activities between local cities and Miami-Dade County government.

Ability to represent Miami-Dade County in various organizations, associations, and legislation bodies.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to analyze complex governmental issues, make recommendations for resolution, and help build consensus for chosen initiative.

NEW - 9/05

#### **Nature Of Work**

This is advanced responsible professional work monitoring legislative issues for Miami-Dade County.

## Human Resources Department

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### BOCC Administrative Officer (008687)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related field. Two years of professional administrative experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities for the Miami Dade Board of County Commissioners.

### BCC Budget Analyst 3 (008688)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of three to five years of professional experience to include assisting in developing, monitoring or reviewing budgets or performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional budget analysis work for the Miami-Dade Board of County Commissioners.(BCC)

Employees in this class are responsible for analyzing large and complex departmental operating and capital budgets from initial submission and development of the annual budget to year-end close-out. Responsibilities include making recommendations regarding departmental policy, programmatic and budgetary issues, assisting in the planning and programming of capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Related duties include conducting financial and programmatic research, performing data entry and spreadsheet development tasks, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in the analysis of complex departmental budgets involving fund complexities and increased significance of community service issues. Supervision is received from a professional superior who holds the incumbent responsible for effectiveness in the analysis, preparation, monitoring and review of complex operating and capital budgets.

##### ILLUSTRATIVE TASKS

Analyzes and monitors complex operating and capital funds from initial budget submission and development to year-end close out for at least two large and complex departments as well as departments of smaller size and complexity.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Conducts complex financial analysis, policy research and statistical work on budgetary, financial and management policy issues.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Works with assigned departments to develop and monitor performance measures.

Acts as budget liaison between operating departments and the County Manager's Office.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment based on funding availability.

Develops policy recommendations regarding County funding, staffing, services and activities.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Considerable knowledge of budget preparation rules, regulations and procedures.

## Human Resources Department

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### BCC Budget Analyst 3 (008688)

Considerable knowledge of the organization and operation of County departments and agencies.

Considerable knowledge of research techniques and the sources and availability of current information.

Considerable knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

REV 08/01

#### **Nature Of Work**

This is advanced professional budget analysis work for the Miami Dade Board of County Commissioners.

## Human Resources Department

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### BOCC Budget Coordinator (008689)

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of five to ten years of professional experience to include developing, monitoring, or reviewing budgets or performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced and highly responsible professional budget analysis work for the Miami-Dade Board of County Commissioners.(BCC)

Employees in this class are responsible for coordinating the development of the proposed operating and capital budgets including production of actual budget documents. Responsibilities include conducting complex revenue and expenditure forecasts with particular emphasis of general discretionary operating and capital funds, analyzing selected high-priority complex departmental operating and capital budgets from initial budget submission and development to year-end close-out, and making recommendations regarding overall County budgetary and fiscal programmatic policy issues. Related duties include coordinating the planning and programming of large-scale departmental capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Duties include conducting highly sensitive and complex financial and programmatic research, conducting comparative tax research and fiscal impact analyses, making presentations to the public, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in coordinating development of the proposed operating and capital budgets and in the analysis of complex budgetary issues. General direction is received from a professional superior who holds the incumbent responsible for the achievement of established budgetary goals and objectives.

##### ILLUSTRATIVE TASKS

Coordinates development of proposed operating and capital budgets including production of actual budget documents.

Conducts complex revenue and expenditure forecasts with particular emphasis on general discretionary operating and capital funds.

Analyzes high-priority complex departmental operating and capital budgets from initial budget submission and development to year-end close out.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Coordinates the planning and programming of large-scale County capital improvement programs.

Coordinates and conducts sensitive and complex budgetary policy, financial, statistical and programmatic research; conducts comparative tax research and fiscal impact analyses; develops performance measurement systems and fiscal indicators.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Acts as budget liaison between operating departments and the County Manager's Office.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment based on funding availability.

Develops policy recommendations regarding County funding, staffing, services and activities.

Performs related work as required.



### BOCC Budget Coordinator (008689)

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of County budgetary processes and related legal and procedural requirements.

Extensive knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Extensive knowledge of the organization and operation of County departments and agencies.

Thorough knowledge of budget preparation rules, regulations and procedures.

Thorough knowledge of research techniques and the sources and availability of current information.

Thorough knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to coordinate the development of the proposed operating and capital budgets including production of budget documents.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare complex narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

NEW 10-96

#### **Nature Of Work**

This is advanced and highly responsible professional budget analysis work for the Miami Dade Board of County Commissioners.

## Human Resources Department

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### Senior Advocate (008696)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of progressively responsible experience in public policy, human service, or social program development or coordination is required. A Master's degree in Social Work, Human Service, Gerontology, Public Administration or related field may substitute for one year of the required experience. Additional professional experience in public policy or program development and coordination in elderly or senior care services may substitute for the required education on a year-for-year basis

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work in maximizing and advocating services for the elderly population of Miami-Dade County.

## Human Resources Department

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**Chief, RER Economic Development & International Trade (008701)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

## Human Resources Department

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### Deputy Chief of Staff, County Commissioners (008702)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible administrative support work assisting in the coordination of BCC staff.

## Human Resources Department

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### PHT Executive Assistant (008706)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Mayor's Office, Media Relations Specialist (008707)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is professional journalistic and public relations work in developing and maintaining an extensive program of public information, publicity and news writing in the Miami-Dade County Mayor's Office.

## Human Resources Department

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### Executive Assistant (008714)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### County Executive Office Clerk (008715)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced clerical work which involves moderately complex work methods and problems in the County Executive Office.



### Mayor's Aide (008716)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is specialized clerical and administrative work in writing proclamations, making special presentations at BCC meetings and performing other office support duties.

## Human Resources Department

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**Director, Mayor's Communications & External Affairs (008718)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

### Mayor - Press Secretary (008722)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible professional communications work for the Mayor's Office.

## Human Resources Department

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Mayor's Office - Director of Policy and Legislation (008745)

### Minimum Qualifications

### Job Specifications

No Job Specification Available

### Nature Of Work

## Human Resources Department

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### Mayor's Office - Deputy Chief of Staff (008747)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible and professional administrative work assisting in supervising, planning, organizing and implementing various administrative activities of the Mayor's Office.

## Human Resources Department

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### Mayor's Office - Chief of Staff (008748)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced highly responsible and professional administrative work in supervising, planning, organizing and implementing various administrative activities of the Mayor's Office.

## Human Resources Department

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### Director, Office of Intergovernmental Affairs (008765)

#### Minimum Qualifications

Bachelor's degree. Relevant experience working in the federal or state legislative process or representing either public or private entities at the federal or state level is required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional and administrative work in planning and directing activities for the Office of Intergovernmental Affairs.

An employee in this class is responsible for coordinating intergovernmental relations activities at the federal, state and local levels on behalf of the Miami-Dade County Board of County Commissioners. Responsibilities include preparing federal and state legislative packages, coordinating meetings between the Board and the County's legislative delegations, reporting to the Board regarding the filing and progress of current bills and appropriations and providing recommendations regarding any legislative action that may benefit Miami-Dade County. The incumbent exercises considerable independent judgment in formulating and directing numerous promotional and public relations activities to ensure the goals as set forth by the commission are being met. General direction is received from the Board of County Commissioners who holds the incumbent responsible for the effective administration of the legislative affairs of the office.

##### ILLUSTRATIVE TASKS

Coordinates the County's intergovernmental relations at the federal, state, and local levels.

Manages the County's federal and state governmental representation and consulting services contracts.

Prepares annual federal and state legislative packages in a timely manner for the Board's consideration and approval and inform the Board of all issues affecting the County.

Develops and submits to the Board an annual timetable for the preparation, consideration and approval of the federal and state legislative packages to allow the Board sufficient time to review and approve such packages.

Meets with the Board during each board meeting while the congressional session and the Florida Legislature are in session and meeting in committee; otherwise meets with the Board on a monthly basis.

Coordinates meetings and facilitates relationships between the Board and the Miami-Dade County state and federal legislative delegations no less than once each quarter pursuant to Resolution No. 1060-93.

Advises the Board, Mayor, County Manager and County Departments of the filing, progress and amendment of bills, appropriations, and legislative reports and projects that may affect the County.

Discusses and recommends any affirmative legislative action that may benefit the County given the current legislative trends and dynamics, including actions related to both substantive legislation and appropriations.

Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the mission, goals and objectives of the Board of County Commissioners.

Thorough knowledge of federal, state and local legislative processes.

## Human Resources Department

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### Director, Office of Intergovernmental Affairs (008765)

Considerable knowledge of the principles and practices of lobbying and the interrelationships between governmental entities.

Considerable knowledge of all federal, state and local programs, laws and regulatory requirements.

Ability to perform research, analysis and evaluation of policy issues that may affect the County.

Ability to establish cooperative relationships with elected and appointed officials at the state and local levels including the ability to mediate and reach consensus which accommodates conflicting interests.

Ability to organize, plan and direct a variety of detail oriented activities.

Ability to communicate clearly and concisely, verbally and in writing, with groups and individuals at all levels of service.

NEW 9/05

#### **Nature Of Work**

This is highly responsible professional and administrative work in planning and directing activities for the Office of Intergovernmental Affairs.



## Human Resources Department

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**Deputy General Counsel, COE (008766)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

## Deputy Mayor (008770)

### Minimum Qualifications

### Job Specifications

No Job Specification Available

### Nature Of Work

## Human Resources Department

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**Mayor, Miami-Dade County (008771)**

### **Minimum Qualifications**

### **Job Specifications**

No Job Specification Available

### **Nature Of Work**

This is highly responsible executive governmental work serving as the elected chief executive officer of Miami-Dade County.

## Human Resources Department

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### Contracts Oversight Specialist, OIG (008808)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible professional contracts work reviewing and auditing County contracts for the Office of the Inspector General.

## Human Resources Department

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**Administrative Officer, Commission on Ethics and Public Trust (008809)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

## Human Resources Department

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### Staff Attorney, Commission on Ethics and Public Trust (008813)

#### **Minimum Qualifications**

Juris Doctor degree. Current membership in the State of Florida Bar Association with good standing is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional legal work for the Commission on Ethics and Public Trust.

### Community Outreach Coordinator, Commission on Ethics and Public Trust (008816)

#### Minimum Qualifications

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#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Advocate, MDC Ethics & Public Trust Commission (008818)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible professional legal work for the Commission on Ethics and Public Trust.



## Human Resources Department

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### Investigator, MDC Ethics & Public Trust Commission (008833)

**Minimum Qualifications**

Bachelor's degree in Accounting or related field. Experience as an auditor or investigator performing financial investigations is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional investigative work in the investigation of financial crimes.

## Human Resources Department

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### Director MDC Ethics & Public Trust Commission (008840)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible executive level work in planning and directing the activities of the MDC Ethics & Public Trust Commission.

### Administrative Assistant, MDC Office of Inspector General (008850)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is administrative work performing various administrative activities in support of the Office of Inspector General.

## Human Resources Department

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### Investigative Analyst, Office of the Inspector General (008857)

**Minimum Qualifications**

Bachelor's degree. A minimum of one year of experience in the criminal justice arena, preferably from a law enforcement or a criminal justice agency in the field of analytical information analysis is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional analytical information analysis work for the Office of the Inspector General.

## Human Resources Department

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### Auditor, Office of the Inspector General (008858)

#### Minimum Qualifications

Bachelor's Degree from accredited college or university in Accounting, Business Administration, Finance or related field. Three (3) years of audit experience to include contract and construction auditing in the public or private sector are required. Applicant must be able to multi-task and proactively manage the audit work assignments. Applicants are expected to independently plan and execute the audit assignment, including preparing the written report. Superior writing skills and mature judgment are essential. Must also possess excellent computer skills including word processing applications and spreadsheet applications, e.g., Microsoft Excel. Demonstrated knowledge of government processes is desired. Florida Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Fraud Examiner (CFE) certification and/or Master's Degree in Accounting or Finance preferred. Pay range is competitive and subject to applicant's experience and qualifications.

Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks.

All applicants should send resume and cover letter by mail to:

Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami, FL 33130

Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at [www.miamidadeig.org](http://www.miamidadeig.org) to learn more about the office.

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible professional auditing work to include contract and construction auditing for the Office of the Inspector General.

### Office of Inspector General Administrative Projects Specialist (008859)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is professional administrative work conducting special projects for the Office of the Inspector General.

## Human Resources Department

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### Audit Manager, Office of the Inspector General (008860)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Accounting, Finance or a related field. Seven years of responsible professional experience in commercial or governmental auditing are required. Must possess a Certified Public Accountant (CPA) license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional audit work managing audit activities for the Office of the Inspector General.

### Investigative Analyst Supervisor, Office of Inspector General (008861)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible professional investigative work with supervisory responsibility for investigative analysis activities for the Office of the Inspector General.



## Human Resources Department

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### Special Agent, Office of the Inspector General (008865)

**Minimum Qualifications**

Bachelor's degree. A minimum of five years experience in investigations, inspections and reviews within the following investigative fields: examining financial records and investigations involving financial institutions; investigation of white collar frauds, including government business transactions, public procurement and program integrity frauds; investigations involving fraud, waste, and abuse of position and whistle-blower cases; inspections and investigations of contractor, permitting, and professional licensing schemes; and investigations of public integrity crimes is required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional criminal investigative work for the Office of the Inspector General.

## Human Resources Department

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### Special Agent Supervisor, Office of the Inspector General (008866)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible professional criminal investigative work with supervisory responsibility for the Office of the Inspector General.

## Human Resources Department

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### Assistant Legal Counsel, Office of Inspector General (008867)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is responsible professional legal work for the Office of the Inspector General.

## Human Resources Department

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### Assistant Inspector General/Legal Counsel (008868)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is highly responsible administrative and legal work assisting in planning and directing the activities of the Office of the Inspector General.

## Human Resources Department

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### Inspector General (008870)

#### **Minimum Qualifications**

Bachelor's degree. At least 10 years of experience as a Federal, State or local law enforcement officer; as a Federal or State court Judge; as a Federal, State or local government attorney; or have ten years of progressive supervisory experience in an investigative public agency similar to an inspector general's office.

Candidate must have managed and completed complex investigations involving allegations of fraud, theft, deception and conspiracy; and the demonstrated ability to work with local, state and federal law enforcement agencies and the judiciary.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible administrative and investigative work in planning and directing the activities of the Office of the Inspector General.

## Human Resources Department

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### Cultural Affairs Financial Services Manager (008910)

#### **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration or related field. Four (4) years of progressively responsible experience in public sector financial/budget management are required. Experience with grants and non-profit cultural facilities and with Miami-Dade County financial and budget systems is preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Cultural Affairs Projects Manager (008915)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is professional specialized work in the development, management, promotion and coordination of projects in support of Miami-Dade County's complex and diverse cultural community.

## Human Resources Department

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### Cultural Affairs Construction Projects Manager (008916)

**Minimum Qualifications**

Bachelor's degree in Architecture, Engineering, Construction Management or related field. A minimum of two to four years of professional experience in planning, designing, or managing construction or building projects is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional construction management work in the management of new building construction projects of cultural facilities and renovation projects for existing cultural venues funded through the Department of Cultural Affairs.



## Human Resources Department

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### Cultural Affairs Projects Administrator (008917)

**Minimum Qualifications**

Bachelor's degree in Fine Arts, Humanities, Business Administration, Public Administration, or related field. A minimum of two to four years of experience with cultural programs involving administrative responsibility for grants management, cultural management, cultural events, cultural facilities management, and/or marketing is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is specialized professional administrative work directing grant programs and managing cultural support programs for the Department of Cultural Affairs.

# Human Resources Department

## Deputy Director, Department of Cultural Affairs (008919)

### Minimum Qualifications

### Job Specifications

#### NATURE OF WORK

This is highly responsible executive level work in assisting with the planning and coordinating cultural programs for the Miami-Dade Department of Cultural Affairs.

An employee in this class is responsible for assisting the Department Director in the development, implementation and operation of cultural affairs activities in support of cultural programs, non-profit organizations, individual artists, and audiences comprised of local residents and visitors. Responsibilities include developing planning and program evaluation systems, interacting with members of the Cultural Affairs Council advisory board, maintaining contacts with officials of various public and private organizations at the local, regional, national and international levels, directing public information activities, preparing and administering an annual budget, and analyzing community-wide organizational structures and relationships within the cultural affairs area. The incumbent exercises considerable independent judgment in effectively coordinating cultural affairs services in a complex non-profit cultural community. General direction is received from the Department Director who holds the incumbent responsible for providing effective assistance in achieving cultural affairs program goals and objectives.

#### ILLUSTRATIVE TASKS

Supervises the work of subordinate professional employees engaged in a variety of cultural affairs activities including competitive grants program administration, public information production and dissemination, provision of technical assistance to individuals and organizations, and interaction with elected officials and representatives of various County departments.

Assists in the analysis and development of goals and objectives of the Cultural Affairs Council; analyzes policies and makes recommendations concerning pertinent legislative matters; oversees public relations activities.

Develops and maintains contacts with a wide variety of local, state, federal and regional public and private agencies to create a working network for the coordination of cultural services and resources.

Coordinates an ongoing interactive public planning process; identifies key issues and needs; develops coalitions of organizations and individuals to implement cultural affairs projects; initiates special projects and model programs to address areas of priority attention or opportunity.

Identifies sources of funding for cultural affairs; applies for and administers public and private sector grants.

Attends board meetings of the Cultural Affairs Council and its subcommittees and develops procedures for effective operations.

Represents the Cultural Affairs Council on boards, task forces and committees involved in issues related to cultural affairs.

Reviews and analyzes current Cultural Affairs Council programs and initiatives and makes recommendations to improve effectiveness.

Develops and oversees evaluation and monitoring processes pertaining to cultural affairs organizations and activities; advises constituents on administrative and program management issues and solutions to problems.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

## Human Resources Department

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### Deputy Director, Department of Cultural Affairs (008919)

Thorough knowledge of the goals and objectives of community local arts agencies and cultural arts agencies pertaining to the development, coordination and implementation of support to the non-profit cultural community.

Thorough knowledge of local, state, regional, federal and private agencies involved in cultural affairs activities.

Thorough knowledge of public relations principles and techniques.

Thorough knowledge of the sources and availability of current information and resources pertaining to cultural affairs problems, issues and solutions.

Considerable knowledge of the principles of public and business administration.

Knowledge of supervisory principles and practices.

Ability to effectively assist in planning and directing a comprehensive cultural affairs program for the local metropolitan area.

Ability to interact effectively with cultural constituents, professional and volunteer representatives of major organizations, community groups, and individual artists.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to analyze organizational structures and interagency relationships and make sound recommendations for improvement.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to identify and obtain sources of funding for cultural affairs activities.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Fine Arts, Arts Administration, Humanities or related field. Nine years of professional experience in the management of cultural affairs programs are required.

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#### **Nature Of Work**

This is highly responsible executive level work in assisting with the planning and coordinating cultural programs for the Miami-Dade Department of Cultural Affairs.

## Human Resources Department

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**Director, Department of Cultural Affairs (008920)**

### **Minimum Qualifications**

### **Job Specifications**

No Job Specification Available

### **Nature Of Work**

This is highly responsible executive level work planning and coordinating cultural programs for the Miami-Dade Department of Cultural Affairs.

## Human Resources Department

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### SMDCAD Theater Crew 1 (008925)

#### **Minimum Qualifications**

High school diploma or GED. One year experience working in a theater environment is required.

#### **Job Specifications**

#### **Nature Of Work**

This is entry level theater operations work in front house and back stage production.

## Human Resources Department

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### SMDCAD Theater Crew 2 (008926)

#### **Minimum Qualifications**

High school diploma or GED. Two years experience in a professional theater environment are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and technical theater operations work in front of house and back stage production.

### SMDCAD Theater Crew 3 (008927)

#### **Minimum Qualifications**

Bachelor's degree in Fine Arts, Public or Business Administration or related degree. Three years experience in a professional theater environment are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced professional and supervisory work in the management of front of house and back stage production.

## Human Resources Department

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### **SMDCAD Theater Box Office Manager (008951)**

#### **Minimum Qualifications**

Bachelor's degree in Business, Marketing, Communications, Public Relations, Theater Management or related field.  
One year experience in event sales, customer service and administration of a performance venue is required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced technical work in the administration and management of a specialized theatrical ticketing platform for the SMDCAD.



## Human Resources Department

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### **SMDCAD Theater Marketing Coordinator (008952)**

#### **Minimum Qualifications**

Bachelor's degree in Business, Marketing, Communications, Public Relations or a related field. Three years experience in marketing/public relations and administration of a performing arts facility or theater are required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional public relations and marketing work for a performing arts facility.

## Human Resources Department

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### SMDCAD Education & Outreach Manager (008955)

#### **Minimum Qualifications**

Bachelor's degree in Performing Arts, Education, Arts Education or a related field. Three years of experience working in the field of multi-disciplinary arts education are required .

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing the outreach and educational program for the SMDCAD.

## Human Resources Department

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### SMDCAD Theater Operations Manager (008956)

#### **Minimum Qualifications**

Bachelor's degree in Fine Arts, Public or Business Administration. Two years experience managing a performing arts facility is required.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized professional managerial work providing oversight to production services, building services and customer service for the South Miami-Dade Cultural Arts Center.

## Human Resources Department

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### Public Art Projects Administrator (008966)

**Minimum Qualifications**

Bachelor's degree in Fine Arts, Business Administration, Public Administration, Education or related field. A minimum of two to four years of experience with cultural programs involving administrative responsibility for arts education and outreach programs is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is professional administrative work assisting in coordinating the development and implementation of a wide array of public art projects at the countywide level.

## Human Resources Department

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### Legal Aid Human Resources and Technical Coordinator (Perm. #) (009001)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Zoo Registrar and Records Coordinator (009003)

#### **Minimum Qualifications**

Bachelor's degree. Four years of administrative experience to include the maintenance of animal inventory records at a zoological park or related facility are required. Completion of the Institutional Records Keeping course by the Association of Zoos and Aquariums (AZA) may substitute for one year of the required experience. Additional related experience may substitute for the degree on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is highly specialized clerical work organizing and managing the animal collection at the Miami-Dade Metro Zoo.

## Human Resources Department

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### SFWIB Senior Executive Secretary (009006)

#### **Minimum Qualifications**

High school diploma or GED. Four years of advanced secretarial experience are required.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

### MDFR TV Producer (009007)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is technical work in the production of video programs for the Miami-Dade Fire Department.



## Human Resources Department

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### MDEAT Teen/Student Court Specialist (009009)

#### **Minimum Qualifications**

Bachelor's degree in Social Work, Public Administration or a related field. One year of experience in case management in the juvenile justice or criminal justice field is required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional work serving as a liaison to the Public School System Administration.

## Human Resources Department

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### ERP Security Administrator 1 (009010)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced technical systems analysis work in a large and complex centralized data processing operation.

## Human Resources Department

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### Paratransit Operations Officer (009011)

#### **Minimum Qualifications**

Bachelor's degree. One year of professional experience in contract administration or budget preparation and monitoring is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Paratransit Operations Administrator (009012)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Legal Aid Office Manager (Perm. #) (009014)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Chief, RER Zoning and Public Works Plan Review Division (009015)

**Minimum Qualifications**

Bachelor's degree. A minimum of four to seven years of plans review, construction permit processing and customer services, or public contact to include two years of supervisory experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible professional administrative work with supervisory responsibility over a division within the Department of Planning and Zoning.

## Human Resources Department

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### Assistant Records Manager (009016)

**Minimum Qualifications**

Bachelor's degree. Two years of professional and/or supervisory experience in records management, records analysis, micrographics, office automation or record center operations are required. Additional County records management experience may substitute for the required education on a year-for-year basis to a maximum of two years.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### PROS Assistant Range Manager (009017)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in park and recreation, revenue or retail operations to include one year of experience in the operation of a firearms shooting range are required. Must be able to work nights, weekends and holidays on a varying work schedule. Must possess a Driver license.

#### **Job Specifications**

#### **Nature Of Work**

This is routine retail sales and related work with some supervisory responsibility in the operation of a firearms shooting range.



## Airport Buyer (009019)

### Minimum Qualifications

High school diploma or GED. Two years of experience in large-scale purchasing to include purchasing commodities and services through a bidding process are required.

### Job Specifications

#### NATURE OF WORK

This is specialized work in the purchase of assigned commodities in a central procurement operation of the county.

Employees in this class are responsible for purchasing various items in assigned commodity groups for one or more departments. Emphasis of the work is on review of requisitions, preparation of bid invitations, analysis of bids, recommendation of awards and preparation of purchase orders. Duties include communication with vendors and departmental officials on purchasing, shipping, receiving and invoicing problems and processes. Some employees in this class perform procurement work in a hospital facility and may be assigned to purchase of certain groups of commodities, such as hospital drugs. Incumbents must apply knowledge of specifications of frequently purchased commodities, sources of supply, current prices and market trends in the timely purchasing of a large volume of goods. Supervision is received from a technical or administrative superior who reviews work progress and completed work to assure conformance with established policies and procedures.

#### ILLUSTRATIVE TASKS

Reviews purchase requests; contacts departmental officials to clarify amounts or nature of items requested; refers to current supply catalogues and other references for sources of supply.

Reviews specifications used as the basis for bids on all commodities within an assigned commodity group.

Obtains competitive bid quotations from vendors; maintains mailing lists of vendors; tabulates and analyzes bids to determine lowest and best bidders; prepares purchase orders; maintains files of vendors to whom bids have been sent.

Makes studies and collects data on current market conditions to keep informed on market trends; interviews salesmen regarding ordering of supplies.

Schedules delivery dates and follows-up on delayed deliveries.

Selects and purchases a limited variety of merchandise items for resale.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of large scale purchasing methods and procedures in an assigned commodity grouping.

Knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services.

Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by departments in the area of assignment.

Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings.

Knowledge of methods used in maintaining accurate and systematic procurement records.

Ability to analyze and process a large volume of procurement records and to perform a variety of related clerical work.

## Human Resources Department

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### Airport Buyer (009019)

Ability to obtain and interpret market prices and trends and apply these to procurement problems.

Ability to maintain effective relationships with departmental officials and vendors.

Ability to prepare invitations to bid and to tabulate and analyze bids.

Ability to communicate effectively, verbally and in writing.

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#### **Nature Of Work**

This is specialized work in the purchase of assigned commodities in a central procurement operation of the county.

## Human Resources Department

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### Seaport Passenger Safety Officer (009021)

#### **Minimum Qualifications**

High school diploma or GED. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment. The security clearance required by federal law is a continuing condition of employment.

#### **Job Specifications**

#### **Nature Of Work**

This is part-time paraprofessional work assisting sworn police personnel and performing security related duties.

## W & S Geographical Information Specialist (009022)

### Minimum Qualifications

Bachelor's degree. One year of experience in an architectural or engineering environment to include experience in identifying and referencing points such as manholes, line sections, valves, and inner connections is required.

### Job Specifications

#### NATURE OF WORK

This is advanced technical and administrative work with supervisory responsibility in the field analysis of water and sewer systems.

An employee in this class is responsible for supervising and participating in the research and analysis of field findings concerning locations and conditions of water and sewer systems. Responsibilities include assembling database information for incorporation into the computerized Geographic Information System, conducting research and analyzing field reports to produce accurate information on the location and nature of water and sewer facilities, supervising the updating of atlases, and relaying information to other departmental work units to effect repairs where they are found necessary. The incumbent exercises considerable independent judgment in identifying differences between existing drawings of acquired water and sewer facilities and actual structures in the field. Supervision is exercised over a field survey crew engaged in the field inspection and documentation of water and sewer facilities. Supervision is received from an administrative superior who reviews work for achievement of established goals and objectives.

#### ILLUSTRATIVE TASKS

Researches and analyzes television inspection reports to substantiate and compare field findings on pipelines, elevations, laterals, sizes of pipes, dimensions and distances, condition of water and sewer systems, and the location of not yet identified sanitary ducts and covered manholes, valves, force mains and pump stations.

Prepares corrected reports of findings including preparation of redrawn maps for engineering, identification of broken down systems for repair, and development of pump station and sewer line profile data for appropriate systems analysis officials.

Incorporates field survey findings into existing database to update information including pump stations systems data and manhole attributes, and verification of amount and direction of sewage flow.

Corrects, updates, verifies and improves departmental atlases; identifies discrepancies pertaining to manhole identification and submits corrections; conducts field investigations and inspections to compare and verify sketches; resketches schematics to show corrections; checks and verifies various aspects of departmental maps including sewer line flow direction, elevations, number of tie-in lines, diameters, laterals and conditions.

Supervises field employees engaged in field surveying of water and sewer systems, and employees engaged in research, verification and correction of atlases.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and techniques of engineering drafting.

Considerable knowledge of construction plans, blueprints, drawings and schematics.

Considerable knowledge of the principles of civil engineering as they relate to topographic surveying.

Considerable knowledge of all above-ground and below-ground water and sewer field facilities.

Considerable knowledge of research techniques and the sources and availability of pertinent information concerning water and sewer systems.

Knowledge of supervisory principles and practices.

Ability to conduct research and analyze field reports to identify differences between existing drawings of acquired water and sewer facilities and actual structures in the field.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to prepare accurate and detailed reports of field survey findings for use by engineering, maintenance and administrative employees.

Ability to incorporate field survey findings into the Geographical Information System database.

## Human Resources Department

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### W & S Geographical Information Specialist (009022)

Ability to correct, update and verify departmental atlases.

Ability to communicate clearly and concisely, verbally and in writing.

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#### **Nature Of Work**

This is advanced technical and administrative work with supervisory responsibility in the field analysis of water and sewer systems.

### MDPD Victim Advocate (009024)

**Minimum Qualifications**

Bachelor's degree. One year of experience in crisis intervention or social/advocacy services is required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### Deputy Supervisor of Elections, Finance and Administration Division (009025)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of five to nine years of progressively responsible professional experience in accounting, finance, budgeting, procurement or human resources to include supervisory experience. are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Media & Public Relations Officer (009026)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available.

#### Nature Of Work

This is advanced and responsible public relations work representing Miami-Dade Transit on radio, television and print-media interviews.



## Human Resources Department

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### Chief, Seaport Contracts, Procurement & Materials Management (009029)

**Minimum Qualifications**

Bachelor's degree in Procurement Management, Public Administration, Business Administration or a related field. A minimum of five years of progressively responsible experience in commodity purchasing and services to include supervisory experience in a public or private procurement organization is required. Experience in seaport operations is highly preferred.

**Job Specifications**

No Job Specification Available.

**Nature Of Work**

This is highly responsible managerial and engineering work in planning and directing activities of the Design Services Division for the Seaport Department.

## Human Resources Department

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### PHCD Manager Technical Services (009030)

#### **Minimum Qualifications**

Bachelor's degree. Four to seven years of applications system development, computer programming, systems analysis and computer hardware and software experience are required. Experience in a computer related field may substitute on a year-for-year basis for required education.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional work in planning and directing activities of the Technical Services Section of the Public Housing & Community Development Department.

## Human Resources Department

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### Vizcaya Curator of Collections (009032)

#### **Minimum Qualifications**

Bachelor's degree in Art History, Museum Studies or related field. A minimum of two years of experience working in a collections-related or curatorial capacity in a museum environment is required. A Master of Arts degree may substitute for the one year of required experience.

#### **Job Specifications**

#### **Nature Of Work**

# Human Resources Department

## Director, Human Resources Department (009033)

### Minimum Qualifications

Bachelor's degree. A minimum of seven years of progressively responsible professional and administrative experience in human resources, labor relations, or employee benefits administration to include four years of supervisory experience is required. Society of Human Resource Management (SHRM) certification is highly desired.

### Job Specifications

#### NATURE OF WORK

This is advanced responsible professional and administrative work directing countywide human resources activities.

The Director is responsible for the development of human resources strategic initiatives and management of all county human resources activities, and the administration and interpretation of county personnel policies and procedures, statutory provisions and federal regulations dealing with employment law. Responsibilities include managing, supervising, and coordinating a variety of centralized countywide human resources services which include: payroll and information management, compensation, recruitment, employee development, labor management and employee benefits. The incumbent exercises extensive independent judgment in the application of advanced principles of personnel administration in the management of diversified human resources activities, and in the enforcement and interpretation of rules for the classified service. Supervision is exercised over executive, professional, technical and clerical subordinates with assigned responsibilities in various phases of division operations. General direction is received from senior management who holds the incumbent responsible for providing effective achievement of operational goals and objectives.

#### ILLUSTRATIVE TASKS

Plans, directs and coordinates through executives and supervisors the management of recruitment and employment screening activities including advertising for County positions, processing all recruitments and eligibility determinations, and advising departmental representatives of recruitment policies and procedures.

Plans, directs and coordinates through executives and supervisors the management and implementation of layoff, retention and recall activities in accordance with County's Personnel Rules for the Classified Service, Layoff Procedures Manual, and applicable provisions of the collective bargaining agreements.

Plans, directs and coordinates through executives and supervisors the administration and processing of the County payroll, recording of leave and attendance, processing of payroll deduction and benefit transactions, handling of personnel and medical records, and directing the administration of employee physical examination and drug/alcohol testing programs.

Plans, directs and coordinates through executives and supervisors the work of staff engaged in a variety of complex classification and compensation activities including job analysis, organizational studies, job specification development and market salary analysis. Supervises and directs the preparation, revision and maintenance of the Miami-Dade County Pay Plan.

Plans, directs and coordinates through executives and supervisors the development, administration, validation and security of testing materials, and the testing of applicants for employment and promotion in the County service.

Plans, directs and coordinates through executives and supervisors, employee development activities including the planning, implementing, and evaluating of new and revised countywide training and employee development programs offered to County departments.

Plans, directs and coordinates through executives and subordinate personnel the negotiation and administration of ten collective bargaining agreements, management of collective bargaining grievances, disciplinary appeals and management of the county's substance abuse program.

Directs the countywide appeals functions including career service grievances, service connected disability appeals, classification appeals, performance evaluation appeals, job abandonment appeals, unemployment compensation appeals and disciplinary appeals.

Plans, directs and coordinates through subordinate executives and supervisors the work of staff engaged in administering employee benefit

## Human Resources Department

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### Director, Human Resources Department (009033)

contracts for a self-funded Point of Service medical plan; four HMO medical plans, three dental plans; one vision plan; group term life and optional life program; IRS Section 125 cafeteria plan which includes health care and dependent day care spending accounts; groups disability plans (short-term and long-term); group legal plan; executive benefits; benefit consulting services and deferred compensation plans agreements.

Plans, directs and coordinates through subordinate staff the administration of Florida Retirement System pension benefits, including providing employee counseling.

Reviews complex human resources issues and problems and prepares recommendations for their resolution or for appropriate action. Responds to county executives, managers, supervisors and employees concerning human resources policies, practices and procedures.

Represents the Human Resources Division at a variety of meetings, conferences, and committees.

Ensures countywide compliance with local, state and federal employment laws and regulations.

Directs the development of divisional and departmental objectives; plans and develops, programs, policies, procedures and methods for efficient and effective departmental administration; directs the preparation of special studies and reports as required.

Directs human resources programmatic strategies and ensures alignment and consistency with the county's strategic business plan.

Reviews and approves divisional budget, disbursements, capital expenditures and departmental charges; analyzes expenditures to ensure maximum productivity at minimum cost.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the theories, principles and practices of modern human resources management.

Extensive knowledge of personnel rules, administrative orders and Miami-Dade County policies and procedures.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of employee benefits to include health, vision, dental, disability, retirement, deferred compensation, flexible spending accounts and legal plans.

Thorough knowledge of contractual terms and conditions between Miami-Dade County and benefit plan providers.

Thorough knowledge of State statutes and applicable sections of the Code of Miami-Dade County pertaining to labor relations activities.

Thorough knowledge of the provisions of various collective bargaining agreements between the county and public employee unions and associations and the associated legal provisions that govern these actions.

Thorough knowledge of the principles, practices and techniques of collective bargaining.

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of local, state and federal laws and regulations pertaining to departmental activities.

Ability to understand, interpret and explain a wide variety of county personnel and administrative policies, procedures and regulations.

## Human Resources Department

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### Director, Human Resources Department (009033)

Ability to exercise judgment and discretion in devising, implementing and interpreting human resources rules, regulations, policies or procedures.

Ability to direct, coordinate and supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to effectively coordinate and operate all departmental functions.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials.

Ability to analyze personnel policies, procedures and issues and make effective recommendations for their improvement.

Ability to interpret and explain complex personnel policies and procedures, and provisions of collective bargaining agreements.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to provide effective assistance to senior management in the management and coordination of departmental activities.

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### **Nature Of Work**

## Human Resources Department

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### Vizcaya Programs Assistant (009034)

#### **Minimum Qualifications**

Bachelor's degree. One year of experience working in a museum, non-for-profit environment, or dealing with educational and/or public programs is required. Must be able to climb stairs and lift boxes or objects. Must be able to work on a varying work schedule, including evenings, weekends and holidays. Bilingual (English/Spanish) preferred.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### PA Staff Attorney (009037)

#### **Minimum Qualifications**

Juris Doctorate degree. Current membership in the State of Florida Bar Association is required. A minimum of two years of legislative or legal experience performing research and analysis for a legislative body or other related experience is required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional work serving as a legal advisor for the Office of the Property Appraiser.



## Human Resources Department

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### Assistant to the Deputy Property Appraiser (009038)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of two to three years of professional administrative experience is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### County Recorder Chief (009039)

#### **Minimum Qualifications**

Bachelor's degree. Three years of progressively responsible professional and/or supervisory experience in the processing and maintenance of official documents and records in an official public and/or court operations environment or related governmental agency are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible administrative work directing the daily operational activities of the Office of County Recorder of the Clerk of Courts for the maintenance of all records concerning Miami-Dade County property.

## Human Resources Department

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### County Recorder Assistant Chief (009040)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is professional administrative work in processing and maintenance of official documents and records for the courts.

## Human Resources Department

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**Director, Clerk of the Board (009041)**

### **Minimum Qualifications**

### **Job Specifications**

No Job Specification Available

### **Nature Of Work**

Directs the daily administrative and operational activities of the Clerk of the Board, County Commissioners and various county advisory boards.

## Human Resources Department

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### Assistant Director, Clerk of the Board (009043)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available.

#### Nature Of Work

This is advanced responsible administrative and supervisory work in assisting the Director with planning and directing the administrative and operational activities of the Division.

## Human Resources Department

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**Manager, Animal Services Finance, Collection and Licensing Services (009044)**

### **Minimum Qualifications**

### **Job Specifications**

No Job Specification Available.

### **Nature Of Work**

## Human Resources Department

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### W & S CCTV Equipment Inspection Technician (009046)

#### **Minimum Qualifications**

High school diploma or GED. One year of experience in the installation, troubleshooting, maintenance and repair of electronic systems.

#### **Job Specifications**

#### **Nature Of Work**

This is skilled technical work in the diagnosis, service and repair of equipment used in CCTV inspection of the county's wastewater collection system.

## Human Resources Department

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### Vizcaya Conservator (009051)

#### **Minimum Qualifications**

Bachelor's degree in Conservation, Historic Preservation or related field. A minimum of two years of experience in the conservation of decorative or fine arts objects or historic preservation is required.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### Courts Legal Operations Manager (009052)

**Minimum Qualifications**

Bachelor's degree. Two years of progressively responsible professional or supervisory experience in the court operations, administration or legal environment and certification as a Florida Registered Paralegal with the Florida Bar are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This professional administrative work providing expert legal counsel and advice to the Miami-Dade County Clerk of the Circuit and County Courts (COC).

## Human Resources Department

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### Airport Administrative Secretary (009054)

#### Minimum Qualifications

High school diploma or GED. Three years or secretarial or related word processing experience are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

##### ILLUSTRATIVE TASKS

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

## Human Resources Department

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### Airport Administrative Secretary (009054)

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow.

Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various county departments.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationships with an executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other office machines with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

#### **Nature Of Work**

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

## Human Resources Department

### Airport Elevator Contract Specialist (009056)

#### Minimum Qualifications

High school diploma or GED. Must possess a current valid State of Florida Certificate of Competency as an Elevator Inspector. Must present a valid Driver license during the interview selection process.

#### Job Specifications

##### NATURE OF WORK

This is advanced technical work in the management of Airport vertical and horizontal transportation equipment.

Employees in this class are responsible for assisting in the supervision and management of contract services for the repair, modernization and installation of vertical transportation systems, escalators, moving walks and other conveyance systems. Responsibilities include monitoring renovation and construction projects, assuring compliance of contractors with contract specifications and building codes, coordinating work to assure established schedules are met, assisting in the preparation of contract specifications, and preparing recommendations for improvements in equipment. Employees exercise considerable independent judgment and technical expertise in analyzing and resolving complex conveyance system problems. Supervision is received from a professional superior who reviews work for technical competence, effective contract management and satisfactory performance of related responsibilities.

##### ILLUSTRATIVE TASKS

Provides assistance in the management and supervision of contract services for elevators, escalators, moving walks, bridge cranes and other conveyance systems on County properties.

Monitors performance of contractors in the repair, installation, modernization and maintenance of conveyance systems; enforces adherence to contract specifications and applicable building codes; advises superiors of faulty workmanship and/or materials as needed.

Coordinates work of contractors to assure that schedules are met and recommends changes in work sequence to assure the projects are completed on a timely basis.

Assists in the preparation of contract specifications for elevator and escalator contracts to provide the lowest possible cost for the best possible equipment.

Maintains activity records on elevator and escalator repair, maintenance and inspection in accordance with County requirements and applicable Florida Statutes.

Testifies in court as an expert witness in cases involving accidents on elevators and escalators as required.

Reads and interprets engineering and mechanical drawings; analyzes and resolves complex technical problems with elevators and escalators to preclude recurrences.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operating, repair and maintenance characteristics of various types and makes of elevators, escalators and other conveyance systems.

Considerable knowledge of local and state laws and regulatory codes pertaining to the design, construction, maintenance and repair of elevators and escalators.

Considerable knowledge of contract specifications for elevator and escalator repair, maintenance and installation.

Knowledge of the similarities and differences in elevator and escalator equipment provided by various manufacturers.

Knowledge of contract management and administration methods and techniques.

Ability to analyze and resolve complex repair and operational problems of elevators, escalators and other types of conveyance systems.

Ability to monitor contractors engaged in the repair, modification, maintenance and installation of conveyance systems to assure conformance with technical specifications and applicable laws and regulations.

Ability to assist in the preparation of technical contract specifications for elevator and escalator maintenance and installation contracts.

Ability to prepare activity reports and maintain records of elevator and escalator operations, maintenance and repairs.

Ability to testify in court as an expert witness.

Ability to read and interpret engineering and mechanical drawings.

## Human Resources Department

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### Airport Elevator Contract Specialist (009056)

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-94

#### **Nature Of Work**

This is advanced technical work in the management of County vertical and horizontal transportation equipment.

## Human Resources Department

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### MPO Clerk of the Board (009057)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Transportation or related field. A minimum of two to four years of professional experience in agenda development, intergovernmental coordination, and/or transportation planning is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### MPO Financial Grants Manager (009058)

#### **Minimum Qualifications**

Bachelor's degree. Three years of professional experience in fiscal management, budget administration, or grants research and development to include experience in a transportation planning environment are required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible administrative work overseeing the development and preparation of the Unified Planning Work Program for Transportation.

## Human Resources Department

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### MPO Transportation Systems Manager (009060)

**Minimum Qualifications**

Bachelor's degree in Transportation Planning, Civil Engineering, Geography or related field. A minimum of three to six years of progressively responsible transportation planning experience is required. A Master's degree in Transportation Planning, Civil Engineering or related field may substitute for one year of the required experience.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible administrative work with supervisory responsibility managing complex and critical programs/projects for the Metropolitan Planning Organization.



### MPO Transportation System Analyst (Modeling) (009061)

#### Minimum Qualifications

Bachelor's degree in Urban, Regional or Transportation Planning. A minimum of four years of professional experience in transportation planning and/or related field is required. Master's degree may substitute for two years of the required experience.

#### Job Specifications

##### NATURE OF WORK:

This is professional level transportation planning and administrative work. Employees in this class perform a variety of technical and administrative tasks related to managing of transportation planning studies, providing technical support, analysis and conducting long and short range planning tasks, and performing administrative functions related to the citizen's committees. Employees are expected to assist the senior manager's level in the development of the MPO technical program, as well as maintaining an ongoing liaison with county, state and federal departments and the general public.

##### ILLUSTRATIVE TASKS:

Assist in the management of transportation planning studies including preparation of scopes of work, cost estimates, interlocal or professional services agreements; administration of project consultants and budget; and monitor, review, evaluate and approve progress, products and invoices, as instructed.

Assist in performing travel demand forecast projections, review and analysis of the outputs related to long and short range transportation planning, including Long Range Transportation Plan (LRTP) development, project prioritization, and other related assessments.

Assist in development of short-range and major multimodal transportation plans. Familiarity with the Federal Transit Administration's New Start's Program, National Environmental Protection Act (NEPA), Project Development & Environmental (PD&E), and Efficient Transportation Decision Making (ETDM) is preferred.

Assist in application of performance measures, level of service analyzes, transportation facility needs assessment, and traffic improvement feasibility studies.

Assist in the coordination of activities related to the several citizen's advisory committees including monitoring and analysis of technical transportation issues and projects for committee review, extensive coordination with engineering management and planning staff of other agencies, responding to members' and public inquiries and requests, preparation of agendas and resolutions, development of special committee documents and presentations to other boards.

Assist in the coordination of regional transportation planning tasks with other MPOs, the Florida Department of Transportation (FDOT), South Florida Regional Transportation Authority (SFRTA) and Regional Planning Councils, among others.

Perform data mining and data analyses on demographic, travel surveys and traffic data sets for travel behavior and traffic pattern analyses. Perform statistics analysis to draw valid conclusions for systems planning or multi-modal facility planning.

Represent the MPO on various committees as assigned, and coordinate the development of presentations at different committee levels.

##### KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of multi-modal transportation planning and urban planning principles methods, and practices; and technical research techniques.

Knowledge of traffic demand forecasts, capacity analysis, traffic simulation, and performance measurement analysis; Familiarity with the Southeast Regional Planning Model (SERPM) is preferred.

Knowledge of principles of statistical analysis

### **MPO Transportation System Analyst (Modeling) (009061)**

Ability to prepare comprehensive reports and to present technical information clearly.

Ability to organize and summarize technical information and formulate substantive analysis.

Ability to effectively communicate in both written and verbal manner on complex technical issues, concepts and analysis.

Ability to establish and maintain effective working relationships with fellow employees, supervisors, outside agencies and the general public.

Considerable computer skills including knowledge of Microsoft Word, Excel, Access, Power Point and Geographic Information Systems (GIS), among others.

Ability to plan, organize, coordinate, and prioritize multiple work assignments in meeting deadline and budget goals.

#### **Nature Of Work**

This is professional administrative work in transportation system analysis.

### Bicycle/Pedestrian Specialist (009062)

#### Minimum Qualifications

Bachelor's degree in Planning, Engineering, Public Administration, Business Administration or related field. Three years of professional transportation planning experience to include one year experience in bicycle facilities planning and bicycle program coordination are required. Must possess a Driver license.

#### Job Specifications

##### NATURE OF WORK

This is advanced administrative work in the management of a county-wide bicycle/pedestrian program.

An employee in this class is responsible for planning, developing, and implementing policies, strategies, and controls to ensure an effective county-wide bicycle/pedestrian program. Responsibilities include developing and implementing safety awareness programs; revising and distributing bicycle suitability maps; conducting special project studies related to non-motorized transportation; encouraging the use of bicycles for transportation as well as recreation; and preparing and distributing newsletters and other written information. Some independent judgment is exercised in managing a comprehensive bicycle/pedestrian program. Supervision may be exercised over subordinates who assist in various phases of work. Supervision is received from a professional superior who reviews work through observations, written reports, and personal conferences for effective management and development of a county-wide bicycle/pedestrian program.

##### ILLUSTRATIVE TASKS

Assists in the development or develops bicycle safety programs, traffic awareness programs, safety rallies, safety brochures, and other community education safety programs.

Revises county-wide Bicycle Suitability Map; prepares and distributes bicycle and pedestrian surveys; prepares bicycle and pedestrian newsletters and brochures.

Assists local municipalities with city-wide bicycle or pedestrian plans; coordinates efforts by residents or developers to construct bicycle/pedestrian facilities.

Conducts studies and analyses concerning non-motorized projects and makes effective recommendations.

Develops signage plans and coordinates placement of standardized bicycle signing.

Develops programs to encourage the use of bicycles for both transportation and recreation; researches potential bicycle routes throughout Dade County for future mapping; assists various private organizations with bicycle safety campaigns; participates in planning bicycle-related events.

Reviews technical, regulatory, and legal materials pertaining to bicycling in Dade County; recommends changes in policies and procedures, as appropriate.

Speaks to public gatherings and community groups concerning bicycle/pedestrian issues.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the goals and objectives of a county-wide bicycle/pedestrian program.

Considerable knowledge of the geography of Miami-Dade County, including road network, bicycle paths, and bicycle/pedestrian facilities.

Considerable knowledge of the principles of management and public administration.

### **Bicycle/Pedestrian Specialist (009062)**

Considerable knowledge of research techniques and sources and availability of current information.

Knowledge of public relations principles and techniques.

Ability to manage a county-wide bicycle/pedestrian program to achieve bicycle/pedestrian goals.

Ability to perform research, analyze information, and draw valid conclusions.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to study and analyze a variety of bicycle/pedestrian projects and make effective recommendations for implementation.

NEW 7-92

#### **Nature Of Work**

This is advanced administrative work in the management of a county-wide bicycle/pedestrian program.

## Human Resources Department

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### MPO Public Involvement Manager (009064)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional experience in public involvement on transportation related issues is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional work with supervisory responsibility implementing and managing the Public Involvement Program for the Metropolitan Planning Office.

## Human Resources Department

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### MPO Public Involvement Officer (009065)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Political Science, Human Resources, or a related field.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is administrative work assisting in the creation of public involvement activities for the Metropolitan Planning Organization.

## Human Resources Department

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### MPO Administrative Coordinator (009066)

#### **Minimum Qualifications**

Bachelor's degree. One year of experience in an advanced administrative capacity is required. Additional experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Deputy Director, Metropolitan Planning Organization (009067)

#### Minimum Qualifications

Bachelor's degree. A minimum of five years of progressively responsible managerial experience in transportation planning is required. A Master's degree is preferred.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work assisting in planning and directing activities of the Metropolitan Planning Organization.

An employee in this class is responsible for assisting in planning, directing and coordinating the accomplishment of long-range transportation planning functions. Responsibilities include assisting in implementing state and federal urban area transportation planning projects, providing staff support to the Metropolitan Planning Organization Governing Board, managing state and federal transportation planning grants, and assisting in preparing the Miami-Dade County Transportation Improvement Program. The incumbent exercises considerable independent judgment in assisting in directing local transportation planning processes and in coordinating work with other organizations. Supervision is exercised over a staff of professional, technical and clerical subordinates engaged in various phases of operations. General direction is received from the Director, Metropolitan Planning Organization who holds the incumbent responsible for effective assistance in achieving transportation planning goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises the development of monthly MPO Governing Board agendas, agendas for the Transportation Planning Council and Citizens Transportation Advisory Committee, and other technical and administrative subcommittees of the Metropolitan Planning Organization program.

Identifies agenda issues and assists members to assure that their concerns are addressed; prepares and reviews agenda items including back-up documentation and resolutions.

Directs administration of the MPO Municipal Transportation Planning Fund and the MPO budget, including federal grants, joint participation agreements, consultant contracts, municipal agreements, and quarterly progress reports.

Attends meetings, conferences and seminars involving local, state and national transportation issues related to the MPO.

Attends meetings of the MPO Transportation Plan Technical Advisory Committee and other study committees as necessary.

Supervises the planning, development and implementation of policies and activities pertaining to the Bicycle/Pedestrian Program.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the theories, principles and practices of urban planning.

Thorough knowledge of the special principles and practices of transportation planning.

Considerable knowledge of local, state and federal regulations pertaining to transportation planning processes.

Considerable knowledge of transportation planning funding processes and administration.

Considerable knowledge of public relations principles and techniques.



## Human Resources Department

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### Deputy Director, Metropolitan Planning Organization (009067)

Considerable knowledge of recent developments and sources of information pertaining to transportation planning.

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of supervisory principles and practices.

Ability to provide effective assistance in directing and coordinating activities of a Metropolitan Planning Organization.

Ability to establish and maintain effective working relationships with subordinates, superiors and officials of a variety of other public and private agencies.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced principles of urban and transportation planning to the effective development and implementation of a local transportation planning program.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 1/98

#### **Nature Of Work**

This is highly responsible executive level work assisting in planning and directing activities of the Metropolitan Planning Organization.

## Human Resources Department

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### PW&WM Capital Improvement Coordinator (009069)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of professional experience in engineering design and/or construction management is required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### W&S Development Coordinator & Special Assistant (009070)

#### Minimum Qualifications

Bachelor's degree. Five years of progressively responsible managerial experience in the overall management of large projects to include experience in the county's building permitting process.

#### Job Specifications

#### Nature Of Work

This is highly responsible professional and supervisory work for in-house program management of new construction activities by developers for the Miami-Dade Water & Sewer Department.

## Human Resources Department

### Aviation Production Support Analyst (009071)

#### Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Business Administration or a related field with a minimum of 15 semester credits in Computer Science. Two years of experience in programming with documentation responsibilities in an IBM environment are required. Additional experience may substitute for the required education on a year-for-year basis, but must include two years in an IBM mainframe environment. Applicants qualifying for employment with the Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. Satisfying the security clearance required by the Federal law is a continuing condition of employment.

#### Job Specifications

##### NATURE OF WORK

This is advanced specialized technical computer support and programming for the Aviation Department.

Employees in this class are responsible for participating in the development, testing, documentation and implementation of production support systems in a non-homogenous, decentralized, multi-mainframe distributed information processing operation. Emphasis of the work is on participation in program and system testing, internal and external documentation, and implementation of computer programming systems according to established standards. Responsibilities include assisting in performing maintenance and modifications of systems currently in production including testing of changes and updating system and procedure documentation, and maintaining contacts with other production areas within data processing to assure maximum system availability to end user. Supervision is received from a technical superior who reviews work for achievement of desired results and compliance with established standards.

##### ILLUSTRATIVE TASKS

- Prepares and maintains installation documentation standards.
- Prepares internal and external documentation according to installation standards.
- Prepares training materials and conducts training sessions for operations employees.
- Performs CLIST programming and implements new and modified systems as a result.
- Conducts periodic review of operational systems to determine efficiency of operation; diagnoses and corrects programs or systems malfunctions requiring proficiency in problem determination.
- Maintains current knowledge of standard programming language, coding methods and requirements.
- Analyzes program specifications for completeness and conformance to standards.
- Responds to operational problems as a primary user contact during rotating night and/or weekend shifts.
- Designs program logic and code in approved language.
- Prepares program and system test data to validate programs and/or systems.
- Has knowledge of and implements Job Control Language; performs basic forms design/screen design and modification; reviews manual report functions for automation.
- Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

- Considerable knowledge of computer programming.
- Considerable knowledge of the design and capabilities of computer hardware and software.
- Knowledge of symbolic logic, mathematics and business statistics.
- Knowledge of the various computer programming languages utilized within the Aviation Department.
- Ability to design program logic and code in appropriate computer programming language.
- Ability to diagnose and correct complex or system malfunctions.
- Ability to define complex application and operational problems and develop solutions.

## Human Resources Department

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### Aviation Production Support Analyst (009071)

Ability to work independently with a minimum of instruction and supervision.

Ability to establish and maintain effective working relations with departmental employees and users of Aviation Department data processing services.

Skill in the detection of computer programming and equipment malfunctions.

NEW 10-89

#### **Nature Of Work**

This is advanced specialized technical computer support and programming for the Aviation Department.

## Human Resources Department

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### Theater Director (009072)

#### **Minimum Qualifications**

Bachelor's degree in Fine Arts, Public or Business Administration, Theater Management or related field. Four years of progressively responsible experience in the management, maintenance, marketing and administration of a performing arts facility, cultural center or theater is required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional responsible work managing and directing facility operations and event management.

## Human Resources Department

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### Assistant Theater Director (009073)

#### **Minimum Qualifications**

Bachelor's degree in Fine Arts, Public or Business Administration, Theater Management or related field. Three years of progressively responsible experience in the management, maintenance, marketing and administration of a performing arts facility, cultural center or theater is required.

#### **Job Specifications**

#### **Nature Of Work**

This is professional responsible work assisting the Theater Director in managing and directing facility operations and event management.

## Human Resources Department

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### MDT Operations/Maintenance Training Supervisor (009074)

**Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Personnel Administration, Education, or a related field. Two years of professional experience in planning, developing, implementing, or conducting bus operations or maintenance training programs are required. Additional related experience may substitute on a year-for-year basis.

**Job Specifications****Nature Of Work**

This is professional supervisory work in the administration of classroom and hands-on operational training for new hires and incumbent Bus, Rail and Metromover technicians and supervisors.



## Human Resources Department

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### Cultural Affairs Art Instructor (009076)

#### **Minimum Qualifications**

Bachelors degree in Fine Arts, Performing Arts or a related field. Two years of experience in visual arts instruction and curriculum/program development. Additional related experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized artistic work in planning, organizing, facilitating and conducting various artistic classes, workshops, theatrical events, productions, community events, festivals, performances, exhibitions and related tasks for programs, activities and services offered to the public at the African Heritage Cultural Arts Center.

## Human Resources Department

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### Theater Production Manager (009077)

#### Minimum Qualifications

#### Job Specifications

No Job Specifications Available.

#### Nature Of Work

This is responsible technical and managerial work in theatrical event planning, event production an facility management.

## Human Resources Department

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### Manager, Risk Management and Safety (009078)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available.

#### Nature Of Work

## Human Resources Department

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### Risk Management Safety Officer (009079)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced and responsible administrative and management work overseeing the proper and effective compliance of passenger amenities contracts for Miami-Dade Transit.

## Elections Supervisor (009080)

### Minimum Qualifications

Bachelor's degree. One year of administrative elections experience is required. Additional related experience may substitute for the required education on a year-for-year basis.

### Job Specifications

#### NATURE OF WORK

This is advanced clerical and supervisory work with administrative responsibility in the management of municipal, county, state and federal elections.

Employees in this class are responsible for supervising subordinate employees engaged in diversified tasks in support of election administration and operations. Responsibilities may include supervising the warehousing, repair and maintenance of voting equipment, assisting in the development of reprecincting plans, maps and statistics, supervising the recruitment, assignment and payment of elections support workers, conducting research and procedural studies, and assisting in a variety of departmental administrative activities. Incumbents exercise independent judgment in the application of elections knowledges to operational and administrative functions. Supervision is exercised over a staff of clerical employees which may vary greatly in size depending upon election activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

#### ILLUSTRATIVE TASKS

Supervises the warehousing, maintenance, repair, adjustment, replacement, and reassembly of voting equipment; supervises the assembly of ballot booklets.

Supervises the preparation of voting equipment and supplies for polling places and assures that materials required by precincts are provided; maintains inventories of equipment and supplies.

Coordinates emergency field repairs and supervises preparation of transfer cases containing ballots.

Assists in developing, evaluating, and producing reprecincting plans, maps and statistics; responds to public inquiries and conducts assigned research.

Recruits, staffs, and trains volunteer and other workers for duty in candidate orders; supervises recruitment of elections support workers and oversees the processing and recordkeeping of the Absentee Ballot System.

Prepares municipal elections and performs evaluations of municipal tabulation.

Assists in planning and administration of department activities including recruitment, personnel, purchasing, training, and revised work procedures; conducts research and procedural studies as required.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of election laws, rules, regulations, and procedures.

Considerable knowledge of the operating characteristics and maintenance requirements of voting equipment.

Considerable knowledge of departmental policies, procedures, and operations in the preparation and conduct of elections.

Knowledge of the geography of the Dade County area.

Knowledge of supervisory principles and practices.

Knowledge of public relations principles and techniques.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to effect repairs of moderate difficulty to election preparation equipment.

Ability to use the County's Geographic Information System to generate plans and maps.

Ability to train subordinates in a variety of election procedures and processes.

Ability to establish effective working relations with the public, subordinates and superiors.

## Human Resources Department

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### Elections Supervisor (009080)

#### **Nature Of Work**

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

## Clerk's Attorney (009087)

### Minimum Qualifications

Juris Doctorate degree. Five years of professional legal experience and current membership in the State of Florida Bar Association are required.

### Job Specifications

#### NATURE OF WORK

This highly responsible executive level professional legal work serving as legal counsel to the Clerk of the Circuit and County Courts and assisting in operations.

An employee in this class is responsible for providing expert legal counsel and advice to the Clerk of the Circuit and County Courts in all matters pertaining to official ministerial and departmental responsibilities while also performing trial litigation for the Clerk of the Circuit and County Courts involving specific State Court functions, as well as Surety Bond matters and Tax Deed Sales. Responsibilities include providing written and oral legal opinions on a variety of issues affecting departmental and directly related County operations, serving as departmental legal authority, attending meetings and other proceedings involving legal action, and monitoring ministerial and departmental functions for compliance and adherence to the Florida Constitution, Florida Rules of Court, Florida Statutes and other applicable local, state and federal laws. The incumbent exercises considerable independent judgment and technical expertise in providing the Clerk with sound legal advice and conclusions. General direction is received from the Clerk of the Circuit and County Courts who holds the incumbent responsible for providing effective assistance and advice in matters involving ministerial and departmental responsibilities.

#### ILLUSTRATIVE TASKS

Provides legal counsel and advice to the Clerk of the Circuit and County Courts.

Interprets new local, state and federal laws and provides written opinions of the impact applicable to departmental and county operations; prepares correspondence as required.

Provides legal opinions on departmental practices, policies and procedures as they pertain to the Clerk's ministerial functions and internal relationships with other governmental agencies; prepares legal documents and briefs; develops strategy, arguments and testimony in preparation of cases or issues.

Researches regulations, policies and precedent decisions for conformity with Florida Statutes, Rules of Court; reviews charters or special acts ratified by referendum on behalf of the Clerk.

Represents the Clerk in court and before judicial or county governmental agencies in matters pertaining to ministerial functions of the Clerk's Office ensuring the adherence of legal and statutory mandates.

Represents the Clerk in court on litigation involving specific State Court functions, as well as Surety Bond matters and Tax Deed Sales, requiring executive level judgment and discretion.

Oversees Bond Forfeiture matters and Tax Deed Complaints.

Provides executive oversight of court management/operations for the eleventh judicial circuit as assigned.

Provides advice in matters pertaining to the Clerk's official duties and interpretation of responsibilities of the Office of the Clerk.

Maintains contact with departmental staff, judicial entities and the County Attorney's Office in matters pertaining to litigation against the Clerk or matters related to the Clerk's ministerial functions; coordinates outside litigation with attorneys defending the County in civil suits arising as a direct result of actions taken by Deputy Clerks in the performance of their duties.

Conducts research on legal issues; reviews departmental documents for legal sufficiency in all litigation matters.

## Human Resources Department

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### Clerk's Attorney (009087)

Reviews contracts, Requests for Proposals, bid documents and other legal documents for legal sufficiency; serves as legal representative during contract negotiations and bid proceedings.

Prepares legal publications reflecting current developments in laws or rules affecting departmental staff, judicial staff and other governmental agencies.

Represents the Clerk in appellate proceedings or grievances related to discretion used in an employee's role and responsibilities as a sworn Deputy Clerk.

Periodically reviews fees, applicable fines and operational policies for adherence to established laws, rules and procedures.

Provides legal advice to executive, managerial and departmental staff related to legalities of duties assigned to sworn Deputy Clerks.

Attends meetings of the Board of County Commissioners and other Board meetings to protect the interest of the Clerk and Metropolitan Dade County as requested; prepares reports of finding or actions for presentation or dissemination as required.

Performs related work as required.

Extensive knowledge of the theories, principles and practices of the legal profession.

Extensive knowledge of departmental operations and ministerial functions of the Clerk of the Circuit and County Courts.

Extensive knowledge of local, state and federal laws and regulations pertaining to the Clerk of the Circuit and County Courts.

Extensive knowledge of legal issues confronting the Clerk of the Circuit and County Courts.

Extensive knowledge of departmental rules, regulations, policies and procedures.

Ability to serve as trial litigator.

Ability to provide expert legal advice to the Clerk of the Circuit and County Courts and other officials of the department.

Ability to conduct research and prepare a variety of legal documents to support or defend the Clerk's position on mistrial responsibilities and actions.

Ability to interpret and clarify complex laws, statutes, ordinances and rules.

Ability to provide legal opinions on the impact of current or new laws, ordinances and regulations.

Ability to communicate clearly and concisely, verbally and in writing.

REV 10/10

### **Nature Of Work**

This is highly responsible executive level professional legal work serving as legal counsel to the Clerk of the Circuit and County Courts and assisting in operations.



## Human Resources Department

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### Chief of Staff, Clerk of Courts (009088)

#### Minimum Qualifications

Bachelor's degree and a minimum of four years of administrative or professional experience including research, public relations, project coordination, report development or similar experience are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible public relations work for the Clerk of the Circuit and County Courts.

An employee in this class is responsible for planning, organizing and implementing internal and external departmental communications activities. Responsibilities include developing and implementing internal and external public relations programs, responding to the various media, conducting fact-finding investigations, writing and editing public relations materials, and making speeches on behalf of the Clerk of the Courts. The incumbent exercises considerable independent judgment in the application of the principles and practices of journalism to the implementation of departmental communications activities. Supervision is received from the Clerk of the Courts who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

##### ILLUSTRATIVE TASKS

Plans, organizes and implements internal communication and public relations programs; confers with senior departmental management staff to identify short and long-range plans for public information programs and internal communication needs; assists in identifying areas of public interests or concerns.

Develops and edits newsletters, brochures and other publications or specialized information as required; assembles facts concerning departmental operations for presentation to the public.

Serves as liaison to the media, civic and business organizations, and the community; obtains and disseminates information through interviews, press releases, press conferences and correspondence; researches and prepares speeches and responds to media inquiries.

Serves as a representative of the Clerk of the Courts at meetings, public forums, community meetings, legislative sessions, conferences and workshops.

Conducts fact-finding investigations in response to media or public inquiries; reports on sensitive issues.

Plans and coordinates various public relations activities including publications, displays, audio-visual presentations and dedications.

Attends meetings with departmental officials, civic and business groups, and the public to discuss and resolve issues and complaints.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the organization and operations of the circuit and county courts.

Thorough knowledge of the principles, practices and techniques of journalism.

Considerable knowledge of the English language.

Considerable knowledge of the techniques of planning, composing and editing informational and publicity materials.

Considerable knowledge of news writing and publicity techniques.

## Human Resources Department

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### Chief of Staff, Clerk of Courts (009088)

Considerable knowledge of the requirements of press, radio and television broadcasters.

Ability to prepare and assemble interesting and informative news releases, pamphlets, brochures and related publicity materials.

Ability to plan and organize informational programs.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with the media, departmental officials and the public.

Ability to conduct research and fact-finding investigations in response to media or public inquiries.

NEW 10-94

#### **Nature Of Work**

This is highly responsible executive level professional administrative work serving as Chief of Staff for the Clerk of the Circuit and County Courts and providing executive oversight for the Clerk of the Board.

## Human Resources Department

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### Senior Deputy Clerk (009089)

#### Minimum Qualifications

Bachelor's degree. A Minimum of five to nine years of progressively responsible professional experience in court operations, to include five years as a Senior Court Operations Officer, or in a executive managment capacity are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible executive level work assisting in planning, directing and coordinating the operations of the Circuit and County Courts.

An employee in this class is responsible for assisting the Clerk, Circuit and County Courts in planning, directing and coordinating the daily operations and financial activities of the circuit and county courts. Responsibilities include providing administrative direction in the maintenance and safeguarding of records of the civil, criminal, traffic, and family courts, providing deputy at trials, setting court calendars, issuing and processing a variety of documents from court activities, monitoring the collection and accounting of fees, bonds and revenues for all assigned areas. The incumbent exercises considerable independent judgment and professional managerial knowledge in providing direction and assistance in the daily operations and financial activities of the circuit and county courts. Supervision is exercised through subordinate levels of executives, managers and supervisors over a staff of professional, technical, specialized and clerical engaged in various activities of the circuit and county courts. General direction is received from the Clerk of the Courts who who holds the incumbent responsible for providing effective achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Directs and supervises, through subordinate levels of executives, managers and supervisors, the work of professional, technical, specialized and clerical employees engaged in the maintenance and safeguarding of records, providing deputies at trials, setting court calendars, issuing and processing a variety of documents from court activities, monitoring the collection and accounting of fees, bonds and revenues for all assigned areas.

Monitors, coordinates and evaluates operational activities of the criminal, civil, traffic and family courts through daily conferences, discussions and consultations with subordinate executive, managerial and supervisory staff.

Assists in the preparation of the annual budget; reviews and approves request for capital and personnel expenditures.

Assists in the development and implementation of courts system-wide policies and procedures.

Serves in the absence of the Clerk, Circuit and County Courts in matters pertaining to administrative and procedural operations.

Serves as a member of the Clerk's Executive Committee; conducts special projects; mediates operational issues; and performs public relations function on behalf of the Clerk, Circuit and County Courts.

Serves as a liaison to various county departments, agencies, boards, organizations and associations.

Serves as a negotiator in Labor Management Committee meetings; establishes and/or reviews policies and guidelines to enhance management relationships with employees.

Assist in the development of legal opinions by the Clerk's Legal Advisor by conducting research and providing nformation in assigned areas of operations.

Exercises signatory authority for all personnel actions for assigned areas of operation.

Drafts and prepares a variety of narrative and statistical reports; oversees the preparation of the Clerk's Annual Report and other reports as required.

## Human Resources Department

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### Senior Deputy Clerk (009089)

Attends disciplinary action hearings to provide expert testimony on departmental rules and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the Clerk's ministerial and administrative functions to include applicable statutes and rules.

Extensive knowledge of Florida Statutes, Rules of Court and Administrative Orders.

Extensive knowledge of the mission, goals and objectives, organization and operation of the circuit and county courts.

Thorough knowledge of budget preparation, policies and procedures.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of Miami-Dade County personnel policies, practices and procedures.

Considerable knowledge of public relations principles and techniques.

Ability to direct and manage, through subordinate levels of executive, managerial, and supervisory staff, the work of subordinate employees in a manner conducive to full performance and high morale.

Ability to manage and coordinate diversified administrative operations of the circuit and county courts.

Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, policies and procedures.

Ability to understand and interpret complex Florida Statutes pertaining to the recording of legal instruments and collection of fees and taxes.

Ability to establish and maintain effective working relationships with elected official, judiciary, employees and the general public.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 1/98

#### **Nature Of Work**

This is highly responsible executive level work assisting in planning, directing and coordinating the operations of the Circuit and County Courts.

## Human Resources Department

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### Clerk's Chief Information Officer (009090)

#### **Minimum Qualifications**

Bachelor's degree in Management Information Systems, Computer Science, or related field. Five to nine years of responsible experience in managing information technology initiatives in a complex environment to include two years of upper level executive experience are required. Must possess excellent communication and leadership skills with the ability to formulate and achieve strategic goals at the countywide level.

#### **Job Specifications**

No Job Specification Available.

#### **Nature Of Work**

This is highly responsible professional technical and administrative work providing oversight of information technology functions in the Clerk of Courts.

## Human Resources Department

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### Director, Technical Services, Circuit & County Courts (009091)

#### Minimum Qualifications

Bachelor's degree in Computer Science, Business Administration, Public Administration or related field. Eight years of progressively responsible or supervisory experience in data processing management to include experience in the management of large scale systems and networks are required.

#### Job Specifications

##### NATURE OF WORK

This is highly responsible professional work in planning and directing activities of the Technical Services Division of the Circuit and County Courts.

An employee in this class is responsible for supervising, planning, and directing all technical services and activities pertaining to the operation of the Clerk of the Courts. Responsibilities include directing feasibility studies, planning, research, analysis, prototyping, design, justifying, testing, and validation of modifications to new or existing Clerk of the Courts computer systems. Duties include accountability for the coordination, management and implementation of imaging and related advanced technologies projects and all work associated with the marketing of the Clerk's services to the citizens of Dade County. The incumbent exercises considerable independent judgment and technical expertise in establishing priorities and policies to achieve divisional goals. Supervision is exercised over a staff of professional and technical subordinates with assigned responsibilities in various phases of operations. General supervision is received from a professional superior who holds the incumbent responsible for the effective management of division operations and for attainment of division goals and objectives.

##### ILLUSTRATIVE TASKS

Supervises, administers, and coordinates division activities; oversees successful completion of system development and modification projects within established schedules and budgeted resources; plans maintenance activities for developed systems; ensures adequate staffing of professional, technical, and support personnel.

Develops recommendations for supplying resources to support requirements; reviews and documents production work flow; supervises procedures to safeguard integrity of Clerk of the Courts' data; institutes quality checkpoints throughout the production process.

Reviews products used to enhance productivity of staff and develops purchasing recommendations.

Prepares monthly reports, project updates and project evaluations; develops management tools and project schedules.

Forecasts demands for personnel, equipment, software, supplies, and physical facilities; develops performance standards for all divisional functions; prepares reports on performance of equipment and software; prepares budget documents.

Participates in special projects as requested by the Clerk of the Courts.

Serves as technical and informational liaison of the Clerk to other County agencies, consultants, and the public.

Responsible for coordinating all user efforts to ensure a successful enhancement, development and implementation of Clerk of the Courts' systems; coordinates development with user community and determines user direction and requirements.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of applications system development, computer programming, systems analysis, and computer hardware and software.

## Human Resources Department

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### **Director, Technical Services, Circuit & County Courts (009091)**

Extensive knowledge of the goals and objectives of the Technical Services Division of the Circuit and County Courts.

Extensive knowledge of planning, designing, developing and implementing cost-effective automated solutions to operating problems.

Knowledge of supervisory principles and practices.

Knowledge of the principles of management and business administration.

Ability to manage activities of the Technical Services Division to achieve desired short and long-term goals and objectives.

Ability to technically evaluate computer hardware and software for applicability to Circuit and County Courts information systems development.

Ability to supervise a staff of professional and technical subordinates in a manner conducive to achievement of divisional and departmental goals and objectives.

Ability to establish and maintain effective working relationships with subordinates, superiors, vendor representatives, and officials of other County departments and agencies.

Ability to develop technical criteria for the design and implementation of new systems.

Ability to communicate clearly and concisely, verbally and in writing.

NEW 10-93

#### **Nature Of Work**

This is highly responsible professional work in planning and directing activities of the Technical Services Division of the Circuit and County Courts.

## Human Resources Department

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### Director, Courts Human Resources & Administrative Services (009092)

#### **Minimum Qualifications**

Bachelor degree and a minimum of four to eight years of progressively responsible professional or supervisory experience in court operations activities to include procurement, fiscal, or personnel management are required.

#### **Job Specifications**

No Job Specification Available.

#### **Nature Of Work**

This is highly responsible professional administrative work managing the Office of Human Resources and Administrative Services in the Clerk of Courts.



## Human Resources Department

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### Clerk's Finance Director (009093)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration or related field. A minimum of four years of progressively responsible professional level accounting experience in a large scale governmental operation to include audit experience and two years of supervisory experience are required. Must possess a Certified Public Accountant license.

#### **Job Specifications**

No Job Specification Available.

#### **Nature Of Work**

This is highly responsible professional administrative work managing the Finance Division in the Clerk of Courts.

## Human Resources Department

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### Director, Clerk's Strategic Management & Budget Division (009094)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration or related field. A minimum of four years of progressively responsible professional level budget and forecasting experience in a large scale governmental operation to include audit, accounting, financial reporting, grant administration and compliance experience and two years of supervisory experience are required. Must possess a Certified Public Accountant license.

#### **Job Specifications**

No Job Specification Available.

#### **Nature Of Work**

This is highly responsible professional administrative work managing the Strategic Management and Budget Division in the Clerk of Courts.

## Human Resources Department

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### Director, Civil & Land Sales Operations Division (009095)

**Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration or related field. A minimum of four years of progressively responsible professional level budget and forecasting experience in a large scale governmental operation to include audit, accounting, financial reporting, grant administration and compliance experience and two years of supervisory experience are required. Must possess a Certified Public Accountant license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional work in the planning and directing of diversified daily operational activities in the Civil and Lands Operations Division of the Clerk of Courts office.

## Human Resources Department

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### Director, Traffic & Misdemeanor Operations (009096)

**Minimum Qualifications**

Bachelor's degree. Four years of progressively responsible professional and/or supervisory experience in court operations are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional administrative work directing the daily operations of the Traffic & Misdemeanor Division of the Clerk of Courts.

## Human Resources Department

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### Director, District Operations Division (009099)

**Minimum Qualifications**

Bachelor's degree. Four years of progressively responsible professional and/or administrative experience in the administration of Clerk's Office and/or court operations activities to include two years in a management capacity are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible administrative and supervisory work planning and directing activities of the District Courts Division.

## Human Resources Department

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### Assistant Director, Courts Technical Services Division (009100)

**Minimum Qualifications**

Bachelor's degree in Computer Science, Business Administration, Public Administration or related field. A minimum of four to seven years of data processing management experience to include the management of large scale systems and networks in a court system are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible administrative and technical work in the supervision, administration and coordination of the Technical Services Division of the Clerk of Courts.

## Human Resources Department

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### Senior Courts Operations Officer (009101)

**Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, or related field. Six years of progressively responsible professional or supervisory experience in court operations activities are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible managerial work planning, directing, coordinating and managing a complex division of the Clerk of Courts.

## Human Resources Department

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### Clerk's Assistant Finance Director (009104)

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration or related field. A minimum of three years of progressively responsible professional level accounting experience in a large scale governmental operation to include audit experience and one year of supervisory experience are required. Must possess a Certified Public Accountant license.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central finance division in the Clerk of Courts.



## Human Resources Department

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### Assistant Director, Civil & Land Sales Operations Division (009105)

**Minimum Qualifications**

Bachelor's degree. Three years of progressively responsible professional and/or supervisory experience in court operations activities are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible professional and administrative work assisting in the planning and directing of diversified daily operational activities within COC's Civil and Land Sales Operations Division.

## Human Resources Department

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### Assistant Director, Traffic Misdemeanor Operations (009109)

**Minimum Qualifications**

Bachelor's degree and a minimum of three to five years of professional and/or supervisory experience within the Clerk's Office or related court operations; or currently employed in the County service with four years of professional and/or supervisory experience within the Clerk's Office or related court operations and completion of 75% (90 semester credits) of a Bachelor's degree are required. If selected, employee must sign an Academic Attainment Agreement with the Clerk, Circuit and County Courts and will be appointed in "trainee" status with trainee pay.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work managing traffic and misdemeanor operations.

## Human Resources Department

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### Assistant Director, District Operations Division (009110)

#### **Minimum Qualifications**

Bachelor's degree and a minimum of three to five years of professional and/or supervisory experience within the Clerk's Office or related court operations; or currently employed in the County service with four years of professional and/or supervisory experience within the Clerk's Office or related court operations and completion of 75% (90 semester credits) of a Bachelor's degree are required. If selected, employee must sign an Academic Attainment Agreement with the Clerk, Circuit and County Courts and will be appointed in "trainee" status with trainee pay.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is responsible professional administrative work managing traffic and misdemeanor operations.

## Human Resources Department

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### Courts Procurement Manager (009111)

**Minimum Qualifications**

Bachelor's degree and a minimum of three to five years of professional or supervisory experience in a large centralized purchasing operation to include the preparation of technical specifications, bids, and other contract documentation are required. Additional experience may substitute for the required education on a year-for-year basis.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible administrative work managing Clerk of Courts Procurement Operations and providing oversight of Clerk of Courts Mail Operations.

## Human Resources Department

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### Courts HR Manager (009112)

**Minimum Qualifications**

Bachelor's degree and three years of professional experience in personnel administration or human resource development to include supervisory experience are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is advanced responsible administrative work managing Clerk of Courts Procurement Operations and providing oversight of Clerk of Courts Mail Operations.

## Human Resources Department

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### Assistant Courts Division Chief (009113)

**Minimum Qualifications**

Bachelor's degree and a minimum of two to four years of professional and/or supervisory experience within the Clerk's Office or related court operations; or currently employed in the County service with four years of professional and/or supervisory experience within the Clerk's Office or related court operations and completion of 75% (90 semester credits) of a Bachelor's degree are required. If selected, employee must sign an Academic Attainment Agreement with the Clerk, Circuit and County Courts and will be appointed in "trainee" status with trainee pay.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work assisting the Division Chief in the daily operations of a division in the Clerk of Courts.

## Human Resources Department

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### Courts Audit Manager (009114)

**Minimum Qualifications**

Bachelor's degree in Accounting. Three years of professional experience in accounting or auditing of financial records for the judiciary are required. Must be eligible to take the State of Florida Certified Internal Auditor examination.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative work planning, directing and determining the focus and direction of audits for the Clerk of Courts.

## Human Resources Department

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### ASD Shelter Program Coordinator (009117)

#### **Minimum Qualifications**

Bachelor's degree. Two years experience in events coordination and community outreach programs are required. Additional related experience may substitute for the required education on a year for year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized supervisory work with administrative responsibilities for lifesaving ASD shelter programs.



## Human Resources Department

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### ASD Shelter Program Manager (009121)

#### **Minimum Qualifications**

Bachelor's degree. Four years of professional administrative experience to include supervisory experience in animal shelter management and/or operations are required. Additional related experience may substitute for the degree on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility overseeing and directing new programs and initiatives identified in the No Kill Plan to increase and maintain animal shelter live release.

### Central Depository Manager (009123)

#### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or related field. Five years of professional or supervisory experience in court operations including one year of experience in the processing and distribution of alimony and child support payments are required. Additional experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible administrative and supervisory work in directing central depository operations for the Clerk of the Circuit & County Courts.

An employee in this class is responsible for planning, assigning, and reviewing the work of subordinates engaged in daily operations and activities of the central depository section. Responsibilities include monitoring the collection of large amounts of funds for custodial parents and State of Florida Child Support Enforcement in accordance with Florida Statutes and Dade County Ordinances, maintaining responsible contacts with the State Attorney's Office, and ensuring the efficient and expeditious disbursement of funds to custodial parents in compliance with State of Florida Statutes regarding child support. The incumbent exercises considerable independent judgment in managing central depository operations and coordinating work with the State Attorney's Office, judiciary, and public. Supervision is exercised over a staff of subordinates engaged in customer service activities, levying child support judgments, processing new suits, and performing related supporting tasks. General supervision is received from a professional superior who holds the incumbent responsible for efficient and effective central depository operations.

##### ILLUSTRATIVE TASKS

Plans, assigns, and reviews the work of subordinate central depository staff engaged in a variety of operations and activities, including providing customer services to the public, maintaining office operations, levying child support judgments, and processing new suits.

Directs daily operations of the central depository unit; monitors the collection of large amounts of funds for custodial parents in accordance with Florida Statutes and Dade County Ordinances.

Develops and implements frequent new procedures in accordance with Florida Statutes and/or Rules of Court; conducts periodic review of procedures for compliance, assists in the assessment and development of revisions to automated systems to ensure compliance with legislative changes.

Prepares monthly reports of central depository activities; reviews and modifies reports prepared by subordinate staff; coordinates and assists with special projects to enhance efficiency of central depository operations.

Serves in a liaison capacity with judges, hearing officers, attorneys, State Attorney's Office, and other depositories throughout the State of Florida.

Exercises signatory responsibility for disbursement of budgeted funds.

Serves as liaison for the central depository unit at court hearings and depositions; prepares analyses of accounts to be submitted into evidence with accompanying documentation, including depository account history, cancelled checks and other documents; testifies as expert witness in court hearings, as required.

Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

## Human Resources Department

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### Central Depository Manager (009123)

Thorough knowledge of Florida Statutes and Dade County Ordinances pertaining to alimony and child support payments.

Thorough knowledge of forms, records, and reports used in the Central Depository Section of the Clerk of the Circuit & County Courts.

Thorough knowledge of the organization and operation of the Central Depository Section and its relationship with the State Attorney's Office, judiciary, and other outside agencies.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles of accounting and public administration.

Ability to manage central depository operations and activities efficiently and effectively, and in accordance with applicable laws, rules, and regulations.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with subordinates, superiors, and officials of other public and private agencies.

Ability to prepare a variety of complex statistical and narrative reports.

Ability to evaluate central depository activities and revise policies and procedures to enhance efficiency.

NEW 10-93

#### **Nature Of Work**

This is advanced responsible administrative and supervisory work in directing central depository operations for the Clerk of the Circuit & County Courts.

## Human Resources Department

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### Assistant Central Depository Manager (009124)

**Minimum Qualifications**

Bachelor's degree. Two years of progressively responsible professional and/or supervisory experience in court operations to include one year of experience in the processing and distribution of alimony and child support payments are required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional administrative and supervisory work assisting in the planning, management and supervision of diversified daily operational activities of Central Depository (CD) Section, Strategic Management and Budget Division, Clerk of Courts' Office.

### Zoo Miami Keeper (009125)

#### Minimum Qualifications

High school diploma or GED. One year of experience working with non-domestic animals, reptiles, or exotic birds is required. Completion of related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

##### NATURE OF WORK

This is animal caretaker work at the Zoo Miami.

Employees in this class are responsible for the routine feeding and custodial care of a variety of creatures within an assigned area, and assisting superiors in more technical aspects of animal care. Duties include making routine inspections of exhibit areas and cleaning exhibits, preparing food for creatures and observing animals for evidence of veterinary problems. Supervision is received from a superior who provides detailed instructions and reviews work for satisfactory completion of animal caretaking assignments.

##### ILLUSTRATIVE TASKS

Makes routine inspections of assigned exhibit areas; routinely monitors health and safety conditions of creatures; removes harmful foreign objects from exhibit areas; checks to assure exhibit areas are escape proof and that any special devices are in working condition.

Cleans exhibit areas, night sleeping compartments and surrounding area; depending on nature of exhibit, cleans, rakes, scrubs, and applies any necessary sterilizing agents.

Prepares food for creatures; insures that correct portions of food and any additives are weighed or measured as necessary.

Discusses with supervisors any observed peculiarities in behavior, appearance, gait or other conditions which may be early evidence of veterinary problems.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the custodial care and general habits of typical animals.

Knowledge of the food likes and dislikes of assigned animals.

Some knowledge of the custodial care requirements for keeping a variety of creatures.

Ability and willingness to work with wild, delicate and, occasionally, dangerous creatures.

Ability to deal courteously and tactfully with the public.

Ability to rapidly acquire knowledge of specific custodial and minor veterinary care requirements of assigned creatures.

#### Nature Of Work

This is animal caretaker work at the Metropolitan Zoo in routine feeding and custodial care of a variety of creatures within an assigned area, and assisting superiors in more technical aspects of animal care.

## Human Resources Department

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### Zoo Transportation Guide (009128)

#### **Minimum Qualifications**

High school diploma or GED to include public speaking, tour guide or attraction guide experience are required. Six months of customer service experience are required. Must possess a Driver license. Must possess excellent communication skills. Must be able to work days, nights, weekends and holidays on a varying schedule.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is customer service work in the operation of the Zoo Monorail guided tour.

## Human Resources Department

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### Guest Services Representative (009129)

#### **Minimum Qualifications**

High school diploma or GED. One year of experience in customer or guest services to include cash handling experience is required, Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized technical and maintenance work in the operation of a County firearms range.

## Human Resources Department

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### CAO Procurement Manager (009130)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work



## Human Resources Department

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### MDPHA Offer Supervisor (009132)

#### **Minimum Qualifications**

Bachelor's degree. Experience in subsidized housing programs governed by the United States Housing and Urban Development (USHUD) may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is professional administrative work with supervisory responsibility for subordinates engaged in the process of generating public housing offers.

## Group Sales Specialist (009133)

### Minimum Qualifications

High school diploma or GED. Two years in sales, special events, or advanced clerical experience are required. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Must possess Bilingual (English/Spanish) skills.

### Job Specifications

#### NATURE OF WORK

This is specialized recreation work in planning, organizing and conducting a variety of recreational activities at county playgrounds, recreation centers, parks and related facilities.

Employees in this class are responsible for assisting in the promotion, organization, preparation and personal leadership of a variety of indoor and outdoor recreation activities, such as games and sports for all age groups at one or more recreation facilities. Duties also include coordinating routine maintenance tasks such as litter removal, mowing, watering, and ballfield preparation. Employees work with considerable independence, conducting activities with assigned groups within the general recreation program as outlined by supervisors. Limited supervision may be exercised over subordinates assigned to the facility engaged in recreation and maintenance supervisor, who reviews work for the attainment of desired results by observation of program effectiveness and by personal inspection of facilities.

#### ILLUSTRATIVE TASKS

Organizes, teaches and leads all age groups in general organized recreation activities such as team games and sports, arts and crafts, camping and nature lore, folk dancing, community singing and informal story telling.

Referees and umpires ball games; sees that play equipment and playgrounds are in readiness; maintains good sportsmanship on the part of the players and spectators alike; prepares reports concerning games, giving such data as names of players, scores, forfeits, violations and protests.

Issues and collects such playground equipment as balls, bats and horseshoes; maintains discipline on indoor and outdoor play areas; assists in organizing such games as football, basketball, croquet and ping pong; maintains safety of participants and spectators; renders first aid in cases of minor injuries.

Performs and coordinates minor maintenance work and groundskeeping duties in order to prevent equipment malfunctions and to provide a clean, safe and orderly facility appearance; does minor repair work on recreational equipment.

Coordinates recreation activities at small facilities; assists in planning recreation programs as assigned; schedules league games; meets with community members to discuss recreation needs.

Records facility and worker activities on standardized report forms and files.

Assists in the enforcement of recreation center rules and regulations in order to maintain order and prevent accidents.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of public recreation, including an understanding of the activities which comprise a community recreation program.

Knowledge of rules of instruction in the fundamentals of a variety of team and individual sports.

Knowledge of the principles and techniques of first aid.

Knowledge of safety precautions applicable to the area of assignment and effective precautionary measures.

Knowledge of departmental rules, regulations, policies and procedures.

Knowledge of facilities and equipment used both in indoor and outdoor recreation activities.

Knowledge of routine maintenance procedures.

Ability to lead, instruct and develop interest in recreation activities and promote good sportsmanship.

Ability to recognize and prevent dangerous situations from arising.

Ability to assist in enforcing facility rules.

Ability to establish and maintain effective working relationships with all age group participants and the general public.

Ability to keep records, prepare reports and maintain material inventory.

Ability to understand and follow oral and written instruction.

## Human Resources Department

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### Group Sales Specialist (009133)

Ability to administer basic first aid.

Ability to use simple hand tool, cleaning materials and operate a small utility vehicle.

Skill in a variety of sports and games.

REV 10-79

#### **Nature Of Work**

This is specialized recreation work in planning, organizing and conducting a variety of recreational activities at county playgrounds, recreation centers, parks and related facilities.

## Human Resources Department

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### Interpretive Programs Attendant (009134)

**Minimum Qualifications**

High school diploma or GED. One year of customer service or tourism related experience is required. Must possess excellent communication skills. Must be able to work days, nights, weekends and holidays on a varying schedule.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is customer service work in the operation of the Zoo Monorail guided tour.

## Human Resources Department

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### ASD Citation and Collections Supervisor (009141)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced and responsible administrative and management work overseeing the proper and effective compliance of passenger amenities contracts for Miami-Dade Transit.

## Human Resources Department

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### Procurement Systems Specialist (009142)

#### **Minimum Qualifications**

Bachelor's degree. Three years of experience in managing procurement technology systems to include experience in public procurement processes are required. Experience in training large groups and advanced knowledge in ADPICS is highly desired. Excellent verbal and written communication skills is preferred.

#### **Job Specifications**

#### **Nature Of Work**

### SBD Technical Assistance Coordinator (009143)

#### Minimum Qualifications

Bachelor's degree in Finance, Business Administration, Public Administration or related field. Two years of experience in mortgage financing, commercial banking, community relations, marketing, business administration or public administration are required. Additional experience may substitute for required education on a year-for-year basis.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional work in the preparation, development and implementation of community-based economic development training programs for the Internal Services Department.

An employee in this class is responsible for assisting small businesses in obtaining financial assistance for expansion, relocation and commercial revitalization through technical and professional seminars and training workshops. Emphasis of the work is on researching appropriate training aids and materials, developing or adapting training materials, scheduling training sessions, and preparing narrative and statistical training reports. Related duties include developing an extensive public information, publicity and industrial news writing program, and writing and editing material for workshop participants and for release to the mass media. Considerable independent judgment is exercised in the application of professional knowledges of small business assistance and economic revitalization to the development of community training programs. General supervision is received from a professional superior who reviews work for effectiveness, thoroughness and professional quality of completed work products.

##### ILLUSTRATIVE TASKS

Confers with Business and Economic Development departmental staff to assist in planning and implementing public workshops and training programs.

Compiles and edits seminar materials, including agendas, course outlines, training schedules and training aids; prepares reports on training accomplishments and conducts training surveys.

Identifies appropriate training and development needs, and plans and implements economic development training programs.

Develops visual aids to promote better understanding of economic development programs; completes arrangements for use of speakers or workshops.

Develops, writes and edits training manuals.

Participates in local area service and business groups to gather relevant information and assist in small business financial assistance activities.

Gathers and disseminates information concerning economic development activities and small business programs.

Participates in conferences, workshops and seminars.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the goals and objectives of small business assistance and commercial revitalization programs.

Considerable knowledge of the various sources of financial assistance available to small business enterprises.

Considerable knowledge of techniques in the preparation, development and implementation of workshops, seminars, and training programs.

Considerable knowledge of the eligibility requirements, rules, regulations and procedures pertaining to various financial assistance programs funded by federal agencies.

Knowledge of general adult education theories, principles and techniques.

Knowledge of public relations principles and techniques.

Ability to plan, develop and implement workshops, seminars, and training programs in economic development and small business assistance.

Ability to gather, prepare, write and edit a variety of training materials.

Ability to apply adult education principles and techniques to effective economic development and small business assistance training activities.

Ability to communicate clearly and concisely, verbally and in writing, to groups or individuals.

## Human Resources Department

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### **SBD Technical Assistance Coordinator (009143)**

Ability to establish and maintain effective working relations with departmental staff and officials of private enterprise.  
Ability to identify training and development needs in the area of assignment.

NEW 7-92

### **Nature Of Work**



## Human Resources Department

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### Fire Rescue Section Manager (009144)

#### Minimum Qualifications

Bachelor's degree. Four years of professional supervisory experience in the administration of fire rescue communication dispatch systems is required. Additional relevant experience may substitute for the required education on a year-for-year basis. Must be able to work rotating shifts including weekends and holidays and be available to work 24/7 during emergency activations. Must obtain and maintain a 911 Public Safety Telecommunication Certification within one year of hire date.

#### Job Specifications

#### Nature Of Work

This is professional administrative work overseeing and managing the Communications Dispatch Center for the Miami-Dade Fire Rescue Department.

## Human Resources Department

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### MDFR Records and Resources Manager (009148)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is advanced professional and supervisory work overseeing and managing the Central Records and Employee Services Bureaus for Miami-Dade Fire Rescue.

## Human Resources Department

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### Legal Aide Receptionist (PERM Occ. #) (009189)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Library Outreach Coordinator (009190)

#### Minimum Qualifications

Bachelors degree. A minimum of two years of professional administrative experience is required.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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**Director, Legal Aide Society (PERM. Occ. #) (009198)**

### **Minimum Qualifications**

### **Job Specifications**

No Job Specification Available

### **Nature Of Work**

## Human Resources Department

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### CAO Director for Agenda Coordination (009236)

#### **Minimum Qualifications**

Bachelor's degree. A minimum of four years of professional experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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**Legal Aide Attorney (PERM Occ. #) (009252)**

### **Minimum Qualifications**

### **Job Specifications**

No Job Specification Available

### **Nature Of Work**

## Human Resources Department

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### SBD County Worker (PERM #) (009286)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work



### Extension Agent (PERM#) (009319)

#### Minimum Qualifications

#### Job Specifications

No specification available.

#### Nature Of Work

## Human Resources Department

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### Emergency Management Specialist (009341)

#### Minimum Qualifications

Associate's degree plus one year of professional administrative experience in the field of Emergency Management and/or Homeland Security; or sixty credits towards a bachelor's degree with at least 30 credits in emergency management, homeland security, or related fields is required. Additionally, successful completion of the Federal Emergency Management Agency's Independent Study (IS) Programs IS-1, IS-100 and IS-200 courses (or FEMA recognized equivalents) is required. Project development and/or program management experience in the Emergency Management and/or Homeland Security field is preferred.

#### Job Specifications

##### NATURE OF WORK

This is technical and administrative work assisting in the coordination and administration of Emergency Management and Homeland Security programs in the Department of Emergency Management & Homeland Security.

Employees in this class are responsible for assisting Emergency Management & Homeland Security personnel in the development of plans and procedures as they relate to each phase of emergency management. Independent decision-making and a familiarity of the phases of emergency management is required to develop and implement projects and for program maintenance. Much of this work will involve coordinating activities with municipal, county, regional, state, federal, volunteer and other community partners.

Employees in this class are expected to use independent judgment to coordinate and manage assignments with little or no supervision, though all critical decisions are referred to an administrative superior for direction. Supervision is received from an administrative superior who will evaluate the effectiveness of assignments and activities through personal conferences and written reports.

##### ILLUSTRATIVE TASKS:

Assists local, regional, and state partners with planning, training, and outreach relating to Emergency Management and Homeland Security programs.

Assists local, regional, and state partners with planning, training, and outreach relating to Southeast Regional Domestic Security Task Force (RDSTF-SE) programs.

Develops and delivers Emergency Management and Homeland Security education/training to a variety of audiences.

Assumes project responsibility for conducting the activities of contracts and grant programs.

Develops and maintains databases and develops written procedures and reports.

Provides assistance to an administrative superior in specially assigned areas of Emergency Management and Homeland Security; and assists and advises on matters pertaining to programs or projects assigned.

Conducts special studies/assessments in conjunction with a project; analyzes data and makes recommendations based upon findings.

Performs related work as required.

##### KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and concepts of emergency management and homeland security.

Knowledge of local, state, and federal emergency management agencies, organizations and operations.

Knowledge of the principals of management and public administration; to include standard practices in local government.

## Human Resources Department

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### Emergency Management Specialist (009341)

Knowledge of modern office practices, systems and equipment; to include considerable knowledge of the Microsoft Office Suite.

Ability to perform research and prepare pertinent reports.

Ability to plan and coordinate required work assignments.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with the general public, governmental agencies, civic groups, and various public and private officials.

Ability to prepare written instructions for the training of personnel in emergency management activities.

NEW 12/30/2008

#### **Nature Of Work**

This is technical and administrative work assisting in the coordination and administration of Emergency Management and Homeland Security programs in the Department of Emergency Management & Homeland Security.

## Human Resources Department

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### SFWIB Manager, Personnel & Administrative Services (009507)

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional administrative experience in personnel administration and procurement or a related field is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## Human Resources Department

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### SFWIB Web Designer (009508)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field or possession of Microsoft Certified Professional-Site Building certification. Two years of programming or web design experience are required. Additional programming or web design experience may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### SFWIB Special Projects Administrator 1 (009514)

**Minimum Qualifications**

Bachelor's degree in Journalism, Public Relations, Communications, Marketing, or related field. Three years of professional administrative experience in media relations, marketing or journalism are required. Must possess a Driver license.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

## SFWIB Administrative Secretary (009515)

### Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

### Job Specifications

#### NATURE OF WORK

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

#### ILLUSTRATIVE TASKS

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.

Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention.

Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters.

## Human Resources Department

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### SFWIB Administrative Secretary (009515)

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow.

Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various county departments.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationships with an executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other office machines with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

NEW 10/98

#### **Nature Of Work**

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service.

Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.



## Human Resources Department

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### Property Appraiser Seasonal Clerk (009569)

#### Minimum Qualifications

High School diploma or GED. One year of clerical experience is required.

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### Seaport Passenger Boarding/Baggage Conveyor Supervisor (009608)

#### **Minimum Qualifications**

High school diploma or GED. Five years of skilled trades experience in hydraulic, mechanical, electrical or electronic maintenance and repair work to include networking experience and a three (3) year certification in electronics or related fields. One year of supervisory experience is required.

Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. All employees of Miami-Dade Seaport Department who work in secure unescorted access areas are required by federal law to have a Transportation Worker Identification Credential (TWIC) Card. All future Seaport security personnel must obtain a TWIC card prior to employment.

#### **Job Specifications**

#### **Nature Of Work**

This is skilled supervisory work in maintenance, repair, installation and troubleshooting of passenger boarding bridges, baggage conveyor systems and related equipment at the Miami-Dade County Seaport.

### BOCC Budget Manager (009640)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is advanced and supervisory professional auditing work for the Board of County Commissioners in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.

### Student Intern (009696)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

## Human Resources Department

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### Zoo Transportation Supervisor (009753)

#### **Minimum Qualifications**

High school diploma or GED. Two years of experience in revenue or retail operations, park and recreation services or related activities are required. Coursework in Business Administration, Public Administration, Park and Recreation Management, Hospitality Management or related field may substitute for the required experience on a year-for-year basis. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying work schedule.

#### **Job Specifications**

#### **Nature Of Work**

This is specialized and supervisory retail sales work in managing the daily operation of a small public service and revenue producing facility in a specific geographical area.

## Human Resources Department

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### PHCD Assisted Living Facility Administrator (009771)

#### **Minimum Qualifications**

Bachelor's degree. Two years of public housing, health care management, elderly services, or customer service experience is required. Additional related experience may substitute for the degree on a year-for-year basis. Must possess Assisted Living Core Competency License at the time of hire and must obtain an Extended Congregate Care License and a Serve Safe Food Protection Manager Certification within six months of hire.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced and responsible professional work overseeing the overall operation of the Helen Sawyer Assisted Living Facility.

## Human Resources Department

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### RER Legal Advisor (009828)

**Minimum Qualifications**

Juris Doctorate degree. Current membership in the State of Florida Bar Association is required. A minimum of three to five years of progressively responsible legal experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is responsible professional legal work providing legal guidance to the Regulatory and Economic Resources Department Director and senior staff.

## Human Resources Department

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### ERP Developer 2 (009870)

#### **Minimum Qualifications**

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years large scale application development experience in support of HRIS, financial and/or procurement applications are required.

These are proposed only.

#### **Job Specifications**

#### **Nature Of Work**



## Human Resources Department

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### ERP Systems Administrator (009874)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

## Human Resources Department

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### ERP Systems Support Manager (009875)

#### **Minimum Qualifications**

Bachelor's degree to include a minimum of 15 semester credits in a computer-related field. Eight years of progressively responsible experience in managing complex ERP IT projects including application development infrastructure, security and administration to include three to five years experience in managing large scale ERP implementations including at least one major release upgrade or maintenance pack are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### PA General Counsel (009876)

#### **Minimum Qualifications**

Juris Doctorate degree. Three years of professional legal experience is required.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

## Human Resources Department

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### PHCD ALF Facility Coordinator (009877)

#### **Minimum Qualifications**

Bachelor's degree. One year of experience in a food services operation to include purchasing, inventory control, and receipt and issuance of supplies and equipment OR one year of experience monitoring the preparation and serving of food OR one year experience in subsidized housing, public or social services, or customer service is required.

Additional experience may substitute for the required education on a year-for-year basis. Must obtain Food Manager Certification from the State of Florida within 30 days of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is professional work with responsibility for food service operations at PHCD Assisted Living Facilities.

## Human Resources Department

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### Director, Courts eFile Transition (009901)

**Minimum Qualifications**

Bachelor's degree. A minimum of four to eight years of responsible professional and administrative experience in managing and directing the IT integration and implementation of mandated processes and technologies in a Court and/or Clerk's Office operations environment to include two years of project management experience is required.

**Job Specifications**

No Job Specification Available

**Nature Of Work**

This is highly responsible professional administrative work managing the electronic filing for the Clerk of Courts.

## Grants Supervisor (009903)

### Minimum Qualifications

Bachelor's degree. Three years administering contracts, federal or state grants management or grant writing experience are required.

### Job Specifications

#### NATURE OF WORK

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.

Employees in this class are responsible for managing the planning, research, design, development and evaluation of a major departmental program or function. Some incumbents in the class perform advanced and responsible administrative work of comparable scope in a specialized staff capacity. Incumbents are typically located at the division head level or as full assistants to an assistant director of a department. Employees are typically engaged in formulating, developing, implementing, conducting, supervising and monitoring programs, procedures, and operational initiatives; formulating departmental policies and procedures; and establishing organizational goals and performance measures. Assignments are broad in scope with considerable latitude for the exercise of independent judgment and application of management and/or technical knowledge and skills. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

#### ILLUSTRATIVE TASKS

Coordinates complex administrative duties with department-wide responsibility; serves as project manager over specialized projects and program coordinator; develops and negotiates large contracts, grant proposals and budgets; develops and implements departmental and program policies, procedures and revisions; administers various research and feasibility studies.

Assists in the development of a department's operating budget including production of actual budget documents; conducts monthly analysis of budgetary expenditures and prepares complex financial reports for the department director and assistant directors; plans, assigns and review the work of subordinate staff engaged in various accounting activities; conducts meetings with assistant directors to ensure financial viability of the department; acts as the budget liaison between the department and the Office of Strategic Business Management (OSBM); ensures that all procurement expenses are charged to correct line-items and expenditure authority is granted for those purchases; coordinates accounting activities with the Finance Department and OSBM; develops and implements new and revised financial policies and procedures to include training of accounting staff and other departmental staff on new procedures.

Plans, assigns and reviews the work of professional and clerical subordinates engaged in the preparation, monitoring and processing of the department's agenda items; coordinates orientation workshops concerning the agenda process for departmental staff; coordinates the agenda process among departmental units; reviews committee meeting results to ensure agenda items are placed on the appropriate agenda; proofreads each agenda item and official agendas to ensure completeness and accuracy; supervises the distribution of agenda packages; reviews results concerning agenda items and prepares follow up report.

Plans, assigns and reviews the work of subordinate professional staff engaged in researching government, corporate and foundation grant opportunities and developing relationships within the grant making community and writing and compiling grant applications to secure funding; administers grant funds by overseeing relationships with funders and all grant reports, ensuring matching-fund and other grant requirements are met.

Performs quality control reviews of audit reports to ensure compliance with departmental and county standards; develops statistical audit plans and analyses; evaluates a system's effectiveness and identifies the key control plans of a particular system; performs audit assignments of moderate difficulty and limited in scope such as review of incurred costs, review of annual overhead costs and routine forward pricing of bid proposals of moderate dollar impact or risk; prepares audit reports of moderate complexity assuring that they are responsive to specific audit requests.

Determines the information system needs of a department; coordinates and implements overall departmental data processing systems

## Human Resources Department

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### Grants Supervisor (009903)

program; prepares and implements departmental information technology plan; makes recommendations for hardware and software systems to meet departmental requirements; develops, presents and supports budget estimates and financial plans concerning the acquisition of data processing equipment and software acquisition or development costs.

Plans, assigns and reviews the work of subordinate professional staff engaged in the analysis of proposed contracts, federal and state grants, professional service agreements and leases for compliance with federal, state and county rules and regulations; provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures; prepares grant approval resolutions for action by the County Commission; examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations.

Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures.

Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of the use of data processing and cost accounting systems.

Knowledge of public relations principles and techniques.

Knowledge of inventory control and county procurement and requisitioning procedures.

Ability to supervise a large staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions.

## Human Resources Department

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### Grants Supervisor (009903)

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to train employees and subordinates in the area of assignment.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

#### **Nature Of Work**

This is advanced and responsible professional work with supervisory responsibility managing a major program or function in a county department or agency.



## Human Resources Department

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### Landscape Technician Supervisor 3 (009910)

#### **Minimum Qualifications**

High school diploma or GED. Four years of experience in landscape maintenance or tree care management to include supervisory experience is required. Must possess a valid Florida Driver's License CDL/Class A or B. Must obtain the Public Restricted Use Pesticides (RUP) License, Category 3 (Ornamental and Turf Pest Control) within six months of employment. Must obtain the FNGLA Landscape Technician Certification within the one year probationary period.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced supervisory and technical landscape and grounds maintenance work at various county properties and installations.

## Human Resources Department

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### Director, Ex-Officio Operations Division (009912)

#### **Minimum Qualifications**

Bachelor's degree. Four years of progressively responsible professional and/or supervisory experience in court operations activities are required.

#### **Job Specifications**

#### **Nature Of Work**

This is highly responsible professional work in planning and directing of diversified daily operational activities in the Ex-Officio Operations Division of the Miami-Dade County Clerk's Office.

## Human Resources Department

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### Chief, MDT Construction (009930)

#### **Minimum Qualifications**

Bachelor's degree in Civil Engineering, Construction Management or a related field. Florida Professional Engineering License is required. A minimum of four years of progressively responsible professional experience in engineering, or inspection or construction management of civil engineering construction projects are required.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### RER Sustainability Initiative Coordinator (009942)

#### **Minimum Qualifications**

Bachelor's degree in Biology, Engineering, Environmental Studies, Urban Planning or other related degrees. Three years experience in sustainable community planning, environmental planning, or management of sustainability or environmental projects are required.

#### **Job Specifications**

#### **Nature Of Work**

This professional administrative work coordinating and assisting in the implementation of government and community sustainability initiatives and projects.

## Human Resources Department

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### Labor Relations Manager (009960)

#### Minimum Qualifications

Bachelor's degree and a minimum of three years of progressively responsible experience in labor relations or advanced personnel administration are required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible work in the negotiation and administration of collective bargaining agreements for the Internal Services Department.

Employees in this class are responsible for the negotiation and administration of a variety of complex collective bargaining agreements between the County and various public employee unions and associations. Responsibilities include research and preparation for negotiating sessions, conferring with various County officials in the formulation of contract proposals, conducting negotiations through the completion of final agreements, and administration of collective bargaining contracts in accordance with the intent of agreed upon terms and conditions. Additional responsibilities include processing grievances, assisting in the preparation of unresolved disputes to final and binding arbitration, and advising County officials on contract language interpretations and contract administration matters. Incumbents exercise an extensive degree of independent judgment and professional knowledge in the negotiations and administration of collective bargaining agreements and related labor relations matters. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work. General supervision is received from a professional superior who reviews work through personal observations and conferences for thoroughness in completing assigned responsibilities.

##### ILLUSTRATIVE TASKS

Performs research to assist in determining the County's bargaining position prior to initiating negotiating sessions with various public employee unions and associations; attends meetings and confers with a variety of County officials for the purpose of gathering data for draft proposals regarding new, modified or amended contract articles.

Formulates and prepares contract proposals for negotiations and reduces contract proposals to appropriate contractual language.

Conducts negotiations with public employee unions and associations for the purpose of negotiating collective bargaining agreements covering the salaries, fringe benefits, and other terms and conditions of employment of union represented employees; conducts negotiations through completion of final agreements.

Exercises responsibility for the preparation and presentation of impasse proceedings before a Special Master appointed by the Public Employee Relations Commission, as required.

Administers completed contracts including conducting initial training classes for County officials on new contracts and advising on all contract language interpretations and all phases of contract administration.

Processes grievances and assists in the preparation and presentation of unresolved disputes to final and binding arbitration; testifies in grievance arbitration cases as required.

Confers with representatives of public employee unions and associations regarding contract administration and interpretation.

Advises county departmental officials on appropriate procedures for initiation of progressive disciplinary actions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of State statutes and applicable sections of the Code of Miami-Dade County pertaining to labor relations activities.

## Human Resources Department

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### Labor Relations Manager (009960)

Thorough knowledge of the principles, practices and techniques of collective bargaining.

Thorough knowledge of the provisions of various collective bargaining agreements between the county and various public employee unions and associations.

Thorough knowledge of general personnel management theories and principles.

Thorough knowledge of the principles of public personnel administration and of the county personnel policies and procedures.

Thorough knowledge of the structure and organization of public employee unions and associations.

Thorough knowledge of the organization and jurisdiction of the Public Employee Relations Commission.

Ability to analyze and make recommendations for new modified or amended provisions of collective bargaining agreements.

Ability to establish and maintain effective working relationships with associations, superiors and subordinates.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to testify effectively in legal proceedings.

REV 09/00

#### **Nature Of Work**

This is advanced responsible work in the negotiation and administration of collective bargaining agreements for the Internal Services Department.

## Human Resources Department

### Labor Relations Specialist (009961)

#### Minimum Qualifications

Bachelor's degree. A minimum of two to four years of progressively responsible experience in labor relations or advanced personnel administration is required.

#### Job Specifications

##### NATURE OF WORK

This is advanced responsible work, assisting in the negotiation and administration of collective bargaining agreements for the Internal Services Department.

Employees in this class are responsible for assisting in the negotiation and administration of a variety of complex collective bargaining agreements between the County and various public employee unions and associations. Responsibilities include research and preparation for negotiating sessions, conferring with various County officials in the formulation of contract proposals, assisting in conducting negotiations through the completion of final agreements, and administration of collective bargaining contracts in accordance with the intent of agreed upon terms and conditions. Additional responsibilities include processing grievances, assisting in the preparation of unresolved disputes up to final and binding arbitration, and advising County officials on contract language interpretations and contract administration matters. Incumbents exercise an extensive degree of independent judgment and professional knowledge in assisting in the negotiations and administration of collective bargaining agreements and related labor relations matters. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work. General supervision is received from a senior professional who reviews the work through personal observations and conferences for thoroughness in completing assigned responsibilities.

##### ILLUSTRATIVE TASKS

Performs research to assist in determining the County's bargaining position prior to the commencement of negotiating sessions with various public employee unions and associations; attends meetings and confers with a variety of County officials for the purpose of gathering data for draft proposals regarding new, modified or amended contract articles.

Assists in the formulation and preparation of contract proposals for negotiations and reduces contract proposals to appropriate contractual language.

Assists a senior professional in conducting negotiations with public employee unions and associations for the purpose of negotiating collective bargaining agreements covering the salaries, fringe benefits, and other terms and conditions of employment of bargaining unit represented employees; assists in conducting all facets of negotiations up to the completion of final agreements.

Assists in the preparation and the presentation of impasse proceedings before a Special Master, appointed by the Public Employee Relations Commission, as required.

Assists in the administration of completed contracts including conducting initial training classes for County officials on new contracts and advising on all contract language interpretations and all phases of contract administration.

Processes grievances and assists in the preparation and presentation of unresolved disputes up to final and binding arbitration; testifies in grievance arbitration cases as required.

Confers with representatives of public employee unions and associations regarding contract administration and interpretation.

Advises county departmental officials on appropriate procedures for initiation of progressive disciplinary actions.

Performs related work as required.

##### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of State statutes and applicable sections of the Code of Miami-Dade County pertaining to labor relations activities.

### Labor Relations Specialist (009961)

Thorough knowledge of the principles, practices and techniques of collective bargaining.

Thorough knowledge of the provisions of various collective bargaining agreements between the county and various public employee unions and associations.

Thorough knowledge of general personnel management theories and principles.

Thorough knowledge of the principles of public personnel administration and of the county personnel policies and procedures.

Thorough knowledge of the structure and organization of public employee unions and associations.

Thorough knowledge of the organization and jurisdiction of the Public Employee Relations Commission.

Ability to define research parameters, collect and analyze data, and translate research findings into recommendations for new modified or amended provisions of collective bargaining agreements.

Ability to establish and maintain effective working relationships with public employee unions, associations, superiors and subordinates.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to testify effectively in legal proceedings.

REV 09/03

#### **Nature Of Work**

This is advanced responsible work, assisting in the negotiation and administration of collective bargaining agreements for the Internal Services Department.



## Human Resources Department

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### IT Purchasing Specialist (009968)

#### Minimum Qualifications

High school diploma or GED. Three years of large-scale IT purchasing and contract management experience are required.

#### Job Specifications

#### Nature Of Work

This is specialized work administering and managing the procurement process of IT commodities and services for Miami-Dade County.

## Human Resources Department

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### Chief of Staff (Senior Policy Advisor) (009979)

#### **Minimum Qualifications**

Bachelor's degree. Ten years of progressively responsible managerial, administrative, and/or operational experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

This is highly responsible professional work directing the activities of divisions for the Miami-Dade County Aviation Department

## Human Resources Department

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### Assistant to the Deputy Director (009982)

#### Minimum Qualifications

#### Job Specifications

#### Nature Of Work

This is professional administrative work assisting the Deputy Director in coordinating and conducting special projects, evaluating strategic alternatives and formulating departmental policy recommendations.

## Human Resources Department

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**Division Director, Fire Emergency Management (009983)**

**Minimum Qualifications**

**Job Specifications**

**Nature Of Work**

## Human Resources Department

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### Disability Programs Specialist (009984)

#### **Minimum Qualifications**

Bachelor's degree. One year of experience in developing, planning and/or conducting recreational programs for persons with disabilities is required. Additional experience may substitute for required education on a year-for-year basis. Must possess a Driver license. Must obtain CPR, First Aid and HRS Child Care Training Certifications during the probationary period. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### PROS Security Officer (009985)

#### **Minimum Qualifications**

High school diploma or GED. One year of experience in park and recreation services, security/protective services, or military or civilian law enforcement are required. Must possess a Driver license. Must be able to work nights, weekends and holidays on a varying work schedule.

#### **Job Specifications**

#### **Nature Of Work**

## Human Resources Department

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### Agenda Processing Specialist (009986)

#### **Minimum Qualifications**

Bachelors degree. Two years of administrative experience. Additional advanced secretarial or clerical experience to include office management, and agenda preparation and coordination may substitute for the required education on a year-for-year basis.

#### **Job Specifications**

#### **Nature Of Work**

This is advanced administrative and technical work assisting in performing, planning and coordinating complex projects and training County employees in the use of Legistar and other software packages.

## Human Resources Department

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### JA AV Technical Specialist (009987)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is technical work in the production of video programs for the Judicial Administration Department.



## Human Resources Department

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### JA Video Communications Specialist (009988)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available

#### Nature Of Work

This is skilled technical work in videography and video editing for Judicial Administration.

## Human Resources Department

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### SFWIB Eligibility Verification Specialist 1 (009989)

#### Minimum Qualifications

#### Job Specifications

Job Specification Available.

#### Nature Of Work

This is supervisory clerical work or independent clerical work of comparable responsibility.

## Human Resources Department

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### SFWIB Eligibility Verification Specialist 2 (009990)

#### Minimum Qualifications

#### Job Specifications

No Job Specification Available.

#### Nature Of Work

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.

## Human Resources Department

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### Business Resources Coordinator (009991)

#### Minimum Qualifications

Bachelor's degree in Business or Public Administration, Facilities Management, Communications or a related field. Two years of responsible experience in facilities management, engineering, business, finance, energy management or a related field are required..

#### Job Specifications

#### Nature Of Work

This is responsible professional administrative work representing the Internal Services Department on countywide program initiatives.

## Human Resources Department

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### PA Senior Information Technology Analyst (009992)

#### Minimum Qualifications

Bachelor's degree in Computer Science, Management Information Systems, Business Administration, or related field. Three years of experience as a business analyst/programmer is required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

#### Job Specifications

#### Nature Of Work

This is advanced technical work in project management, analysis, design, development, testing and implementation of various systems for the Office of the Property Appraiser.

## Human Resources Department

### Zoo Staff Veterinarian (009993)

#### Minimum Qualifications

Doctorate in Veterinary Medicine. Must possess a State of Florida Veterinarian license. One year of veterinary experience at a zoological park or aquarium is required. One year of internship, preceptorship or post-graduate training in the same areas may substitute for the required experience.

#### Job Specifications

##### NATURE OF WORK

This is professional and supervisory work in veterinary medicine for the Metro-Dade County Metrozoo.

An employee in this class is responsible for providing diagnostic, clinical and surgical medical services to the Metrozoo animal collection. Responsibilities include implementing an effective preventive medicine program, supervising hospital and quarantine staff, teaching veterinary preceptors, providing gross pathology services, and providing other veterinary services including neonatal care, nutritional consultation, health certification and staff education. The incumbent exercises considerable independent judgment and technical expertise in applying the principles of veterinary medicine to the care of the Metrozoo animal collection. Supervision is exercised over subordinates assisting in various phases of veterinary services activities. General direction is received from a professional superior who reviews work through personal conferences and written reports for achievement of established goals and objectives.

##### ILLUSTRATIVE TASKS

Develops and implements preventive medicine programs for the Metrozoo animal collection including quarantine procedures, health screenings, parasite control, neonatal care, vaccination programs, shipping procedures and dental care.

Provides diagnostic and medical care services, inpatient and outpatient medical care and treatment, and anesthesia and surgical services for the Metrozoo animal collection.

Provides restraint and immobilization services for the handling and transporting of animals.

Maintains a working clinical and surgical facility and a pharmacy of necessary drugs and medical supplies used at the zoo.

Provides gross pathology and histopathology services for animals dying at the zoo.

Provides nutritional recommendations for the animal collection and supervises the rearing of neonates being hand-raised.

Provides necessary testing and health certificates for shipping animals, and laboratory services.

Conducts educational programs for veterinary students and serves as an educational resource for zoo employees and other zoological institutions to improve zoological collections.

Supervises a hospital and quarantine staff; provides health screenings and preventive medicine programs for zoo employees.

Maintains a complete and accurate medical records database for the Metrozoo animal collection.

Provides twenty-four hour seven-day per week emergency veterinary coverage for Metrozoo.

Performs related work as required.

##### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the theories, principles and practices of veterinary medicine.

Thorough knowledge of wild and zoo animal medicine including immobilization techniques, surgical procedures and preventive medicine.

Thorough knowledge of the composition of the animal collection at Metrozoo.

Thorough knowledge of the organization and operation of a veterinary hospital facility in a zoological institution.

Thorough knowledge of current literature and developments in the care and transport of zoo animals.

Knowledge of supervisory principles and practices.

Ability to apply the principles and practices of veterinary medicine to the care and maintenance of animals in a zoological institution.

Ability to develop and implement preventive medicine programs for the Metrozoo animal collection.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to apply proper restraint and anesthesia to prevent injuries to animals and/or employees when animals must be examined or transported.

Ability to keep informed on current developments in zoological animal care and preventive medicine.

#### Nature Of Work

## Human Resources Department

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### **Zoo Staff Veterinarian (009993)**

This is professional and supervisory work in veterinary medicine for the Miami-Dade County Metrozoo.

#### **Minimum Qualifications**

Doctor of Veterinary Medicine or equivalent veterinary degree. One year of clinical medicine experience is required.

Must obtain a State of Florida Veterinary license within six months of employment.

#### **Job Specifications**

No Job Specification Available

#### **Nature Of Work**

### Golf Course Laborer (009996)

#### Minimum Qualifications

Eighth grade. Six months of experience in golf course maintenance or general landscaping and chemical spraying are required. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

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Eighth grade. Six months of experience in golf course maintenance or general landscaping and chemical spraying are required. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

#### Job Specifications

#### Nature Of Work

This is semi-skilled manual landscaping and grounds maintenance work at various public golf courses.