

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☐ Emergency
 Previous Contract/Project No. 9432-4/16-4

☒ Contract
☒ Re-Bid
 ☐ Other
 LIVING WAGE APPLIES: ☒ YES ☐ NO

Requisition No./Project No.: RFP-00361
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Contract Employee Services

Description: The purpose of this solicitation is to establish a contract for the purchase of contract employee services in conjunction with the County's needs on an as needed when needed basis.

Issuing Department: Internal Services
 Contact Person: Fred Taylor
 Phone: (305) 375-1078

Estimate Cost: \$24,688,970
 Funding Source: General
General
Federal
Other
Proprietary

ANALYSIS

Commodity Codes:	<u>964</u>			
Contract/Project History of previous purchases three (3) years Check here ☐ if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:	<u>Various</u>	<u>Various</u>	<u>Various</u>	
Small Business Enterprise:	<u> </u>	<u> </u>	<u> </u>	
Contract Value:	<u>\$14,992,000.00</u>	<u>\$15,757,000.00</u>	<u>\$18,881,000.00</u>	
Comments:				
Continued on another page (s): ☐ YES ☐ NO				

RECOMMENDATIONS

	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
SBE	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Basis of recommendation:				
Signed: <u>Fred Taylor</u>		Date sent to SBD: <u>04/01/2016</u>		
		Date returned to DPM: <u> </u>		



BID NO.: FB-00361

OPENING: 2:00 P.M.

, 2016

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

**TITLE:
CONTRACT EMPLOYEE SERVICES**

**FOR INFORMATION CONTACT:
Fredrick Taylor, 305-375-1078, taylorf@miamidade.gov**

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: FB-00361

Bid Title: Contract Employee Services

Procurement Officer: FREDRICK TAYLOR

Bids will be accepted until 2:00 p.m. on , 2016

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**

SECTION 1
GENERAL TERMS AND CONDITIONS

TITLE

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-8.pdf>

SECTION 2
SPECIAL CONDITIONS
CONTRACT EMPLOYEE SERVICES

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of contract employee services in conjunction with the County's needs on an as needed when needed basis.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years. The contract shall expire on the last day of the month of the contract term.

During the five (5) year term, the County may consider an adjustment to price based on changes in the following pricing index: Miami-Dade County Living Wage Rates (as applicable) or the Employment Statistics, Quarterly Census of Employment and Wages, Miami-Dade County, Florida area; Total, all industries for Local Government (Series ID. ENU1208610310)

2.3 PRE-BID CONFERENCE (RECOMMENDED):

A pre-bid conference will be held on TBD, 2016 at Stephen P. Clark Center, 111 NW 1 St. Miami, FL 33128 on the 18th floor, in conference room no. TBD to discuss the special conditions and specifications included within this solicitation. It is recommended that a representative of the firm attend this conference as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

Vendors are requested to bring this solicitation document to the conference, as additional copies may not be available. "Multiple members of individual community councils may be

2.4 METHOD OF AWARD BY LINE ITEM

Award of this contract will be made to the three (3) lowest priced responsive, responsible vendors on a line item basis.

While the award will be made to multiple vendors by line item to assure availability, the lowest priced vendor for each line item will be given the opportunity to perform as appropriate to meet the County's needs.

2.5 MINIMUM QUALIFICATIONS & SUBMITTALS

Bidders shall be regularly engaged in the business of providing temporary employment agency services. Bidders shall provide documentation with their bid submission that demonstrates their ability to satisfy the minimum qualification requirements.

Bidders shall provide the following documentation with their bid submission:

1. Three (3) references must be listed with the bidder's Submittal completed on **Attachment B** References . The references listed must be prior or current customers for which the bidder has provided the services described in this solicitation prior to the bid opening date of this solicitation.

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2. References must include the customer's company name, title, address and telephone number of the contact person, and project start and end dates who can verify that the Bidder has successfully provided the services that the Bidder is offering under this solicitation. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in contract/temporary employment agency services. County, at its sole discretion, may request additional information in order to assess the Bidder's responsibility.

2.6 LOCAL OFFICE

Vendor shall maintain an office within the geographic boundaries of Miami-Dade or Broward Counties, Florida. The office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract. The vendor must have an established local office at least thirty (30) business days prior to the contract effective date.

2.7 ASSIGNMENT REQUIREMENTS/NOTIFICATION

A minimum lead time of five (5) work days shall be given to the desired starting date for any specific assignment. However, in cases of urgency, lead time may vary. Upon written official notification by the County and within the specified lead time, the lowest priced vendor shall provide individual(s) for the job classification(s) requested by the specific department(s) at the time and place requested. If the lowest priced vendor fails to provide qualified individual(s) for the assignment, within the specified lead time, the County will request the services from the next lowest priced vendor and so on.

Failure to perform as noted may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

2.8 INTERVIEW AND SELECTION OF CONTRACT EMPLOYEE

County shall have the option to request more than one individual at a time for any specific assignment and to interview and select the best candidate for the specific assignment at no cost to the County.

2.9 DRUG AND ALCOHOL TESTING OF CONTRACT EMPLOYEE

Vendor(s) must provide drug and alcohol testing of all personnel supplied by the vendor(s) to the County, and proof of drug and alcohol test prior to the acceptance of any personnel approval for an assignment. Vendor(s) shall bear all costs associated with the initial drug and alcohol tests. Drug and alcohol testing must be performed in accordance with Miami-Dade County's Drug Testing Protocol. Vendor(s) employees must test negative in order to begin to work.

Miami-Dade County's Random Drug Testing Policy shall apply to the vendor's employees while working on an assignment. Miami-Dade County user department(s) will be responsible for the cost of the random drug testing and the vendor(s) employee will be paid at his/her regular hourly rate for the time spent in random drug and/or alcohol testing. Random drug testing is the only exception to the vendor(s) bearing all cost associated with providing the services requested in this contract. Should any vendor's employee test positive during random drug and/or alcohol testing, the vendor's employee assignment with Miami-Dade County will be terminated immediately.

Any vendor's employee who tests positive for drugs or alcohol shall not be re-submitted as a candidate for any County assignment. All vendors' employees selected as candidates for assignments must be informed by the vendor, in writing of these policies.

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2.10 FDLE & VECHS BACKGROUND CHECK

Prior to hiring any temporary employee, the County, at its own expense, will conduct a comprehensive criminal background check by accessing the Florida Department of Law Enforcement's (FDLE) Volunteer and Employee Criminal History System (VECHS). The County, through the VECHS program shall request fingerprint based criminal history background checks for all contingent personnel hired under this contract. Through the VECHS program, the FDLE and the Federal Bureau of Investigation (FBI) will provide state and national fingerprint based criminal history information on applicants. All contingent personnel shall be required to sign an authorization for the County to access criminal background information. Temporary agency personnel shall not commence performance under this contract until notice of acceptability has been provided by the County.

Note: County reserves the right to request, at its expense, a background check and drug screening for any temporary worker whose background check and drug screening was conducted more than twelve (12) months prior to the initial background check and drug screening.

2.11 PARKS, RECREATION AND OPEN SPACES BACK GROUND CHECK

Contract employees assigned to Miami-Dade Parks, Recreation and Open Spaces Department (PROS) must undergo a national criminal background check in accordance with Resolution 71-05 and Chapter 26, Section 39 of Parks Rules and Regulations. Miami-Dade Park and Recreation Department will bear the costs of conducting the national criminal background check.

Furthermore, employees assigned to PROS must also be available to provide clerical support, to include monitoring and tracking expenditures for the Federal Emergency Management Agency (FEMA) in the event of a storm or hurricane.

PROS will provide the additional job description details upon request for each position.

2.12 CONTRACT EMPLOYEE PERRORMANCE

Vendor(s) shall be required to monitor the performance of their employees on a periodic basis while they are assigned to the County.

Vendor(s) are required to comply with the Immigration Reform Act of 1986 (IRCA) which requires all individuals hired after November 6, 1986 to provide employers with proof of citizenship or authorization to work in the United States.

2.13 QUALIFICATION OF CONTRACT EMPLOYEE

Vendor shall provide individual(s) who at a minimum, meet the qualifications and have the knowledge, formal education, training, licenses, skills, and abilities as outlined in the individual job descriptions that are available to all vendors at their request. If requested by the County department, the vendor shall provide references, documentation, and information concerning required licenses, educational level, and/or employment experience of the individual within one (1) working day after requested by the County department. In the event that any individual assigned to any department in the County by the vendor is found to be unqualified for his/her specific assignment, the County will notify the vendor who shall dismiss such employee as requested by the County. Miami-Dade County will be the sole judge of qualification and its decision shall be final.

2.14 CONTRACT EMPLOYEE CONFIDENTIALITY

In accordance with all applicable laws, regulations, and procedures, the vendor(s) and the individuals provided by the contractor shall maintain strict confidentiality of all information and records which

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the vendor(s) or the individuals provided by the vendor(s) may come in contact or be privy to in the course of providing services. Vendor(s) and the individuals provided by the vendor(s) shall affirm, in writing, that confidential information shall not be disclosed either during or after the provision of services or following the termination of the contract or of an individual's employment with the vendor(s).

NOTE: All vendor(s) employees selected for County for assignments must be informed by the vendor(s) in writing of this policy.

2.15 LIMITATIONS OF OPERATIONS

With the expectations noted in the Technical Specifications, and Special Conditions of this solicitation, the vendor shall provide services any time of the day, any day of the week, as requested by the County. However, the County anticipates that the majority of the services will be needed between the hours of 7:00 a.m. and 5:00 p.m. Mondays through Fridays. A typical work week shall consist of forty (40) hours.

2.16 COUNTY OBSERVED HOLIDAYS

Vendor shall not provide any personnel to perform services to the County department on holidays officially observed by the County, unless such services are approved in writing by the County. If such services are required on official holidays observed by the County, the County will notify the vendor in advance.

Holidays currently observed by Miami-Dade County are:

- New Year's Day
- Martin Luther King Jr. Birthday
- Presidents Day, Memorial Day
- Independence Day, Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas

NOTE: Holidays shall be billed at the regular hourly billing rates. No additional allowances will be given for Holidays worked.

2.17 ADDITIONAL JOB CLASSIFICATIONS MAY BE ADDED OR DELETED

Although this Solicitation identifies specific job classifications, it is hereby agreed and understood that job classifications may be added to or deleted from this contract at the option of the County. The vendors under this contract will receive from the County the job classification title and specifications. If appropriate, Living Wage and Small Business Enterprise (SBE) Bid Preference will apply and it will be indicated in the request to add the position(s).

Awarded vendors for shall be asked to provide a quote for any additional job classifications to be added in accordance with Section 2.17. The three (3) lowest priced responsible, responsive vendors for any new classification will be based on the lowest prices quoted. Additional job classifications may be added to the contract as separate positions, at the option of the County.

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All job classifications additions and deletions shall be confirmed in the form of an addendum to the contract. In accordance with Section 1, Paragraph 1.9 entitled "Non-Exclusivity", the County reserves the right to issue separate solicitations for any job classification(s) not currently specified in this contract or in the event that the contract vendors are unable to satisfy a request for a new job classification.

2.18 PRE-QUALIFICATIONS AND SUBSEQUENT SPOT MARKET PROCEDURES

A pre-qualified pool of vendors will be established under all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation. These vendors shall be pre-qualified to participate in subsequent spot market quote as required by the County on either an as-needed or on a periodic basis. This pool will be established without any contractual obligations until the time that a spot market quote has been awarded.

When such spot market quote(s) are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific position, or a specific contract period. The vendor(s) then offering the lowest fixed price shall be awarded for the specific period or position. The award to vendor(s) for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific positions.

During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established in this solicitation.

Spot market pricing procedures may be initiated by either the Department of Procurement Management or the County user department. All pre-qualified vendors will be contacted for quotes for any position(s) on an as needed basis.

2.19 METHOD OF PAYMENT: PERIODIC PAYMENTS FOR COMPLETED ASSIGNMENTS

Payment shall be made upon the certification by an authorized Miami-Dade County representative that the work assignment is satisfactorily completed. Payment will be either a lump-sum at the completion of each specific work assignment or on a weekly basis, whichever occurs first.

Vendor(s) supplying Contract Employment Services to Miami-Dade County are required to furnish the following information on their pre-numbered imprinted business invoices and weekly job tickets for personnel performing services.

- A. Purchase Order Number
- B. Job Number
- C. Assignment Location
- D. Individual's Full Name
- E. Employee Number
- F. Job Classification
- G. Date
- H. Number of Hours worked
- I. County Acceptance/Authorized Signature

NOTE: Overtime will be considered only when previously approved by the County in writing and after forty (40) hours of work per week by the individual according to the Fair Labor Standards Act (FLSA).

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2.20 HOURLY BILLING RATE

The hourly billing rate quoted shall include but not be limited to full compensation, any necessary equipment, Federal Insurance Contribution Act (FICA), Medicare, State Unemployment Tax Act (SUTA), Federal Unemployment Tax Act (FUTA), Worker's Compensation and Liability Insurance, Unemployment Compensation, Administrative, Overhead, Profit and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. Vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida.

2.21 OVERTIME PREMIUM

Compensation to the vendor for hourly work during regular hours is a fully burdened rate and includes all costs of doing business as well as profit.

Overtime may be billed by the vendor only if the overtime hours were previously approved by the County in writing and after the vendor's employee has worked 40 hours in a week. For any overtime approved by the County, the County will pay an overtime premium, per hour, that includes only the actual incremental pay to the employee's hourly rate for overtime. County will not accept one and a half times the regular billing rate as the overtime billing rate.

EXAMPLE:

(A) Vendor Hourly Billing Rate to County	(B) Vendor Hourly Pay Rate to Vendor's Employee	(C) Maximum Overtime Premium billed to County for Approved Overtime (not to exceed 1/2 vendors hourly pay to employee) (1/2 of (B))	(D) Vendor Overtime Pay to Vendor Employee (required by law) (B) plus (C)	(E) Vendor Maximum Hourly Billing Rate to County for Overtime work (A) plus (C)
\$35.00	\$28.50	\$14.25	\$42.75	\$49.25

2.22 MERIT INCREASES FOR CONTRACT EMPLOYEE

If the vendor's employees have been assigned to the County Department under the same job classification for at least twelve (12) consecutive months, the County Department may, at the County's option, award a discretionary pay increase to the employees.

It is understood that this is an increase for those employees that display an outstanding performance. This increase shall not exceed five percent (5%) of the employee's regular hourly pay rate and may be awarded once per year. The billing rate for this employee will be adjusted to accommodate the increase payable to the employee. All pay increases must be approved by the Office of Strategic Business Management (OSBM) and the Human Resources Department.

2.23 MIAMI DADE COUNTY LIVING WAGES SUPPLEMENT GENERAL CONDITION

NOTE: Effective October 1, 2015 thru September 30, 2016 the Living Wage rate shall be \$14.46 for employees without qualifying health benefits and \$12.63 per hour for employees with qualifying health benefits which must be a minimum of \$1.83 per hour.

Bidders providing a covered service are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply to any

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contract(s) awarded pursuant to this bid or issuance of a GASP/Permit or other Service Contract agreement by Miami-Dade County Aviation Department. By submitting a bid pursuant to these specifications, a bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at www.miamidade.gov.

2.24 LIMITATION OF SERVICES

In accordance with Administrative Order No. 7-35, the appointment of contractual agency employees which are expected to exceed six (6) months shall be approved by the Office of Management and Budget (OMB) and the Human Resources Department (HR). Any positions that the hiring department deems necessary to continue under contract for a period greater than one year shall require a review by the OMB and HR to determine whether the establishment of regular County positions properly classified by the HR is necessary and in the best interest of the County.

2.25 RETAINMENT OF CONTRACT EMPLOYEES BY THE COUNTY

In accordance with Administrative Order No. 7-35, individuals who were placed in the County, through an employment agency provided they have been continuously employed in a satisfactory manner for at least six (6) months in the same position, shall have the right to apply for regular County positions in accordance with the County's standard recruitment procedures as if they were County temporary employees who have developed a unique familiarity with County operations and performed in a satisfactory manner to regular County employment imposed by the County Manager. All personnel hired by the County through an employment agency shall be subject to the County's legally mandated employment requirements to include fair employment and the County's pre-employment physical examination policy.

2.26 FEDERAL, STATE AND COUNTY

Vendor(s) and their employees shall conform to all Federal, State, and County regulations while in performance of this contract. Any individual found not to conform shall not be allowed to start work, or if started, shall be required to leave the job site immediately. Continued violations by a vendor shall result in the immediate termination of that vendor from the contract.

2.27 BANKRUPTCY OR INSOLVENCY OF VENDOR

Upon filing of any bankruptcy or insolvency proceedings by or against a vendor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the vendor must notify Miami-Dade County's Department of Procurement Management immediately. Upon learning of the actions herein identified, the County reserves the right at its sole discretion to terminate the vendor from the contract.

2.28 ADMINISTRATIVE REPORTING

Consistent with the administrative needs of Miami-Dade County, certain relevant data regarding purchases of goods and/or services under County contracts is to be gathered and maintained. Accordingly, each vendor awarded on this contract is to submit a report(s) to Miami-Dade County as to the nature of the goods and/or services purchased from them by the County during. Reports are to be submitted at the request of the user department of the County.

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Report(s) shall be submitted in Microsoft Excel, utilizing the format below, to include the following: department, employee name, classification, employee hourly pay rate, hourly billing rate.

<u>Department</u>	<u>Employee Name</u>	<u>Classification</u>	<u>Employee Hourly Pay Rate</u>	<u>Hourly Billing Rate</u>
Aviation	Jane Doe	Clerk 1	\$10.00	\$15.00

3.1 **SCOPE**

This solicitation is to establish a contract for the purchase of contract/temporary employment agency services to support various Miami-Dade County departments on an as needed when needed basis. The successful bidder(s) are required to furnish contract employees, including all labor, transportation, equipment and incidentals to fulfill the specified job descriptions provided in Attachment A.

3.2 **DEFINITIONS**

The term "contract employee" refers to the temporary employee of the vendor furnishing the services. The contract employee shall be deemed an employee of the vendor and shall in no manner be deemed an employee of the County or deemed to be entitled to any benefits associated with such employment.

3.3 **CONTRACT RESPONSIBILITIES**

1. At the County's request, vendor(s) shall make available to Department of Procurement Management and all Departments under work assignment to the County, a copy of the pay rate and pay rate schedule and any changes thereof. The County reserves the right to audit the payroll, during the contract period to ensure contract compliance. If the vendor(s) is found not to be in compliance with the contract, the vendor(s) may be found in default and terminated from the contract. If at any time during the contract period, the vendor fails to adhere to the current employee hourly pay rate schedule, the County may consider the vendor(s) in default, terminate the vendor and award to the next lowest vendor.
2. Vendor(s) shall be responsible for employment screening, testing, evaluations, advertising, recruiting, and disciplinary actions involving any temporary employee under this contract.
3. With respect to every contract employee provided by the vendor, pursuant to a purchase order under the contract, and with respect to all other contract performance, the vendor shall:
 - Maintain a pool of contract employees in order to fill the County's need within five (5) business days after receipt of purchase order (in cases of urgency, lead time may vary); and
 - Be responsible for the administration and maintenance of all employment and payroll records, payroll processing, remittance of payroll and taxes, including the provision of payroll time sheets and checks; and
 - Provide timely paychecks, making deductions required of employers by state, federal and local laws, including deductions for social security and withholding taxes; and
 - Comply with the Living Wage Ordinance as stated in Section 2, Paragraph 2.33
 - Make all contributions for unemployment compensation funds as required by federal and state laws and process claims as indicated; and
 - Abide by all ordinances and laws pertaining to the vendor's operation and secure all required licenses and permits; and
 - Accurately describe the position and the benefits, including paid vacation and holiday, for all employees.
 -
4. Vendor(s) shall:
 - a) Ensure that the employee reports, ready to work, at the time and place specified on the purchase order, with the County reserving the right to reject or stop time on any employee who fails to:
 - Perform assigned duties satisfactorily; and
 - Comply with any federal, state or local regulations; and
 - Perform without disruption the activities of the customer to which the temporary employee is assigned; and
 - Perform in an acceptable manner in the judgment of the County

- b) Replace, at no expense to the County, and within forty-eight (48) hours of notification from the County, any contract employee not performing satisfactorily. Vendors shall provide quality assurance and follow-up services to ensure all employees are performing satisfactorily. Lead times may vary for unique positions. Unique positions are defined as positions specific to a department, or positions that require special minimum qualifications that require additional time to fill. The department will advise when such instances occur.) ; and
- c) Perform all services in accordance with customary, reasonable, and prudent industry standards of care



**ATTACHMENT A
JOB DESCRIPTIONS**

ACCOUNT CLERK

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.

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.

Knowledge, 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.

ACCOUNTANT 1

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.

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 statements for revenue producing organizations. Reconciles bank statements, and reconciles departmental reports with computer generated reports. Performs related work as required.

Knowledge, 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.

ACCOUNTANT 2

Minimum Qualifications:

Bachelor's degree in Accounting and one year of professional accounting experience; 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 are required. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

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 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.

Knowledge, 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. Ability to make arithmetic calculations rapidly and accurately.

ACCOUNTANT 3

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.

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. 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.

Knowledge, 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.

ADMINISTRATIVE OFFICER 1

Minimum Qualifications:

Bachelor's degree

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.

Knowledge, 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, 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.

ADMINISTRATIVE OFFICER 2

Minimum Qualifications:

Bachelor's degree

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.

Knowledge, 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, 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.

ADMINISTRATIVE OFFICER 3

Minimum Qualifications:

Bachelor's degree

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 knowledge 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 audit ability 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. 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. 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, concisely, 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.

ADMINISTRATIVE SECRETARY

Minimum Qualifications:

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

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 supervisors time in making appointments and maintains calendar; maintains supervisors 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 superiors 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 supervisors reply to correspondence demanding superiors 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. 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.

Knowledge, 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.

ADOPTION COUNSELOR

Nature of Work:

Works with volunteers to increase adoptions; photographs adoptions and keep record of positive adoption stories and provides weekly stories for publication. Monitors animals and immediately report health or behavior abnormalities to supervisor. Provides rotated breaks for dogs as part of "greet and meet" potential adopters message. Maintains inventory of event supplies and promotional materials; submit requests for re-orders to supervisor, as warranted. Respond to fax, mail or email inquiries; ensure that all concerns/issues are addressed in response; follows up with all Spay/Neuter appointments and other requirements.

Illustrative Tasks:

Greets and provides assistance with customer inquiries and ensuring that any issues they are experiencing are resolved. Reaches out to and interacts with the general public at the shelter or off-site adoption events. Speaks with prospective adopters to identify personality/traits desired in companion dog/cat. Serves as runner (transfer of dog/cat) from kennel area, through clinic, to customer service, to expedite the adoption process. Performs related financial transactions to complete shelter services transactions. Follows-up on adoptions by phone once the animal has been placed in the new home. Maintains accurate records and reports related to animal release, identification, redemption, adoption, as well as other files. Participates and assists in all in-house and off-site special events and outreach campaigns; including but not limited to transporting animals, cages, tables, displays, other equipment to and from off-site events; spot cleaning to promote animal's image, etc. Assists/educates potential animal surrender cases and provides options. Provides staffing support to customer service to address specific service needs (i.e. lost and found, reclaim, rescue, microchips, licensing, surgery, etc.) as demand arises.

Advertising Specialist

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.

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 newsletters. 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. 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.

ANIMAL CARE ATTENDANT

Minimum Qualifications:

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

ARCHITECT 1

Minimum Qualifications:

Bachelor's degree in Architecture. Four or more years of relevant experience required.

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:

Management of several projects simultaneously. Conducting Site Visits (Units and sites' inspections). Meeting with Site Managers and Regional Coordinators to discuss current project's needs. Performing Site Analysis. Preparing Project Evaluations and Recommendations. Requesting Surveys. Preparing Cost Estimates. Assisting with Consultant Selection and Negotiation. Conducting Meetings with Consultants and Contractor. Reviewing and coordinating architectural projects for technical accuracy and ensuring compliance with Agency's policies and regulations. Submit review comments. Implementation of Policies and Procedures when reviewing and approving Consultants' work. Requesting and evaluating Asbestos/Lead Paint Reports. Reviewing and processing Consultants' Invoices. Preparing Project Manuals. Creating Scope of Work and Specifications. Coordinating the design and construction documents for projects. Monitoring and coordinating projects' progress with other County Agencies (i.e.: OCl, Risk Management, etc.). Conducting Pre-Bid Meetings and Site Visits. Responding to bidders inquiries (RFI's) and issuing addenda. Attendance at BID opening, evaluating Bids and making recommendations of Responsive Bidders. Conducting Pre-Construction Meetings. Processing Purchase Orders for Departmental Contracts, etc. Review and respond to all correspondence. Conduct labor interviews and review payrolls. Coordinate Construction Administration (in-house or by consultant). Review/approve payment requisition for contractor with appropriate back-up. Conduct inspection/prepare punch list. Coordinate final close-out, warranties, etc. Provide contractor evaluation. Attend meetings as necessary.

Knowledge, 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. 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. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule.

ARCHITECT 2

Minimum Qualifications:

Bachelor's degree in Architecture. Seven or more years of relevant experience required.

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:

Management of several projects simultaneously. Conducting Site Visits (Units and sites' inspections). Meeting with Site Managers and Regional Coordinators to discuss current project's needs. Performing Site Analysis. Preparing Project Evaluations and Recommendations. Requesting Surveys. Preparing Cost Estimates. Consultant Selection and Negotiation. Conducting Meetings with Consultants and Contractor. Reviewing and coordinating architectural projects for technical accuracy and ensuring compliance with Agency's policies and regulations. Submit review comments. Implementation of Policies and Procedures when reviewing and approving Consultants' work. Requesting and evaluating Asbestos/Lead Paint Reports. Reviewing and processing Consultants' Invoices. Preparing Project Manuals. Creating Scope of Work and Specifications. Coordinating the design and construction documents for projects. Monitoring and coordinating projects' progress with other County Agencies (i.e.: OCI, Risk Management, etc.). Conducting Pre-Bid Meetings and Site Visits. Responding to bidders inquiries (RFI's) and issuing addenda. Attendance at BID opening, evaluating Bids and making recommendations of Responsive Bidders. Conducting Pre-Construction Meetings. Processing Purchase Orders for Departmental Contracts, etc. Review and respond to all correspondence. Conduct labor interviews and review payrolls. Coordinate Construction Administration (in-house or by consultant). Review/approve payment requisition for contractor with appropriate back-up. Conduct inspection/prepare punch list. Coordinate final close-out, warranties, etc. Provide contractor evaluation. Attend meetings as necessary.

Knowledge, 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. 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. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule.

ARCHITECT 3

Minimum Qualifications:

Bachelor's degree in Architecture. Ten or more years of relevant experience required.

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:

Management of several projects simultaneously. Conducting Site Visits (Units and sites' inspections). Meeting with Site Managers and Regional Coordinators to discuss current project's needs. Performing Site Analysis. Preparing Project Evaluations and Recommendations. Requesting Surveys. Preparing Cost Estimates. Consultant Selection and Negotiation. Conducting Meetings with Consultants and Contractors. Reviewing and coordinating architectural projects for technical accuracy and ensuring compliance with Agency's policies and regulations. Submit review comments. Implementation of Policies and Procedures when reviewing and approving Consultants' work. Requesting and evaluating Asbestos/Lead Paint Reports. Reviewing and processing Consultants' Invoices. Preparing Project Manuals. Creating Scope of Work and Specifications. Coordinating the design and construction documents for projects. Monitoring and coordinating projects' progress with other County Agencies (i.e.: OCI, Risk Management, etc.). Conducting Pre-Bid Meetings and Site Visits. Responding to bidders inquiries (RFI's) and issuing addenda. Attendance at BID opening, evaluating Bids and making recommendations of Responsive Bidders. Conducting Pre-Construction Meetings. Processing Purchase Orders for Departmental Contracts, etc. Review and respond to all correspondence. Conduct labor interviews and review payrolls. Coordinate Construction Administration (in-house or by consultant). Review/approve payment requisition for contractor with appropriate back-up. Conduct inspection/prepare punch list. Coordinate final close-out, warranties, etc. Provide contractor evaluation. Attend meetings as necessary.

Knowledge, 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. 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. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule.

ARCHITECT 4

Minimum Qualifications:

Bachelor's degree in Architecture. Fifteen or more years of relevant experience required. Must possess a State of Florida Registered Architect license.

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:

Monitors the progress of all projects and corresponding funding sources involving consultant selection, issuance of consultant work orders, and monitoring the completion of all projects, within the allotted time frame. Monitors compliance with the 40 year re-certifications. Monitors the resolution of all of the Notices of Violations (NOV) issued by Miami-Dade Building Department. Prepares and coordinates some of the disposition applications for demolition, disposal or sale. Assists in the preparation of the Comprehensive Fund Program (CFP) budgets and strategies. Prepares and monitors the different capital fund budgets, including revisions to these budgets. Monitors the Business Plan and manages the Miami-Dade County Scorecard. Monitors energy conservation efforts for the agency, and develop budgets, and strategic plans to implement energy conservation measures. Supervises the timely construction of all improvements by advising and addressing problems and issues that may arise throughout the construction phase of all work. Meets with staff regularly to monitor all aspects and status of all projects. Prepares status reports. Coordinates and prepares reports and other documentation as required by USHUD and County Agencies and other governmental agencies having jurisdiction. Meets with the public as required to explain 5-year plans and corresponding funding, as well as individual projects when required. Develops processes and procedures consistent with USHUD, Miami-Dade County and other applicable standards. Provides on-the-job training for new staff. Reviews processes, procedures and how agency conducts business. Reviews and approves payment requisitions, Work Orders and all other vendor-related documentation. Coordinates with Budget Analyst and makes revisions as appropriate to projects and funding sources.

Knowledge, Abilities and Skills:

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. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule.

AUTO EQUIPMENT OPERATOR 2

Minimum Qualifications:

Eighth grade. One year of experience operating medium and/or heavy-duty automotive and/or construction equipment are required. Must possess a CDL/Class A; or Eighth grade, six months of experience operating medium and/or heavy-duty automotive and/or construction equipment and successful completion of the Public Works Department Heavy Equipment Operator 2 Trainee Program or an equivalent Heavy Equipment Operator Training Program from another institution by a commission that is officially recognized by the United States Office of Education are required. Must possess a CDL/Class A. Must obtain tanker endorsement prior to the completion of the probationary period. Must pass a performance test on each of the following pieces of equipment: tandem dump truck with trailer or equivalent, track loader, and loader/backhoe combination. In the event an applicant has demonstrated safe and proper operations of the test vehicle, but failed the CDL pre-trip and/or demonstrated a minor deficiency on one of the test equipment, the applicant may be offered an Automotive Equipment Operator 2 Trainee position and will be required to pass the pre-inspection test and/or correct deficiencies prior to moving from trainee to probation status.

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 hydro cranes. Operates mow trim 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.

Knowledge, 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.

AUTO EQUIPMENT OPERATOR 3

Minimum Qualifications:

Eighth grade. Two years of experience operating medium and/or heavy-duty automotive equipment or medium and/or heavy-duty construction equipment are required. Must possess a CDL/Class A. A performance skills test will be given.

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.

Knowledge, 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.

Bridge Operator

Minimum Qualifications:

Eighth grade. Must have own transportation and be able to work a shift schedule to include weekends. Must possess a Driver license.

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.

Buyer

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.

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.

Knowledge, 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. 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.

Carpenter

Minimum Qualifications: Eighth grade. Two years of skilled carpentry experience are required. Must possess a Driver license and own hand tools.

Nature of Work:

This is skilled work at the journeyman level in the construction, maintenance and repair of 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, 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.

Knowledge, 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.

CHEMIST 1

Minimum Qualifications:

Bachelor's degree in Chemistry or a natural science field.

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 spectrophotometer; 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.

Knowledge, 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.

CHILD CARE PROGRAM SPECIALIST

Minimum Qualifications:

Bachelor's degree in Early Childhood Education, Elementary Education, Child Development or a related field.

Nature of Work:

This is professional and related administrative work in the assessment of and technical assistance to programs at subcontracted child care centers in the county. Employees in this class are responsible for systematic visits to an assigned group of child care centers for the purpose of observation, assessment and technical assistance to such programs. Emphasis of the work is primarily on monitoring programs in operation to insure compliance with departmental and funding source requirements, quality of child care, and identification of child care needs. Related responsibilities include making home visits to families of children with special needs or adjustment problems, referring families to community resources, assisting child care center personnel in correcting deficiencies found,

and assisting centers in implementing parent interest and activities. Incumbents follow established program guidelines in conducting observation visits, but have independence of action in assisting centers with problem areas and giving further training to center staffs in the care and development of children. Some employees in the class may be assigned to career counseling and training for the agency staff and child day care home personnel in subcontracted home care facilities, as well as inspection of day care homes. Supervision is received from an administrative superior who reviews program reports and evaluates work for quality of results in effectiveness of child care center operations and their conformance with licensing and other requirements.

Illustrative Tasks:

Visits assigned subcontracted child care centers on a regularly scheduled basis; observes programs in operation, completes standard program observation reports, and identifies deficiencies; reviews compliance with health and safety requirements and licensing standards. Observes children to note quality of care, and identification of special needs or adjustment problems; discusses problems such as poor attendance, failure of children to respond to care, or inattentive children with center personnel. Makes home visits to assess family situations relating to child care; assists family members by referral to community financial, social service or other resources; follows up to determine if assistance had aided in child attendance and response to care. Gives training to center staffs as needed in child care and development concepts, techniques and aids; assists in skills needed to plan effective activities for children and parent involvement. Assists centers to correct deficiencies within a specified period of time; as assigned, assists day care homes to meet standards and correct deficiencies. Prepares monthly and biannual program assessment reports; assists subcontractors in preparing requests for renewal of contracts or expansion of contractual services. Develops plans for and implements parent activities in assigned centers. Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of early childhood education theories, principles and practices. Knowledge of Federal and State funding source program policies, requirements, and regulations for operation of subcontracted child care centers. Knowledge of departmental policies and procedures in the operation of subcontracted child care centers. Knowledge of established monitoring policies and procedures in the observation and assessment of child care centers. Knowledge of child behavior management and child development techniques. Knowledge of various play and learning activities of interest to and suitable for development of preschool children or after school programs. Knowledge of various social service and other resource agencies in the community. Ability to carry out thorough and complete program inspections and assessments of child care centers, and day care homes as assigned. Ability to interpret and explain Federal, State, and departmental regulations to child day care providers. Ability to detect deficiencies in child care center operations and assist center personnel in correcting them promptly. Ability to prepare complete assessment reports of center operations. Ability to meet assigned inspection schedules for assigned day care centers. Ability to establish and maintain rapport with child day care providers. Ability to detect special needs of children and train center personnel in child behavior management and development skills and techniques. Ability to deal effectively with parents or parent groups and involve them in center activities. Ability to assist families with problems in child attendance and need for community resource assistance.

CHILD CARE TRAINING SPECIALIST

Minimum Qualifications:

Bachelor's degree in Early Childhood Education, Elementary Education, Child Development or a related field. One year of teaching children and/or training the child care providers is required.

Nature of Work:

This is advanced professional training work in a child development services program for Miami-Dade County. An employee in this class is responsible for developing individual training plans and providing on-site and group training sessions for family day care providers. Responsibilities include assisting in coordinating family day care conferences and seminars, administering periodic family day care assessments, preparing monthly activity packets, compiling annual reports of activities, and providing on-site technical assistance to family day care providers. The incumbent exercises some independent judgment in providing training to family day care providers in the care and development of children. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

Illustrative Tasks:

Provides on-site or group training sessions for family day care providers; maintains records and current training files on each provider; prepares monthly activity packets. Assists in the coordination of periodic family day care conferences and makes presentations; attends conferences, seminars and in-service training. Administers semi-annual family day care assessments; administers annual self-esteem/professional development questionnaires; orders educational equipment. Maintains weekly contacts with family day care providers and family day care umbrella agencies. Develops and implements an individual plan of action for each program needing technical assistance and/or training. Compiles monthly, quarterly, and annual reports of program activities. Provides on-site technical assistance for family day care providers including lesson plans, room arrangements, age appropriate activities for children, behavior management techniques, recordkeeping, outdoor space utilization, teacher/child interaction, program planning, parent involvement, professional development and preparing daily schedules. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of adult and early childhood education theories, principles, and practices. Considerable knowledge of funding-source reporting requirements for family day care providers. Knowledge of the organization and operation of family day care facilities. Knowledge of technical requirements of family day care providers. Knowledge of child behavior management and child development techniques. Ability to provide effective training for the staff of family day care facilities. Ability to establish and maintain effective working relationships with superiors and the staff and management of family day care providers. Ability to provide effective technical assistance in the organization and operations of family day care facilities. Ability to communicate clearly, concisely, verbally, and in writing. Ability to administer semi-annual family day care assessments.

MAINTENANCE REPAIRER (AUTOMOTIVE)

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 six-month probationary period.

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 wheel 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.

Knowledge, 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.

CLERK 1

Minimum Qualifications:

High school diploma or GED.

NATURE OF WORK:

This is routine clerical work which follows well established procedures. Employees in this class work according to well defined procedures and methods. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine assignments may be performed more independently and some initiative and judgment is utilized as experience is gained. Assignments to the class may include the operation of typewriters, adding machines, and other standard office equipment for which no previous training is required. Employees may make arithmetical or other checks upon work of other employees for accuracy, but do not exercise direct supervision over others. Work is subject to close supervision and is reviewed by superior on completion both for content and accuracy.

ILLUSTRATIVE TASKS:

Sorts and files material alphabetically, numerically, and by other predetermined categories; withdraws material from files upon request and keeps record of materials removed. Makes simple posting to various clerical, fiscal, and other records, and computer data available from records according to standard procedures. Acts as receptionist or desk clerk; answers routine questions regarding departmental activities; directs callers to proper places on the basis of their business requests; assists public in the preparation of routine forms and statements. Opens, sorts, and distributes mail; operates postage meter; bags outgoing mail; sells stamps, postcards and other postage material; keeps simple fiscal and clerical records. Completes simple forms and reproduces records by copy machine; computes per diem or other fees and posts dockets. Places telephone calls for clinic personnel; orders supplies and records deliveries; makes return appointments for clinic patients; directs patients to clinics; files patient charts and acts as receptionist during visiting hours. Prepares non-technical maps and reviews badly worn maps; works according to established color schemes to show desired information; fills in map blanks. 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 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.

CLERK 2

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.

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 knowledge. 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.

Knowledge, abilities, and skills:

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.

CLERK 3

Minimum Qualifications:

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

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.

CLERK 4

Minimum Qualifications:

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

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. 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.

COMMUNICATIONS SERV REP 1

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.

Nature of work:

This is administrative and related technical 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, touchamatic 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.

COMMUNICATIONS SERV REP 2

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.

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. 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.

DATA ENTRY SPECIALIST 1

Minimum Qualifications:

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

Nature of Work:

This is data entry and clerical work which involves moderately complex work methods, 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.

Knowledge, Skills and Abilities:

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.

ELECTIONS FIELD SPECIALIST

Minimum Qualifications:

High school diploma or GED. Must possess a Driver license.

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 judgment 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.

Knowledge, 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 and automobile safely and efficiently in traffic and under adverse weather conditions.

ELECTIONS LOGISTICS TECHNICIAN

Minimum Qualifications:

High school diploma or GED. Two years of experience in diversified warehouse activities, logistics or inventory work are required.

Job Description:

Specifications to be provided by department.

ELECTIONS SUPPORT SPECIALIST

Minimum Qualifications:

High school diploma or GED. Two years of experience in diversified warehouse activities, logistics or inventory work are required.

Job Description:

Specifications to be provided by department.

ELECTRICIAN

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.

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.

ENGINEER 1

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.

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. 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 Managers 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. 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, concisely, verbally, 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.

ENGINEER 2

Minimum Qualifications:

Bachelor's degree in Engineering. Two years of engineering experience to include water and/or wastewater systems 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.

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.

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.

ENVIRONMENTAL TECHNICIAN

Minimum Qualifications:

High school diploma or GED. Six months of clerical or field work experience in an environmental resources setting are required.

Nature of work:

This is unskilled field work in a Department of Solid Waste Management environmental compliance program. Employees in this class are responsible for performing field work in assisting in various environmental projects, maintaining environmental compliance at oil recycling centers, and assisting with set up and operations at Home Chemical Collection Centers. Duties include inspecting oil recycling centers, loading and unloading

equipment, and performing routine maintenance of field equipment and vehicles. Supervision is received from an environmental professional who reviews work for satisfactory completion of assigned tasks.

Illustrative tasks:

Inspects oil recycling centers to ensure cleanliness and adherence to standard operating procedures; assists in bringing center into compliance. Collects and screens illegally dumped motor oil and transports to oil recycling center. Picks up and delivers equipment, including traffic cones and barricades, tables and tools, from various County departments utilized during Home Chemical Collection events. Unloads containers of home chemicals from vehicles and transports to staging area at Home Chemical Collection Centers. Segregates home chemicals according to type under the supervision of environmental professionals. Performs routine maintenance of field equipment and vehicles. Performs related work as required.

Knowledges, abilities, and skills:

Knowledge of the Department of Solid Waste Management environmental compliance program. Knowledge of the records, reports, and forms used in the area of assignment. Some knowledge of environmental regulations. Ability to carry out field assignments and obtain facts through investigation. Ability to understand and follow verbal and written instructions. Ability to perform routine maintenance of field equipment and vehicles. Physical strength and agility sufficient to lift heavy objects and work long hours outdoors occasionally under adverse weather conditions. Inspects oil recycling centers to ensure cleanliness and adherence to standard operating procedures; assists in bringing center into compliance. Collects and screens illegally dumped motor oil and transports to oil recycling center. Picks up and delivers equipment, including traffic cones and barricades, tables and tools, from various County departments utilized during Home Chemical Collection events. Unloads containers of home chemicals from vehicles and transports to staging area at Home Chemical Collection Centers. Segregates home chemicals according to type under the supervision of environmental professionals. Performs routine maintenance of field equipment and vehicles. Performs related work as required.

Knowledges, abilities, and skills:

Knowledge of the Department of Solid Waste Management environmental compliance program. Knowledge of the records, reports, and forms used in the area of assignment. Some knowledge of environmental regulations. Ability to carry out field assignments and obtain facts through investigation. Ability to understand and follow verbal and written instructions. Ability to perform routine maintenance of field equipment and vehicles. Physical strength and agility sufficient to lift heavy objects and work long hours outdoors occasionally under adverse weather conditions.

ENVIRONMENTAL CHEMIST 1

Minimum Qualifications:

Bachelor's degree in Chemistry, Biology or a related field. Must present a Driver license during the interview selection process.

Job Description:

Specifications to be provided by department.

ENVIRONMENTAL CHEMIST 2

Minimum Qualifications:

Bachelor's degree in Chemistry, Biology or a related field. Must present a Driver license during the interview selection process.

Job Description:

Specifications to be provided by department.

ENVIRONMENTAL CHEMIST 3

Minimum Qualifications:

Bachelor's degree in Chemistry, Biology or a related field. Must present a Driver license during the interview selection process.

Job Description:

Specifications to be provided by department.

EXECUTIVE SECRETARY

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 net WPM. Photo identification is required to take the typing skills test.

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 executives 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 judgment 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 superiors 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 superiors 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. 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.

Knowledge, 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, 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.

FIRE PLANS PROCESSOR

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.

FORENSIC EVIDENCE RECOVERY TECH

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 drivers 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.

Nature of Work:

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.

FORENSIC PHOTOGRAPHER

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 Departments Biomedical and Forensic Photographer Preceptorship Program is required. One year of experience in forensic and biomedical photography is required.

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.

Knowledge, 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.

FORENSIC TECHNICIAN

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.

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. Knowledge, 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 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.

FOOD SERVICE WORKER 1

Minimum Qualifications:

Eighth grade. Must possess a Driver license.

Nature of Work:

This is routine food preparation and serving work in county homes and institutions. Work involves assistance to cooks, dietitians, and other personnel in kitchens or dining rooms in such tasks as cleaning and chopping fruit and vegetables, weighing, measuring and assembling ingredients for various recipes, preparing coffee in large volume, portioning and cutting desserts and serving food in cafeterias or on hospital wards. Employees in this class are required to observe established sanitary standards in the preparing, handling and serving of food, and in their personal hygiene, and are responsible for courtesy and a pleasant demeanor in serving patrons of the dining service. Work is performed under immediate supervision of cooks, dietitians or other personnel who inspect work in progress and review results obtained.

Illustrative Tasks:

Cleans and chops vegetables and fruits; weighs, measures and assembles ingredients for cooks; mixes and unmolds gelatin salads; makes coffee and toast. Portions and cuts desserts; portions out salad dressings and salads, and pours between meal nourishments. Serves food to customers in cafeteria lines; keeps cafeteria line supplied with

hot foods; loads steam carts for delivery to hospital floors and sets up trays for patients. Serves food to patients and keeps records of such service as required. Cleans kitchens and dining rooms; operates automatic dishwashers as assigned; dusts tables; cleans sugar bowls, salt and pepper shakers and kitchen utensils. Performs related work as required.

Knowledge, Abilities and Skills:

Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service. Some knowledge of the use and care of food service equipment and kitchen utensils. Some knowledge of food preparation and serving procedures in the unit of assignment. Ability to secure a health card at the time of appointment. Ability to understand and follow verbal and written instructions. Ability to work under conditions of high temperature. Ability to maintain a sympathetic attitude towards patients.

GRAPHICS DESIGNER

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.

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.

Knowledge, 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. 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.

INVENTORY CLERK

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 Driver license. Must have and maintain a good driving record.

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.

Knowledge, 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. 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.

HEAVY EQUIPMENT OPERATOR

Minimum Qualifications:

High school diploma or GED. Two years of experience operating heavy construction equipment to include backhoe, excavator, lowboy and payloaders 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.

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 sidelifit 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" sludge for sale to an outside market.

Operates diesel powered vactor 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.

HEAVY TRUCK TIRE REPAIRER

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.

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.

HORTICULTURAL ASSISTANT

Minimum Qualifications:

Eighth grade. One year of experience in interior plant maintenance is required. Must possess a Driver license.

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 sun grown and shade house 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.

Knowledge, Abilities and Skills:

Knowledge of good watering, fertilizing, and other cultural practices for the proper growth and maintenance of foliage and sun grown 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 sun grown and shade house grown container plants. Physical strength and agility sufficient to perform assigned duties.

JUNIOR WEB DESIGNER

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.

Nature of Work:

Provides assistance in the design and developing of websites using XML, HTML, .NET, CSS and JavaScript.

JUNIOR WEB PUBLISHER.

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.

Nature of Work:

Provide assistance in the research, development and posting of content for the web and knowledge management systems.

LABORATORY TECHNICIAN 1

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.

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. Informs chemists when reagents or equipment require reordering or repairs. Performs related work as required.

Knowledge, 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.

LABORER, UNSKILLED

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.

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 knowledge 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.

Knowledge, 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.

LIABILITY CLAIMS COORDINATOR

Minimum Qualifications:

High school diploma or GED. Five years of 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.

LIBRARIAN 2

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. Must be able to work nights and weekends.

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 readers 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. 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. 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.

MAINTENANCE MECHANIC

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.

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 hand tools, 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 door locks, 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 solenoids, 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 REPAIRER

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.

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.

Knowledge, 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.

MAINTENANCE SUPERVISOR 1

Minimum Qualifications:

High school diploma or GED. Five years of skilled trades experience to include supervisory experience are required.

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.

Knowledge, 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.

MDT OPERATION/MAINTENANCE INSTRUCTOR (RAIL TRANSPORTATION)

Minimum Qualifications:

Bachelor's Degree or High School Diploma/GED with 5 years of progressively responsible rail operation experience. Minimum 5 years of progressively responsible Metrorail and/or Metromover operation experience. Must possess a valid Florida Driver's License

Nature of Work:

This is specialized instructional work in the training of Bus Operators for a public transportation system. Employees in this class conduct all phases of new operator training including instruction on the road, in the classroom, and through individual counseling sessions. In addition, an important segment of work involves conducting field and classroom accident prevention training and safety education programs for all Bus Operators. Training guides, materials, and classroom schedules are provided by a superior but the incumbent must exercise discretion in evaluating student performance and progress. Work is reviewed by the training supervisor through observation of the classroom presentation and student response to the various instructional techniques.

Illustrative Tasks:

Program Development

Deliver and assist to develop the training program for Vehicle Maintenance Electronic Technician, Rail Vehicle Technician/ATP, Rail Vehicle Maintenance Supervisor and Engineer positions to include Original Equipment Manufacturer Maintenance and Operational techniques, MDT Rules and Procedures, and regulatory mandates and APTA guidelines and standard practices.

- Makes recommendations for change or revision to training programs.
- Consults with superiors to identify specific training needs.
- Prepares training manuals, exams, performance skills tests and evaluations.
- Prepares training aids, charts, transparencies, Power Point presentations, equipment simulators and mock-ups.
- Prepares written trainee evaluations of the participant performance and progress.
- Rail Vehicle Electronic Technician Training Program.
- Delivers training programs for Preventive Maintenance, Running Maintenance and troubleshooting techniques for the following electrical systems:
 - Couplers & Draft Gear
 - Operator's Cab
 - Door Control
 - Heating Ventilation & Air Conditioning
 - Lighting
 - Auxiliary Electric
 - Propulsion
 - Truck Assemblies
 - Friction Braking
 - Communications
 - Automatic Train Control
 - Vehicle Monitoring System
- Rail Vehicle Technician/ATP Training Program

- Delivers training programs for Preventive Maintenance, Running Maintenance and troubleshooting techniques.
- Rail Vehicle Supervisor Training Program
 - Delivers training programs for Preventive Maintenance, Running Maintenance and Equipment Quality Assurance Techniques.
- Rail Vehicle Engineer Training Program
 - Delivers training programs for Preventive Maintenance, Running Maintenance and Equipment Quality Assurance Techniques.

Program Delivery

Provide and deliver the overall highlighted task for Vehicle Maintenance Electronic Technician, Rail Vehicle Technician/ATP, Rail Vehicle Maintenance Supervisor and Engineer positions.

- Provides training demonstrations with applicable test instrumentation.
- Provides training on system hardware operations, diagnostics and troubleshooting, system test equipment use and procedures and evaluates students training performance.
- Supervises trainees for duration of various courses.
- Make proper utilization of training techniques, lecture method, lectures and demonstrations, demonstration and student participation, use of mock-up, questions and answers and student evaluations.
- Consults with Supervisor to identify aids and answers and student evaluations.
- Insures the availability of classroom space, mock-up and visual aid equipment at the time and place of specific training program.

Record Keeping

- Maintains accurate and complete student training/performance records.
- Develop and maintain personnel training requirements and training notification alerts.

Knowledge, Abilities and Skills:

Acts as subject matter expert for all Rail Vehicle Maintenance and Operations concerns. Assess training needs. Considerable knowledge of rail vehicle electronic equipment. Knowledge of methods and practices used in providing classroom instruction. Knowledge of techniques in planning and evaluating procedures used to develop training modules. Ability to present and speak in front of groups

MICRO COMPUTER SPECIALIST

Minimum Qualifications:

Graduation from an accredited high school. GED or high school equivalence is acceptable. Completion of 60 semester credits from an accredited college or university to include a minimum of 15 credits in Computer Science. OR Two years of experience in micro-computer operations are required.

Job Specifications:

Specifications to be outlined by each department.

MICROGRAPHICS TECHNICIAN 1

Minimum Qualifications:

High school diploma. Six month experience operating microfilm equipment and processing film is required. Some experience in the operation of photo static 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. 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 smudging. Makes certified copies of such documents as military discharges, deeds, mortgages, marriage certificates, and official court records. Confers with departmental personnel via telephone on non-technical microfilming requirements and storage needs. Performs related work as required.

Knowledges, abilities, and skills:

Knowledge of microfilm, film processing, and photo static techniques and procedures. Knowledge of the operating principles and maintenance needs of microfilm machines, readers, film processors, and related photocopy equipment. Knowledge of developing solutions and techniques used in microfilm, photo-chemical and photo static 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.

MICROGRAPHICS TECHNICIAN 2

Minimum Qualifications:

High school diploma or GED. Six months of experience operating microfilm equipment and processing film are required. Some experience in the operation of photo static and microfilm equipment; graduation from a standard high school or vocational school.

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 smudging. Makes certified copies of such documents as military discharges, deeds, mortgages, marriage certificates, and official court records. Confers with departmental personnel via telephone on non-technical microfilming requirements and storage needs. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of microfilm, film processing, and photo static techniques and procedures. Knowledge of the operating principles and maintenance needs of microfilm machines, readers, film processors, and related photocopy equipment. Knowledge of developing solutions and techniques used in microfilm, photo-chemical and photo static 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.

MINI COMPUTER OPERATOR 1

Minimum Qualifications:

High school diploma or GED

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.

Knowledge, 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.

MINI-COMPUTER PROGRAMMER/ANALYST 1

Minimum Qualifications:

Graduation from an accredited high school. GED or high school equivalence is acceptable. Completion of 60 semester credits from an accredited college or university to include a minimum of 15 semester credits in Computer Science. One year of experience in systems analysis and programming is required. OR Completion of 45 semester credits from an accredited college or university. Three years of experience in systems analysis and programming are required.

Nature of Work:

This is specialized technical computer programming work in a complex mini-computer data processing installation. Employees in this class are responsible for computer program design and some systems analysis work in a complex mini-computer data processing activity. Emphasis of the work is on performing computer program design, coding, testing, debugging, documentation and implementation of real time or interactive systems using dedicated mini-computer hardware in a location remote from a central data processing facility. Responsibilities include developing, modifying or maintaining specialized software dedicated to a particular application using a mini-computer, and performing some system analysis work including preparing feasibility studies, reviewing systems proposals and assisting in system design. Employees in this class are associated with a mini-computer operation, and may be assigned to operate the mini-computer. Supervision is received from an administrative or technical superior who reviews work for quality of results and attainment of objectives.

Illustrative Tasks:

Writes computer program code in a specialized language, using the appropriate job control language utilized in a mini-computer installation. Programs specified applications or program modules within the operating department. Designs or modifies programs supporting specific functions such as communications, graphics, database or operating systems interface. Troubleshoots, diagnoses and fixes software and, occasionally, hardware problems as they occur. Represents department in technical interfaces with central data processing technicians. Reviews equipment and software status and problems with supervisors and vendors. Develops flow charts, decision tables, record layouts and report formats unique to the department's application. Assists in planning, writing reports, processing data processing related forms, documentation, and other duties required to develop programs in the department. Utilizes all available productivity tools and file access methods to efficiently and economically satisfy programming needs within the department. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of computer programming. Knowledge of the specialized computer language and file access methods applicable to a mini-computer system. Knowledge of the operating characteristics of mini-computer data processing equipment. Knowledge of the design and capabilities of mini-computer hardware and software. Ability to design mini-computer program logic and code in the appropriate computer programming language. Ability to diagnose and correct software problems as they occur. Ability to develop feasibility studies and review systems proposals concerning applications for mini-computer data processing. Ability to operate mini-computer and peripheral data processing equipment. Ability to communicate clearly and concisely, verbally and in writing. Ability to work independently with a minimum of instruction and supervision. Skill in detection of mini-computer programming and equipment malfunctions.

MOBILE EQUIPMENT TECHNICAL SPECIFICATIONS WRITER

Minimum Qualifications:

Bachelor's degree in Industrial Management, Business Administration, Public Administration or a related field. UPPCC or NIGP Management or Supervisory level Procurement Certification, CPPO or equivalent, and fifteen (15) or more years of experience writing broad based mobile equipment specifications and fifteen (15) years of broad based wide ranging experience writing mobile equipment support contract specifications for parts and support services for a large multi-location decentralized and diverse fleet management program. A Master's Degree in Business or Public Administration or a business-related field may substitute for up to two years of the required experience. Certificate of Completion of course work at the Florida International University Academy for Strategic Management and the Sterling Program Institute preferred.

Nature of Work:

This is highly advanced and responsible technical and administrative work in planning, scheduling, organizing, creatively writing and implementing, through the County's Procurement Management system, broad based mobile equipment specifications to facilitate the acquisition of wide ranging varieties of mobile equipment. This same skill and educational level will be required to write specifications to acquire all varieties of mobile equipment parts and service support for a large diverse decentralized fleet management program.

The individual in this position is responsible for planning, writing, implementing and organizing various specifications for the bidding and acquisition of a wide variety of light, medium and heavy mobile equipment in addition to construction, refuse collection and disposal, trash collection and disposal, aerial and other equipment varieties in all aspects of fleet management operations. Responsibilities include the preparation and/or review of technical specifications for the acquisition of a large variety of automotive equipment used throughout the County and for the writing, origination and/or review of specifications for related parts, goods and services which may be required to support maintenance operations and assure proper specification and procurement procedural methods and regulations are followed. Expenditure planning and monitoring and contractual expenditure planning for compliance with Federal, State and county laws, rules, regulations and departmental goals and objectives is required.

Knowledge, 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 mobile fleet and departmental operations. Thorough knowledge of inventory control and county procurement and requisitioning procedures. Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment. Considerable knowledge of the use of data processing and cost accounting systems. Knowledge of public relations principles and techniques. Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures. Ability to express ideas and information clearly and concisely, both 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 administrative operations to determine if departmental goals and objectives have been met.

OFFICE SUPPORT SPECIALIST 1

Minimum Qualifications:

High school diploma or GED. 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.

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 non-technical 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 from 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.

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

OFFICE SUPPORT SPECIALIST 2

Minimum Qualifications:

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

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 knowledge. 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 knowledge 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.

Knowledge, Abilities and Skills:

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.

OFFICE SUPPORT SPECIALIST 3

Minimum Qualifications:

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

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 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.

Knowledge, 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.

PAINTER

Minimum Qualifications: Eighth grade. Two years of experience painting building structures or facilities are required. Must possess a driver license. Must be able to work from scaffolding at heights and near water hazards

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.

PARALEGAL SPECIALIST 1

Minimum Qualifications:

A paralegal certificate and Associates degree.

Job Specifications:

Specifications to be outlined by each department.

PERSONNEL TECHNICIAN

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

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 knowledge 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. 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, verbally, and in writing.

PLANT ELECTRICIAN

Minimum Qualifications:

Must possess a Miami-Dade County Journeyman 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 license.

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, switch gear, motor controllers, transformers, wiring systems, electronic components and other related equipment. Installs, alters, repairs, and maintains special metering, control, telemeter 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.

Knowledge, 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, telemeter, 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.

PLASTERER

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.

PLUMBER

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

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.

POOL MANAGER

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

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 life guarding 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 life guarding duties as required. Checks resuscitator, first aid kit, backboards, gas masks to assure proper operation; may perform minor repairs. Performs related work as required

Knowledge, 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 life guarding 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

POOL / LAKE LIFEGUARD 1

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.

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 life guarding 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.

Knowledge, abilities, and skills:

Knowledge of approved life guarding 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

POOL / LAKE LIFEGUARD 2

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.

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 life guarding 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

Knowledge, abilities, and skills:

Knowledge of approved life guarding 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.

POOL / LAKE LIFEGUARD 3

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.

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 life guarding 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.

Knowledge, abilities, and skills:

Knowledge of approved life guarding 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

PROCUREMENT CONTRACTING ASSOCIATE

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.

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.

Knowledge, 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. 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.

PROCUREMENT CONTRACING OFFICER 1

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

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.

PROCUREMENT CONTRACING OFFICER 2

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.

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.

PROFESSIONAL ENGINEER 1

Minimum Qualifications:

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience to include design, construction and management of mechanical, electrical and plumbing engineering projects is required. Must present a Driver license during the interview selection process.

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 knowledge 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.

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.

Knowledge, 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 knowledge 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.

PROFESSIONAL ENGINEER 2

Minimum Qualifications:

Bachelor's Degree in Civil, Mechanical, or Structural Engineering. Registration as a Professional Engineer or equivalent expertise and experience, is required. Seven or more years of relevant experience required.

Nature of Work:

This is an engineering level position which includes the ability to perform engineering functions noted below with supervision from a senior engineer. Provides services in Civil, Mechanical, or Structural engineering. Responsible for entire project cycle to include design, development contract documents, construction and project completion.

Illustrative Tasks:

Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost and equipment selection. Prepare and interpret blueprints, develop schematic drawings, layouts and other visual aids. Prepare technical construction specifications. Perform Civil engineering duties coordination or surrounding the following; public works, buildings, sub-divisions, drainage, traffic, road, airport, tunnel, bridge, water supply, sewage, and environmental systems. Perform Mechanical engineering coordination or duties surrounding the following; mechanical devices, components, engines, transportation equipment, environmental control, materials handling, machine tools, robots, automated manufacturing equipment, and power producing machines such as internal combustion engines, steam and gas turbines, and jet and rocket engines. Manage construction document process. Manage project issues, budgets, and schedules. Review and critique proposed changes to engineering standards, policies, or details. Review development plans for compliance with adopted engineering standards and good engineering practices. Meet with the general public and/or developers, landowners, and interest groups concerning zoning, subdivision projects, building projects, and engineering regulations, standards, or policies. Coordinate the activities with the design and construction teams. Provide technical presentations to elected officials, appointed boards/commissions, the public, and staff. Function as chief inspector on engineering projects. Other duties as assigned.

Knowledge, Abilities and Skills:

Knowledge of applicable federal, state and local building codes and safety laws. Work requires advanced math skills, special relationship abilities, and the ability to understand "abstract" principles behind math and physics. Working knowledge of CAD tools. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule.

PROFESSIONAL ENGINEER 3

Minimum Qualifications:

Bachelor's Degree in Civil, Mechanical, or Structural Engineering. Registration as a Professional Engineer or equivalent expertise and experience is required. Ten or more years of relevant experience with complex projects.

Nature of Work:

This is a senior engineering level position. This position also includes management and supervision of other professionals performing this type of work. Provides services in Civil, Mechanical, or Structural engineering. Responsible for entire project cycle to include design, development contract documents, construction and project completion.

Illustrative Tasks:

Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost and equipment selection. Prepare and interpret blueprints, develop schematic drawings, layouts and other visual aids. Prepare technical construction specifications. Perform Civil engineering duties coordination or surrounding the following; public works, buildings, sub-divisions, drainage, traffic, road, airport, tunnel, bridge, water supply, sewage, and environmental systems. Perform Mechanical engineering coordination or duties surrounding the following; mechanical devices, components, engines, transportation equipment, environmental control, materials handling, machine tools, robots, automated manufacturing equipment, and power producing machines such as internal combustion engines, steam and gas turbines, and jet and rocket engines. Manage construction document process. Manage project issues, budgets, and schedules. Review and critique proposed changes to engineering standards, policies, or details. Review development plans for compliance with adopted engineering standards and good engineering practices. Meet with the general public and/or developers, landowners, and interest groups concerning zoning, subdivision projects, building projects, and engineering regulations, standards, or policies. Coordinate the activities of the design and construction teams. Provide technical presentations to elected officials, appointed

boards/commissions, the public, and staff. Function as chief inspector on engineering projects. Provide on-the-job training to new staff. Other duties as assigned.

Knowledge, Abilities and Skills:

Knowledge of applicable federal, state and local building codes and safety laws. Work requires advanced math skills, special relationship abilities, and the ability to understand “abstract” principles behind math and physics. Working knowledge of CAD tools. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver’s license. Work requires willingness to work a flexible schedule.

PROFESSIONAL ENGINEER 4

Minimum Qualifications:

Bachelor’s Degree in Civil, Mechanical, or Structural Engineering. Registration as a Professional Engineer or equivalent expertise and experience is required. Fifteen or more years of similar experience with complex projects.

Nature of Work:

This is a senior engineering level position which includes management and supervision of other professionals performing this type of work. This position also provides services in Civil, Mechanical, or Structural engineering. This position is responsible for entire project cycle to include design, development contract documents, construction and project completion.

Illustrative Tasks:

Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost and equipment selection. Prepare and interpret blueprints, develop schematic drawings, layouts and other visual aids. Prepare technical construction specifications. Perform Civil engineering duties coordination or surrounding the following; public works, buildings, sub-divisions, drainage, traffic, road, airport, tunnel, bridge, water supply, sewage, and environmental systems. Perform Mechanical engineering coordination or duties surrounding the following; mechanical devices, components, engines, transportation equipment, environmental control, materials handling, machine tools, robots, automated manufacturing equipment, and power producing machines such as internal combustion engines, steam and gas turbines, and jet and rocket engines. Manage construction document process. Manage project issues, budgets, and schedules. Review and critique proposed changes to engineering standards, policies, or details. Review development plans for compliance with adopted engineering standards and good engineering practices. Meet with the general public and/or developers, landowners, and interest groups concerning zoning, subdivision projects, building projects, and engineering regulations, standards, or policies. Coordinate the activities of the design and construction teams. Provide technical presentations to elected officials, appointed boards/commissions, the public, and staff. Function as chief inspector on engineering projects. Provide on-the-job training to new staff. Other duties as assigned.

Knowledge, Abilities and Skills:

Knowledge of applicable federal, state and local building codes and safety laws. Work requires advanced math skills, special relationship abilities, and the ability to understand “abstract” principles behind math and physics. Working knowledge of CAD tools. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver’s license. Work requires willingness to work a flexible schedule.

PROJECTS INSPECTOR 1

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:

Specifications to be outlined by department.

PROJECTS INSPECTOR 3

Minimum Qualifications:

This position is for an experienced construction professional including architect, engineer, contractor or other industry professional with six or more years of construction supervision experience on projects of various sizes including large complex projects.

Illustrative Tasks:

Visits sites on a regular basis and prepares a construction report, documenting delays and onsite activities, quality of work, and personnel. Takes digital photographic record of site activities, problem areas, and corrective work. Reports on all issues that arise, which need intervention/involvement by Owner or others. Prepares summaries of on-site meetings (if applicable). Reviews and provides input on construction documents during design phase. Monitors construction activities. Monitors adherence to construction documents on-site, including quality of work. Monitors adherence to construction schedule/timelines. Maintains prioritized list of items requiring resolution to review with supervisor on a regular basis. Coordinates/attends meetings with building officials as necessary. Reviews and assists in processing construction-related pay requests. Prepares and provides input on Change Order requests. Monitors receipt and responses of all Request for Information (RFI). Monitors project "close-out" process with consultant(s) and contractor(s) to include punch-list and walk-through (see USHUD guidelines). Reviews and comments on cost related information. Meets with potential contractors as necessary to review value engineering and other cost containment strategies. Reviews value engineering strategies with Architect/engineer and confirms these are implemented into the contract documents, including alternates. Perform wage rate interview of construction workers onsite and reviews Certified Payrolls for conformance with required Davis-Bacon Wages (USHUD requirement). Assists in reviewing/coordinating bid packages and handling procurement efforts as may be required. Becomes familiar with filing format and maintains hard-copy records of all reports, monitoring and submittals. Becomes familiar with USHUD, Section 3 and County requirements applicable to the project. Coordinates all work with Division Project Manager and Director.

Knowledge, Abilities and Skills:

Thorough knowledge of the principles, practices and methods of design and construction. Thorough knowledge of structural design, 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 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 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. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule

PROJECTS INSPECTOR 4

Minimum Qualifications:

This position is for an experienced construction professional including architect, engineer, contractor or other industry professional with ten or more years of construction supervision experience on projects of various sizes including large complex projects.

Illustrative Tasks:

Visits sites on a regular basis and prepares a construction report, documenting delays and onsite activities, quality of work, and personnel. Takes digital photographic record of site activities, problem areas, and corrective work. Reports on all issues that arise, which need intervention/involvement by Owner or others. Prepares summaries of on-site meetings (if applicable). Reviews and provides input on construction documents during design phase.

Monitors construction activities. Monitors adherence to construction documents on-site, including quality of work. Monitors adherence to construction schedule/timelines. Maintains prioritized list of items requiring resolution to review with supervisor on a regular basis. Coordinates/attends meetings with building officials as necessary. Reviews and assists in processing construction-related pay requests. Prepares and provides input on Change Order requests. Monitors receipt and responses of all Request for Information (RFI). Monitors project "close-out" process with consultant(s) and contractor(s) to include punch-list and walk-through (see USHUD guidelines). Reviews and comments on cost related information. Meets with potential contractors as necessary to review value engineering and other cost containment strategies. Reviews value engineering strategies with Architect/engineer and confirms these are implemented into the contract documents, including alternates. Perform wage rate interview of construction workers onsite and reviews Certified Payrolls for conformance with required Davis-Bacon Wages (USHUD requirement). Assists in reviewing/coordinating bid packages and handling procurement efforts as may be required. Becomes familiar with filing format and maintains hard-copy records of all reports, monitoring and submittals.

Becomes familiar with USHUD, Section 3 and County requirements applicable to the project. Coordinates all work with Division Project Manager and Director.

Knowledge, Abilities and Skills:

Thorough knowledge of the principles, practices and methods of design and construction. Thorough knowledge of structural design, 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 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 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. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule.

PROJECTS INSPECTOR 5

Minimum Qualifications:

This position is for an experienced construction professional including architect, engineer, contractor or other industry professional with fifteen or more years of construction supervision experience on projects of various sizes including large complex projects. This position may also require supervision of other construction-related staff.

Illustrative Tasks:

Visits sites on a regular basis and prepares a construction report, documenting delays and onsite activities, quality of work, and personnel. Takes digital photographic record of site activities, problem areas, and corrective work. Reports on all issues that arise, which need intervention/involvement by Owner or others. Prepares summaries of on-site meetings (if applicable). Reviews and provides input on construction documents during design phase. Monitors construction activities. Monitors adherence to construction documents on-site, including quality of work. Monitors adherence to construction schedule/timelines. Maintains prioritized list of items requiring resolution to review with supervisor on a regular basis. Coordinates/attends meetings with building officials as necessary. Reviews and assists in processing construction-related pay requests. Prepares and provides input on Change Order requests. Monitors receipt and responses of all Request for Information (RFI). Monitors project "close-out" process with consultant(s) and contractor(s) to include punch-list and walk-through (see USHUD guidelines). Reviews and comments on cost related information. Meets with potential contractors as necessary to review value engineering and other cost containment strategies. Reviews value engineering strategies with Architect/engineer and confirms

these are implemented into the contract documents, including alternates. Perform wage rate interview of construction workers onsite and reviews Certified Payrolls for conformance with required Davis-Bacon Wages (USHUD requirement). Assists in reviewing/coordinating bid packages and handling procurement efforts as may be required. Becomes familiar with filing format and maintains hard-copy records of all reports, monitoring and submittals. Becomes familiar with USHUD, Section 3 and County requirements applicable to the project. Coordinates all work with Division Project Manager and Director.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and methods of design and construction. Thorough knowledge of structural design, 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 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 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. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state driver's license. Work requires willingness to work a flexible schedule.

PURCHASING SPECIALIST

Minimum qualifications:

High school diploma or GED. Three years of purchasing and/or contract management experience involving a variety of commodities are required

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. 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.

RECREATION LEADER

Minimum qualifications:

High school diploma or GED. One year 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.

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 ball field 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 grounds keeping 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.

Knowledge, 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 verbal 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.

RECREATIONAL SPECIALIST 1

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.

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.

Knowledge, 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, concisely, verbally, and in writing. Ability to supervise the activities of recreational personnel in a manner conducive to full performance and high morale.

RECREATIONAL SPECIALIST 2

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 Driver's 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

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 specialty. 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.

Knowledge, 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, concisely, verbally, and in writing. Ability to supervise the activities of recreational personnel in a manner conducive to full performance and high morale.

SAFETY TECHNICIAN

Minimum qualifications:

High school diploma or GED. Two years of advanced clerical experience to include processing and maintaining personnel, workers compensation, or safety program related records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis. Must possess a Driver license.

Nature of work:

This is technical work assisting a professional or administrative superior in the administration of Safety procedures and guidelines for Department personnel and areas. Employees in this class perform a variety of paraprofessional safety administration activities in support of the administration of a safety program for department personnel. Duties or combinations of duties performed vary, depending on the department to which assigned.

Responsibilities include coordinating all clerical and record keeping functions necessary to ensure compliance with federal, state, and local government agencies. Coordinates safety related activities, advises supervisors and employees regarding safety and personnel policies and procedures, and assists in a variety of specialized safety administration work. Incumbents exercise some independent judgment and discretion in interpreting and applying knowledge of standard personnel administration and safety 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

Retrieve and process claim documentation pertaining to safety related incidents, which may involve gathering employee history and data; Review all safety related documentation for accuracy and completion; Maintain and record employee data and documentation pertaining to the area of assignment; gather, maintain and update statistical data for the area of assignment; Utilizes word processing, electronic worksheet and presentation computerized programs for the purpose of maintaining information databases and logs; utilizes this equipment to draft, type, or create written communication or presentation mediums for the section; Serve as liaison in providing information to external and interdepartmental users and providers; transmits documentation to main departments for processing; Assist in the development and implementation of training process; Facilitate all training activities for the area of assignment; Utilizes various researching tools for the purpose of maintaining updated resources and materials; Maintain resources and materials for the area of assignment; Organize and facilitate resources and materials for inter-departmental users; Incumbent must exercise independent judgment in organizing statistical data and resources so that it may be readily available when requested by governing authorities; Prepares documentation and statistical reports, which require the gathering and computation of mathematical figures such as wage statements and leave usage reports for review by Department Officials and processing by main departments; Coordinate all clerical functions and related duties as required within the operation of the area to which assigned..

Knowledge, abilities, and skills:

Considerable knowledge of specific regulations and procedures relating to preparation and maintenance of actions, records, and reports related to the administration of a Safety Program. Considerable knowledge of departmental organization and operations as related to safety administration activities and guidelines. Knowledge of principles and procedures relating to public personnel and merit system administration. Knowledge of personnel rules, regulations, and procedures specified in county statutes, codes and administrative orders. 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 as well as in the area of assignment. 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 organize work assigned with considerable amount of independence or with little supervision or direction. Ability to maintain confidentiality and follow protocol when involved in the processing of documentation pertaining to the area of assignment. Ability to work accurately with numerical data. Ability to communicate effectively, both verbally and in writing.

SBR TREATMENT PLANT OPERATOR

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.

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.

Knowledge, 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.

SBR TREATMENT PLANT SUPERVISOR

Minimum qualifications:

Must possess a State of Florida Class "A" Wastewater Treatment Plant Operator license. Must present a Driver license during the interview selection process. Shift work is required

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.

Knowledge, 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.

SECRETARY

Minimum Qualifications:

High school. One year of advanced clerical experience is required. 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.

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.

Knowledge, 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. 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.

SEMI-SKILLED LABORER

Minimum Qualifications:

Eighth grade. Six months of experience as a general helper or laborer are required. Must possess a CDL/Class B.

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.

Knowledge, 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.

SENIOR SYSTEMS ANALYST/ PROGRAMMER

Minimum Qualifications:

Four years of programming/ systems analysis experience, to include C# or VB.NET in the Microsoft .NET 4/SilverLight platform; in scripting languages Python, Ruby, and VBScript; experience in web services, WCF, AJAX, JQuery, JavaScript and HTML 5; and extensive database design, development and administration experience with relational database management system such as RDBMS, Oracle or Microsoft SQL Server 2008/2012 are required

SOCIAL WORKER 1

Minimum Qualifications:

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field

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.

Knowledge, 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. Knowledge of legal requirements for child placement, nursing home placement, mental incompetence 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, concisely, verbally, and in writing. Ability to maintain required records. Ability to prepare correspondence and comprehensive reports

SOCIAL WORKER AIDE

Minimum Qualifications:

High school. Six months of social services experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

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 Head start families for the purpose of assisting them with social service needs, including those relating to development of Head start 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, Abilities and Skills:

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, verbally, and in writing.

SPECIAL PROJECTS ADMINISTRATOR 1

Minimum Qualifications:

Bachelor's degree. Three years of professional administrative experience are required.

Job Specifications:

Specifications to be outlined by department.

SPECIAL PROJECTS ADMINISTRATOR 2

Minimum Qualifications:

Bachelor's degree in Business Administration, Public Administration or related field. Four years of professional administrative experience in government or legislative affairs are required.

Job Specifications:

Specifications to be outlined by department.

SENIOR FORENSIC TECHNICIAN

Minimum Qualifications:

High school diploma or GED. Completion of three semester credits in Anatomy and three semester credits in Physiology are required. Three years of experience in forensic pathology and autopsy procedures are required

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.

Knowledge, 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. Skill in the use of a variety of surgical instruments.

STAFFING MANAGER

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. 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

STRUCTURAL MAINTENANCE WORKER

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.

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, bead blasters, 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.

SWIM INSTRUCTOR**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.

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 drown proofing 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.

Knowledge, 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 verbal and written instructions. Ability to enforce water safety regulations. Ability to resolve minor disciplinary problems in an aquatic setting.

SYSTEMS ANALYSIS/PROGRAMMER 1

Minimum Qualifications:

Completion of 60 semester credits to include 15 semester credits in a computer, cartography or geography-related field or completion of an information technology certification program (UNIX, Microsoft, or Oracle). One year of programming and systems analysis or GIS experience is required. Additional programming and systems analysis or GIS experience may substitute for the required education on a year-for-year basis.

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, Abilities 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.

SYSTEMS ANALYSIS/PROGRAMMER 2

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 experience implementing and supporting packaged systems are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

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.

Knowledge, 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.

TEACHER ASSISTANT 1**Minimum Qualifications:**

High school diploma or GED. One year of experience working with infants and/or toddlers in a child care facility or six months of experience in a Head Start Program is required. Must obtain an HRS Child Care Certificate within the first six months of appointment.

Nature of Work:

This is child care and development work in the Head Start Program for the Community Action Agency. Employees in this class are responsible for assisting teachers in the care and development of children enrolled in the Head Start

Program. Duties include assisting in the implementation of a cognitively oriented curriculum, assisting a teacher in preparing lesson plans and arranging the classroom, performing home visits, and supervising children. Incumbents utilize skills in child and infant care and development. Supervision is received from a professional superior who reviews work for effective assistance in the care and development of children enrolled in the program.

Illustrative Tasks:

Assists in the implementation of a cognitively-oriented curriculum. Assists a teacher in interacting with children in the classroom to aid in the educational, social, and emotional development of children. Assists a teacher in preparing lesson plans and leading activities which are in accordance with the curriculum. Assists a teacher in daily evaluations of activities of children in cognitive skill areas and in social and emotional development. Assists in arranging classrooms and in equipping areas with manipulative materials. Supervises and assists children in feeding, health care, and rest activities. Supervises meal-time cleanup activities. Interacts and supervises children in outdoor play and games. Participates with teachers in-home visits to encourage parent participation in the program and familiarize them with the needs of children and learning activities which can be conducted in the home. Makes recommendations for classroom improvements. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of the conduct and behavior of preschool children. Knowledge of the program curriculum and learning activities at a Head Start center. Knowledge of techniques of appropriate stimulation for the development of preschool children. Knowledge of established child care practices and procedures. Ability to provide assistance to a teacher in the care and development of children enrolled in the Head Start Program. Ability to interact with preschool children in the classroom and in outdoor activities. Ability to follow verbal and written instructions. Ability to remain alert and observant at all times to assure the safety of children. Ability to work harmoniously with other Head Start Program staff members.

TECHNICAL TRAINING SPECIALIST 1

Minimum Qualifications:

Bachelor's Degree in Computer Science or related field

TELECOMMUNICATIONS TECHNICIAN

Minimum Qualifications:

High school diploma or GED. Three years of experience in the installation, testing, repair, and maintenance of complex public safety radio communications including microwave, RF, radio transmitters/receivers 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.

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 knowledge 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.

Knowledge, 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. 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.

TELEPHONE CONSOLE OPERATOR 1

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.

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.

Knowledge, 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.

THEATER CREW LEVEL 1

Minimum Qualifications:

One (1) complete year of professional experience working in a theater and/or arts center with experience in one or more of the following: stagehand; stage/theatrical electrics; carpentry; properties; audio; video; ushering in a theater that produces live entertainment with reserved seating; customer service; event planning; ticket sales; arts education; classroom preparation; class registration; visual arts gallery and exhibitions preparations; or related experience. A working knowledge of standard theatrical / entertainment technical and/or arts center practice including but not limited to one or more of the following is essential: stage carpentry techniques, stage lighting practice; arts education and classroom practices; visual arts gallery and exhibition installation, lighting and signage.

Nature of work / illustrative tasks

An employee in this class will work as a member of a team for the smooth operations of activities, events and productions. Specific duties may include: truck loading/unloading, stage carpentry duties, set construction, stage lighting hang, cabling, follow spot operator, fly rail loading, run crew duties, visual art handling, exhibition installation and de-installation, exhibition lighting and signage, and classroom preparation. Additionally, specific administrative responsibilities related to these duties may include data entry, answering phones, greeting the public, ticket taking or parking lot attendants. An employee in this class may also be the stage door attendant, elevator attendant, ticket seller, registrar, van operator or a house keeper. The Theatre Crew 1 reports to the operational staff of theaters and arts centers, such as the Theater Production Manager, Operations Manager, House Manager, Marketing and Communications Manager, Box Office Manager, Art Instructor, etc.

Knowledges, abilities and skills

Ability to organize and communicate information clearly, both verbally and in writing. Ability to work in a detail-oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously with tenacity and sensitivity. Ability to work irregular hours and weekend shifts as required. Ability to lift / carry heavy loads (up to 50lbs.) and stand for extended periods.

THEATER CREW LEVEL 2

Minimum Qualifications:

Two (2) complete years of professional experience working in a theater and/or arts center with experience in one or more of the following: stagehand; stage/theatrical electrics; carpentry; properties; audio; video; ushering in a theater that produces live entertainment with reserved seating; customer service; event planning; ticket sales; arts education; classroom preparation; class registration; visual arts gallery and exhibitions preparations; or related experience. A working knowledge of standard theatrical / entertainment technical and/or arts center practice including but not limited to one or more of the following is essential: stage carpentry techniques, stage lighting practice; arts education and classroom practices; visual arts gallery and exhibition installation, lighting and signage.

Nature of work / illustrative tasks

An employee in this class will work as members of a team for load-in, set up, operation and load-out of all stage productions, classroom activities and gallery events and exhibitions, as well as assist with general work and maintenance. Specific duties may include: truck loading/unloading, stage carpentry duties, set construction, stage lighting hang, cabling, follow spot operator, fly rail loading, run crew duties, video, carpentry, flies, properties, audio/ video, visual art handling, exhibition installation and de-installation, exhibition lighting and signage, and classroom preparation. Additionally, specific administrative responsibilities related to these duties may include data entry, answering phones, greeting the public, ticket taking or parking lot attendants. An employee in this

class may also be the stage door attendant, elevator attendant, a ticket seller, van operator or a house keeper. The Theatre Crew 2 works as a part of the facility's crew and reports to the operational staff of theaters and arts centers, such as the Theater Production Manager, Operations Manager, House Manager, Marketing and Communications Manager, Box Office Manager, Art Instructor, etc.

Knowledges, abilities and skills

Ability to organize and communicate information clearly, both verbally and in writing.

Ability to work in a detail-oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously with tenacity and sensitivity. Ability to work irregular hours and weekend shifts as required. Ability to lift / carry heavy loads (up to 50lbs.) and stand for extended periods.

THEATER CREW LEVEL 3

Minimum Qualifications:

Bachelor's degree in Fine Arts, Theater, Film, Production or a related field and/or a minimum of five (5) years of professional experience working in a theater and/or arts center with experience in one or more of the following: stage/theatrical electrics, carpentry, rigging, properties, audio, video, costume, wardrobe, or related experience; and/or Front of House experience to include supervisory responsibilities in administration, ticketing, house management; and/or arts education experience with teaching one or more arts disciplines, supervisory responsibilities in classroom and curriculum preparation, class registration; and/or visual arts gallery and exhibitions experience with supervisory responsibilities for installations, de-installations, catalogue and label preparations; and/or related experience.

Nature of work / illustrative tasks

An employee in this class will have a working knowledge of standard theatrical / entertainment technical practice and/or arts education professional standards and/or arts gallery practices. Incumbents working in theaters must have familiarity with such areas as stage carpentry techniques, stage rigging techniques, stage lighting practice, low voltage wiring, DMX control, HD video projection, costume construction, and wardrobe maintenance, standard theatrical / entertainment ticketing systems, spreadsheets, communication and best customer service practices. For incumbents working in theaters, ETCP certified entertainment certification is preferred. Incumbents working in arts centers must have familiarity with such areas as teaching one or more arts disciplines, arts education curriculum development, classroom practices in various arts disciplines, material and equipment needs for arts classes, registration processes and requirements, production of student showcases, arts exhibition scheduling and promotion, installation and de-installation of art works, lighting and labelling of visual and media arts exhibitions, production of educational materials and catalogues. Specific duties may include: working as members of a team for load-in, set up, operation and load-out of all stage productions, classroom activities and gallery events and exhibitions, as well as assist with general work and maintenance. Specific responsibilities for incumbents working in theaters may include: stage carpentry duties, set construction, stage lighting hang, cabling, lighting board operator, follow spot operator, sound board operator, fly rail operator, show control system operator, house lighting and video equipment, costume construction crew, dresser, wardrobe maintenance crew, video, carpentry, flies, properties, wardrobe, and audio/ video. Specific responsibilities for incumbents working in arts centers may include: teaching one or more arts disciplines, materials preparation for classroom instruction, operation of audio and video equipment necessary for lessons, monitoring of inventory and ordering of classroom supplies, maintenance of classrooms, teaching assistance, carpentry work, painting and art installation necessary for art exhibitions, copywriting for art exhibition educational materials, labels and catalogues, exhibition lighting and signage. An employee in this class will help lead the work of a team for the safe and effective operations of the facility to include: overseeing the setup of the facility to include crowd control devices indoors and outdoors; ensuring that the patrons and participants can find their way to the appropriate spaces for programs and activities; organizing contractors such as caterers, valet companies, sponsors, guest artists and special guests; overseeing janitors for ongoing maintenance of the facilities. The Theater Crew 3 helps oversee the work of the facility's crew and reports to the operational staff of theaters and arts centers, such as the Theater Production Manager, Operations Manager, House Manager, Marketing and Communications Manager, Box Office Manager, Art Instructor, etc.

Knowledges, abilities and skills

Ability to organize and communicate information clearly, both verbally and in writing. Ability to work in a detail-oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously with tenacity and sensitivity. Ability to work irregular hours and weekend shifts as required. Ability to lift / carry heavy loads (up to 50lbs.) and stand for extended periods.

TOLL COLLECTOR

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.

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.

Knowledge, 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

TRANSIT FIELD TECHNICIAN

Minimum Qualifications:

High school diploma or GED. Six months of experience in field investigations or data collection are required. Must be able to work various 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.

Additional Requirements:

No set work hours. Potential to work very early or very late. Weekend assignments may be required. Breaks are taken at uneven intervals. Must have transportation. Employee will be given a Transit Pass by County. This is not an office job. Employee will spend less than one (1) hour a week in the office. The remainder of the time will be spent riding buses, rail or mover. Will catch bus all other the County.

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.

Knowledge, 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.

TRANSLATOR 2

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 Spanish and Spanish to English are required. Must possess a U.S. Federal Courts and/or National Centers for State Courts Qualification/Certification.

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 Spanish 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 Spanish or vice versa, as required. Provides interpretation services for any special or emergency meetings and workshops called by the Board of County Commissioners, 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.

Knowledge, 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 & Spanish 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 Spanish or Spanish 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. 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.

TRANSPORT DRIVER

Nature of work:

This is manual work supporting Trap-Neuter-Return cat program. Work involves communicating with the public during site inspections/trap installations regarding the benefits of TNG/TNR. Incumbent is responsible for the proper handling of animals found in traps and their transport to and from the shelter. This entails the safe operation of vehicles (vans, truck, trailer, etc) and proper record keeping. Work is performed under a technical or administrative superior who provides guidance and makes quality spot checks of services provided.

Transports trapped cats to main shelter or other facility, as directed; work entails the pickup, cleanup and disinfecting of trap and the handling/transfer of feral cat to crate/carrier, if warranted. Upon arrival, incumbent is responsible for each animal's impoundment utilizing the shelter's shelter application to record/document pickup site, contact information, and other vitals; placement of and recording its shelter location in cue for surgery; accuracy of data entry is imperative to ensure transfer of animal is to the correct location and point-of-contact follow-up occurs, if necessary.

Transports/returns feral cats to field (at point of pickup); work entails verifying medical release once surgery is completed; confirming "point of release" address/location for each animal; safely loading, transfer and release animal back to the community; leaving door hanger with community contact confirming animal's release to its location.

Setups field traps; requires setting up trap with paper and bait; accounts for all supplies, traps, transfer cages, crates and carriers; includes maintaining inventory records, submitting order for replacement and repairs, as needed; conducts annual inventory report.

Assures that assigned vehicles and equipment are cleaned and disinfected prior to every trip and upon returning to shelter; vehicles adequately supplied with fuel, and ensures vehicle maintenance is conducted, as warranted; and reports vehicle issues to supervisor. Incumbent may also assist with the transport of animals cross-county and state lines which could entail overnight travel, as well as assist with the evacuation of animals in case of emergency.

VETERINARIAN SURGERY TECHNICIAN

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.

VIDEO PRODUCTION SPECIALIST

Minimum requirements

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.

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. Ability to perform offline video editing.

VIDEOGRAPHER EDITOR

Minimum requirements

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.

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. Skill in studio and field lighting required for good video images.

WASTE COLLECTOR

Minimum requirements

Eighth grade. Must be able to lift and handle 50 pounds and work four ten-hour days and all holidays.

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.

Knowledge, abilities, and skills

Ability and willingness to work with unpleasant waste materials. Ability to use simple hand tools. Sufficient physical strength and ability to lift, move, and carry very heavy objects. Willingness to work under all conditions of weather.

WEB DESIGNER Minimum Qualifications:

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:

Specifications to be outlined by department.

WEB PUBLISHER

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:

Specifications to be outlined by department.

<u>Reference:</u>	<u>Summarized Requirement:</u>	<u>Check As Completed:</u>
Section 2.4	The references listed must be prior or current customers for which the bidder has provided the services described in this solicitation prior to the bid opening date. Provide reference information below: Client Reference #1 Company Name: _____ Contact Name: _____ Contact Title: _____ Contact Address: _____ Contact Telephone Number: _____ Project Start and End Dates: _____ Client Reference #2 Company Name: _____ Contact Name: _____ Contact Title: _____ Contact Address: _____ Contact Telephone Number: _____ Project Start and End Dates: _____ Client Reference #3 Company Name: _____ Contact Name: _____ Contact Title: _____ Contact Address: _____ Contact Telephone Number: _____ Project Start and End Dates: _____	

