

<input checked="" type="checkbox"/> <u>New</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>Sole Source</u>	<input type="checkbox"/> <u>Bid Waiver</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No.
<u>Contract</u>					FB-00361
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other – Access of Other Entity Contract</u>				LIVING WAGE APPLIES: <input type="checkbox"/> YES <input type="checkbox"/> NO
<u>Requisition No./Project No.:</u> RQID2100216					TERM OF CONTRACT <u>5</u> YEAR(S) WITH <u>0</u> YEAR(S) OTR

Description:	As-needed temporary staff to support the operational needs of various County Depts. The County will solicit 108 positions by line item and award to the 3 lowest-priced responsive, responsible vendors on a line item basis by position.
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ANALYSIS

Rev. 072518

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of contract employee services on an as-needed basis.

2.2 DEFINITIONS

The following words and expressions used in this contract shall be construed as follows, except when it is clear from the context that another meaning is intended:

- A.** The words “**contract employee**”, “**temporary employee**”, refers to the Awarded Bidder’s employee who provides service on this contract.
- B.** The words “**contract employee services**” or “**staffing services**” refers to as-needed temporary employment services furnished by the Awarded Bidder(s).
- C.** The words “**job classification**” or “**job position**” refers to the title of the job for which services on this contract are needed/provided.

2.3 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 Purchase Order issued by the County. The contract shall expire on the last day of the 60th month.

2.4 METHOD OF AWARD

Award of this contract will be made to the three (3) lowest priced responsive, responsible Bidders by line item who meet the requirements listed below. The groups included in this solicitation are as follows:

Group 1- Contract Employee Positions - Non-Federally Funded

Group 2 – Contract Employee Positions - Federally Funded

While the award will be made to multiple Bidder(s) by line item to assure availability, the lowest priced Bidder for each line item will be given the first opportunity to perform under this Contract. Award to multiple Bidder(s) is made for the convenience of the County and does not exempt the lowest priced Bidder from fulfilling its contractual obligations

REQUIREMENTS

Bidder(s) shall meet the following requirements and submit the required documentation to be considered for award:

- A.** Bidder(s) shall provide client references for which they have provided similar services as described

herein, demonstrating they have been engaged in the business of providing staffing services. The client references shall include the name of the entity, a description of the positions filled, period in which services were provided, and the contact person's name, title, phone number, and email address. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in the industry.

- B. Bidder(s) shall provide the contact information and hours of availability of a designated representative(s) who is authorized to address matters pertaining to the contract or other matters that may arise. Bidder(s) shall provide the representative(s)' name, title, phone number and email address.

Failure to meet these requirements may result in Bidder's offer being rejected. However, in accordance with Section 1, General Terms and Conditions, Paragraph 1.5.L, the County reserves the right to request and evaluate further details.

2.5 **PRICES AND COMPENSATION**

A. Prices

Bidder(s) must submit in BidSync, **Attachment A - Bid Submittal Price Form**, preferably in Excel Format, indicating one (1) hourly labor rate (billing rate to the County) for the job classification line item as described.

Prices submitted shall be full compensation for all labor (pay to the employee), transportation, travel time, equipment, toll fees, Federal Insurance Contributions Act (FICA), Federal Unemployment Tax Act (FUTA) and State Unemployment Tax Act (SUTA) Taxes, Medicare, Workmen's Compensation, Liability Insurance, overhead, profit, incidentals, and all other costs (not including random drug testing) associated with providing the services.

Awarded Bidders shall pay to all employees providing services under this contract, a minimum pay rate equal to or greater than the pay rates as stipulated in Section 3.2 of this solicitation.

The County may request that the awarded Bidder provide proof to demonstrate the minimum wages stipulated above are being paid to the employees assigned to this contract. The County reserves the right to audit the payroll, during the contract term to ensure contract compliance. If the Awarded Bidder(s) do not comply with the contract, the Awarded Bidder(s) may be found in default and the contract terminated.

B. Overtime/Holiday Rate

County shall allow overtime/holiday rate payment at a maximum rate of one and a half times the regular hourly wages proposed by the Awarded Bidder(s). Overtime applies only after forty (40) hours/week have been completed, and holiday rate applies to services rendered during County observed holidays as denoted in Section 2.11.B herein. This allowance shall only be provided in those instances where expressly authorized by a representative of the County prior to the commencement of the overtime/holiday rate work. Further, overtime/holiday rate work shall not be allowed during the normal workday.

2.6 **ADJUSTMENT TO PRICES**

- A. The prices (hourly labor rate billed to the County) resulting from this solicitation shall remain fixed and firm until September 30, 2022. Thereafter, the prices shall be adjusted based on percentage change listed in the Living Wage Notice, which is published annually on October 1st. For additional information, click on the following link to find the latest Living Wage Notice:

<https://www.miamidade.gov/smallbusiness/living-wage-reports.asp>

As such, the Awarded Bidder(s) shall adjust pay rates to the employees by the same percentage increase. All adjusted price(s) shall be memorialized by the County in writing through the issuance of a modification to the contract.

- B. For Public Housing and Community Development (PHCD) positions Custodial Worker 1 and Maintenance Repairer only, the prices (hourly labor rate billed to the County) resulting from this solicitation shall remain fixed and firm until September 30, 2022. Thereafter, the prices shall be adjusted annually based on the monetary increase of maintenance wage rates for these positions pursuant to Section 12(a) of the United States Housing Act of 1937, as amended.

As such, the Awarded Bidder(s) shall adjust pay rates to the employees by the same monetary increase. All adjusted price(s) shall be memorialized by the County in writing through the issuance of a modification to the contract.

2.7 **CONTRACT MEASURES**

A. Group 1 - Non-Federally Funded

TO BE DETERMINED BY SBD applies to Group 1. Refer to Section 1, General Terms and Conditions, Paragraph 1.45, Small Business Enterprise (SBE) Measures, for further details.

B. Group 2 - Federally Funded

No Measure applies to Group 2. In accordance with CFR 200.319(B), Section 1, General Terms and Conditions, Paragraph 1.45, Small Business Enterprise (SBE) Measures shall not apply to Federally Funded Purchases.

2.8 **FEDERAL FUNDING PROVISIONS (GROUP 2 ONLY)**

A. Compliance With Federal Regulations Due to Use of Federal Funding

The contract(s) to be established under this solicitation will be accessed by Federally funded departments. Since services acquired under this Group will be purchased, in part or in whole, with federal funding, Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United StatesCode, which addresses Affirmative Action requirements for disabled workers, are incorporated into this solicitation and resultant contract by reference.

B. General Terms and Conditions

The below clauses in this solicitation do not apply to Federally funded purchases. Refer to Section 1, General Terms and Conditions, for further details regarding provisions that are exempted from this solicitation due to federal funding.

- Paragraph 1.2.H (Prompt Payment terms distinction to SBEs);
- Paragraph 1.11 (Local Preferences);
- Paragraph 1.29 (Office of the Inspector General's cost of random audits);
- Paragraph 1.37 (County User Access Program - UAP);
- Paragraph 1.45 (Small Business Enterprise Contract Measures);
- Paragraph 1.46 (Local Certified Veterans Business Enterprise Preference);
- Paragraph 1.47 (Application of Preference); and
- Paragraph 1.49 (First Source Hiring Referral Program).

2.9 INSURANCE REQUIREMENTS

The following supersedes the insurance requirements of Section 1, Paragraph 1.22:

- A. Worker's Compensation Insurance for all employees of the Vendor as required by Florida Statute 440.
- B. Commercial General Liability in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.
- D. Professional Liability Insurance in an amount not less than \$1,000,000 per claim.

2.10 INVOICES

In addition to the requirements of Section 1, Paragraph 1.36, pre-numbered imprinted business invoices and weekly job tickets for personnel performing on this contract shall include, at a minimum:

- Purchase Order Number
- Job Number
- Assignment Location
- Individual's Full Name
- Individual's Employee Number
- Job Classification
- Date(s) worked
- Number of Hours worked
- County Acceptance/Authorized Signature

An invoice may not be submitted to the County in advance of the completion of work. Failure to submit invoices in the prescribed manner will delay payment.

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.

2.11 LIMITATIONS OF OPERATION

A. Days/Hours

Awarded Bidder(s) may be required to 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 during normal working hours Monday through Friday. A typical work week shall consist of forty (40) hours.

B. Holidays

Awarded Bidder(s) shall not provide any personnel to perform services to County user Departments on official holidays observed by the County unless such services are approved by the County. The County will notify the Awarded Bidder(s) in writing if services are required on such holidays. Currently observed

County holidays may be viewed at the following link:
<https://www.miamidade.gov/global/humanresources/holidays.page>.

2.12 PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD) PROVISIONS

Work to be performed for PHCD for any line items in Group 2 is subject to the requirements of Section 3 of the Housing and Urban Development (HUD) Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (C.F.R.) Part 75, as amended by interim rule published on September 29, 2020. The Awarded Bidder(s) agrees to comply with HUD's regulations codified in 24 C.F.R. Part 75, which implement Section 3.

In accordance with Section 3 of the HUD Act of 1968:

A. Pre-award

Bidder(s) shall complete and submit the following forms with bid submittal or upon request from the County:

- Section 3 Business Preference Claim, Doc #00200 (Only if claiming Section 3 preference.)
- Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan), Doc# 00400

B. Post award

PHCD will provide the following forms to the Awarded Bidder(s) which must be completed and submitted to PHCD within 14 calendar days of request:

- Training and Employment Outreach, Doc# 00403
- Section 3 Language for News Ads, Flyers, and Job Notices, Doc# 00404
- Letter of Intent to Subcontract/Solicit Section 3 Businesses, Doc# 00406
- List of Subcontractors Utilization Section 3 Businesses, Doc# 00430

Refer to **Attachment C – PHCD Section 3 Requirements for Procurement Contracts** for further details.

2.13 CONFIDENTIALITY

In accordance with all applicable laws, regulations, and procedures, the Awarded Bidder(s) shall maintain strict confidentiality of all information and records which the Awarded Bidder(s) or the Awarded Bidders' personnel may come in contact or be privy to while providing services. Awarded Bidder(s) and the individuals provided by the Awarded Bidder(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 Awarded Bidder(s). Written affirmation shall be provided at time confidential information is disclosed. Awarded Bidder(s) must inform its employees selected for County assignments in writing of this policy.

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "Individually Identifiable Health Information (IIHI) and/or Protected Health Information (PHI)" shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security, and electronic transfer standards, include but are not limited to:

- Use of information only for performing Services required by the Contract or as required by law;
- Use of appropriate safeguards to prevent non-permitted disclosures;
- Reporting to Miami-Dade County of any non-permitted use or disclosure;

- Assurances that any agents and Subcontractors agree to the same restrictions and conditions that apply to the Contractor and reasonable assurances that IIHI/PHI will be held confidential;
- Making Protected Health Information (PHI) available to the customer;
- Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
- Making PHI available to Miami-Dade County for an accounting of disclosures; and
- Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Contractor must give its customers written notice of its privacy information practices including specifically a description of the types of uses and disclosures that would be made with protected health information.

2.14 COMPLIANCE WITH GOVERNMENT REGULATIONS AND STANDARDS

Awarded Bidder(s) and their employees shall conform to all Federal, State, and County regulations while in performance of this contract. All services to be purchased under this contract shall be in accordance with all government regulations and standards including the Immigration Reform Act of 1986 (IRCA), Fair Labor Standards Act (FLSA), Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). Noncompliance may result in the termination of that Awarded Bidder from the contract.

2.15 RETAINMENT OF CONTRACT EMPLOYEES BY THE COUNTY

In accordance with [Administrative Order No. 7-35](#) (link), 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. 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.

2.16 ADDITION OR DELETION OF JOB CLASSIFICATIONS

All additions and deletions of job classifications shall be memorialized in writing through the issuance of a modification to the contract.

A. Addition

Although this solicitation identifies specific job classifications which are required by the County user Departments in conjunction with their operations, it is hereby agreed and understood that job classification(s) may be added during the term of the contract at the option of the County. Under these circumstances, a County representative will contact all of the Awarded Bidders on this contract to obtain pricing for the additional job classification(s). The County reserves the right to award these additional job classification(s) to the three (3) lowest priced responsive, responsible Bidders on a line item basis, negotiate pricing or acquire the additional job classification(s) through a separate solicitation. Any additional job classification(s) required shall be purchased in accordance with Section 2.3, Method of Award by Line Item Per Group.

B. Deletion

During the term of the contract, job classifications may be deleted when they are no longer required during the term of the contract, upon written notice to the Awarded Bidder(s).

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SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Awarded Bidder(s) shall provide various types of contract employees to Miami-Dade County (County) on behalf of its user Departments on an as-needed basis to fulfill the specified job descriptions provided in **Attachment B – Job Classifications**; shall maintain a pool of contract employees in order to fill the County's needs; and shall be responsible for employment screening, testing, evaluations, advertising, recruiting, and disciplinary actions involving any contract employees under this contract.

Services are divided into the following groups:

A Group 1- Contract Employee Positions - Non-Federally Funded

B. Group 2 – Contract Employee Positions - Federally Funded

3.2 MINIMUM PAY RATE

Awarded Bidders shall pay to all employees providing services under this contract, a minimum pay rate equal to or greater than the current living wage rate of \$14.03 per hour with qualifying health benefits valued at least \$3.59 per hour, otherwise \$17.62 per hour. The minimum pay rate shall be adjusted in accordance with Section 2.6 of this solicitation.

3.3 LOCAL OFFICE

Awarded Bidder 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 Monday through Friday, and who is authorized to discuss matters pertaining to the contract.

3.4 DRUG AND ALCOHOL TESTING OF CONTRACT EMPLOYEE

Awarded Bidder(s) must provide drug and alcohol testing of all personnel supplied to the County, and proof of drug and alcohol test prior to the acceptance of any personnel approval for an assignment. Awarded Bidder(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. Awarded Bidder(s) employees must test negative in order to begin to work.

Miami-Dade County's Random Drug Testing Policy shall apply to the Awarded Bidder's employees while working on an assignment. The County user Department(s) will be responsible for the cost of the random drug testing and the Awarded Bidder(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 Awarded Bidder(s) bearing all cost associated with providing the services requested in this contract. Should any Awarded Bidder's employee test positive during random drug and/or alcohol testing, the Awarded Bidder's employee assignment with Miami-Dade County will be terminated immediately.

Any Awarded Bidder's employee who tests positive for drugs or alcohol shall not be re-submitted as a candidate for any County assignment. Awarded Bidder(s) must inform its employees selected as candidates for County assignments in writing of this policy.

3.5 **FDLE AND 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.

The 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.

3.6 **SECURITY REQUIREMENTS FOR MIAMI-DADE POLICE DEPARTMENT AND CORRECTIONS DEPARTMENT**

Any contract awarded to a private contractor/vendor wherein a software application/program that accesses, processes, and stores criminal justice information (CJI) or Personally Identifiable Information (PII), or the selected private contractor/vendor requires physical or logical access to the MDPD's network which contains CJI or PII, must comply with all security policy requirements outlined in the Florida Department of Law Enforcement's (FDLE) Criminal Justice Information Systems (CJIS) Security Policy.

Additionally, the Awarded Bidder(s), and any of its employees or subcontractors, that requires physical or logical access to the MDPD's network must review the Federal Bureau of Investigation's (FBI) **Attachment D - CJIS Security Addendum**, and sign the FBI's CJIS Security Addendum Certification upon completion of a fingerprint, criminal background check, proof of citizenship or authorization to be employed in the United States, and successful passing of **Attachment E - CJIS Security Awareness Test**, biennially.

3.7 **THE SHANNON MELENDI ACT**

The Awarded Bidder(s) shall comply with Miami-Dade County Ordinance No. 08-07, Chapter 26, "Miami-Dade County Park and Recreation Department Rules and Regulations, Article III, The Shannon Melendi Act". The Awarded Bidder(s) shall ensure that all owners, management, staff, and volunteers whose duties require physical presence on park property owned or operated by Miami-Dade County:

- Have had nationwide criminal background checks conducted by a professional background screener.
- Have been screened through the Florida Department of Law Enforcement Sexual Predator/Offender Database, and a check of the National Sex Offender Public Registry.
- Have been verified as being United States Citizens or having legal immigrant status employment.
- Complete an affidavit affirming that no services or volunteer duties will be performed on Park property owned or operated by Miami-Dade County in violation of this Ordinance and that an arrest will be

reported to the Awarded Bidder(s) within forty-eight (48) hours of such arrest.

- Wear picture identification at all times while on County property and when in direct contact with patrons and the general public.
- Retain all records demonstrating compliance with the background screening required herein for not less than three (3) years beyond the end of the contract term. The Awarded Bidder(s) shall provide the County with access to these records annually, or at the request of the County.

For further details, access the following link: [Shannon Melendi Act](#).

3.8 CONTRACT EMPLOYEE AND PERFORMANCE

All employees of the Awarded Bidder(s) shall be, at all times, employees of the Awarded Bidder(s) and not employees or agents of the County. Awarded Bidder(s) shall ensure that all employees report, ready to work, at the time and place specified by the County user Department(s), and shall monitor the performance of their employees on a periodic basis while they are assigned to the County.

3.9 QUALIFICATION OF CONTRACT EMPLOYEE

Awarded Bidder(s) 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 provided in **Attachment B – Job Classifications** that are available to all County user Departments at their request. The Awarded Bidder shall provide references, documentation, and information concerning required licenses, educational level, and/or employment experience of the individual within one (1) working day if such is requested by the County user Department.

3.10 ASSIGNMENT REQUIREMENTS/NOTIFICATION

A minimum lead time of five (5) workdays shall be given to the desired starting date for any specific assignment. However, in cases of urgency, lead time may vary, at no additional cost to the County. Upon written notification by the County and within the specified lead time, the lowest priced Awarded Bidder shall provide qualified individual(s) for the job classification(s) requested by the specific County user Department(s) at the time and place requested. If the lowest priced Awarded Bidder fails to provide qualified individual(s) for the assignment, within the specified lead time, the County will request the services from the second lowest priced Awarded Bidder and so on. Lead time begins when the County requests a contract employee from the Awarded Bidder in writing.

Although the lowest priced Awarded Bidder for each line item will be given the first opportunity to perform under this Contract, a pattern of failing to provide qualified individuals accordingly will be reviewed by the County for compliance with contract requirements. Failure to perform may result in the Awarded Bidder being deemed in breach of contract. The County may terminate the contract for default and charge the Awarded Bidder re-procurement costs, if applicable.

3.11 NO SHOWS

In the event that any individual assigned to any County user Department by the Awarded Bidder does not report to work, the Awarded Bidder shall assign a replacement contract employee, at its sole expense, within 48 hours of notification from the County. If the individual is not replaced within the specified timeframe, the County shall request the services from the second lowest priced Awarded Bidder and so on.

NOTE: In accordance with Section 3.1 herein, the Awarded Bidder(s) is required to maintain a pool of contract employees in order to fill the County's needs.

3.12 REMOVAL AND REPLACEMENT OF CONTRACT EMPLOYEE

In the event that any individual assigned to any County department by the Awarded Bidder is found to be unqualified for his/her specific assignment, the County will notify the Awarded Bidder who shall dismiss such employee as requested by the County. The County may require the Awarded Bidder to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on County property is not in the best interest of the County. The County will be the sole judge in these matters and its decision shall be final.

At its sole expense, the Awarded Bidder shall replace any removed individual within 48 hours of notification from the County. If the individual is not replaced within the specified timeframe, the County shall request the services from the second lowest priced Awarded Bidder and so on.

3.13 INTERVIEW AND SELECTION OF CONTRACT EMPLOYEE

The 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.

3.14 PROTECTION OF PROPERTY

Awarded Bidder(s) shall be held responsible for any damage occurring by reason of the employee's operation of the County's equipment or property.

3.15 COUNTY IDENTIFICATION (ID) BADGES

Awarded Bidders' employees assigned to the County must wear a County issued temporary ID badge at all times at County facilities. Awarded Bidder shall contact the Miami-Dade Human Resources Department for information as to the requirements in obtaining the temporary ID badge. Additional security clearance may be required during the Contract term as may be mandated by County ordinance, local, state, federal law or department policy. Awarded Bidder's employees are required to complete an application, present original documents and pay a fee.

In addition, the Awarded Bidder's employees are responsible for reporting lost temporary ID badges to the Human Resources Department and paying a fine. Upon termination, the temporary ID badge must be returned by the Awarded Bidder to the Human Resources Department.

Human Resources Department
Stephen P. Clark Center
111 NW 1st Street, Suite 2100
Miami, Florida 33128-2241
Phone: 305-375-1589

3.16 ADMINISTRATIVE REPORTING COMPLIANCE

Awarded Bidder(s) shall make available to the County and its employees assigned to the County, a copy of the pay rate schedule and any changes thereof. The County reserves the right to audit the payroll, during the contract term to ensure contract compliance. If the Awarded Bidder(s) does not comply with the contract, the Awarded Bidder(s) may be found in default and the contract terminated.

Consistent with the administrative needs of the County, certain relevant data regarding purchases of goods and/or services under County contracts is to be gathered and maintained. Accordingly, at the request of the County user Department, each Awarded Bidder on this contract shall submit a report(s) to them as to the nature of the services purchased by the County under this contract

Report(s) shall be submitted in Microsoft Excel to the requesting County user Department, utilizing the format below:

<u>Department</u>	<u>Employee Name</u>	<u>Job Classification</u>	<u>Awarded Bidder's Hourly Pay Rate to the Employee</u>	<u>Awarded Bidder's Hourly Billing Rate to the County</u>
Aviation	Jane Doe	Clerk 1	\$10.00	\$15.00

ATTACHMENTS:

Attachment A - Bid Submittal Price Form

Attachment B - Job Classifications

Attachment C - PHCD Section 3 Requirements for Procurement Contracts

Attachment D - CJIS Security Addendum

Attachment E - CJIS Security Awareness Test

Exhibit 1 - Current Positions, Rates and Awarded Vendors

SECTION 4

BID REQUIREMENTS

Bidder shall meet the following requirements and submit the required documentation to be considered for award:	
Reference Section	Requirements
2.4.A	Bidder(s) shall provide client references for which they have provided similar staffing services as described herein, demonstrating they have been engaged in the business of providing staffing services. The client references shall include the name of the entity, a description of the positions filled, period in which services were provided, and the contact person's name, title, phone number, and email address. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in the industry.
2.4.B	<p>Bidder(s) shall provide the contact information and hours of availability of a designated representative(s) who is authorized to address matters pertaining to the contract or other matters that may arise. Bidder(s) shall provide the representative(s)' name, title, phone number and email address.</p> <p>Contact Name(s): _____</p> <p>Contact Title(s): _____</p> <p>Contact Phone(s): _____</p> <p>Contact Email(s): _____</p>

ATTACHMENT B

JOB CLASSIFICATIONS

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.

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 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 supervisor's itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for 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.

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.

ART PHOTOGRAPHER

Minimum Qualifications:

B.A. in Photography

Nature of Work

This is a job that requires professional photography experience. Duties include photographing two- and three dimensional objects including but not limited to paintings, drawings, sculptures, and other objects from the Miami-Dade Public Library permanent art collection. This position is production-oriented where the incumbent works mostly independently, following priorities and processes established by the project manager of the digital division.

Illustrative Tasks

The art photographer, reporting to the project manager of the digital division, prepares, sets up, arranges, and adjusts studio lighting and other professional photography equipment for the purposes of photographing both two and three-dimensional artworks; plans composition and designs unique lighting scenarios to meet art photography standards. Photographs objects of varying sizes and surfaces producing high quality images. Assigns unique identifiers to each digital image following digital division standards for naming conventions and technical metadata entry at point of capture. Processes digital imaging files for color accuracy, contrast and density. Creates digital files for archiving (archival masters), print (service masters), and electronic reproduction (derivative copies) purposes. Calibrates and profiles studio equipment including cameras, and monitors. Troubleshoots and solves technical problems associated with professional imaging. Researches advancements in digital technology for art documentation and image storage to maintain industry best practices. Working closely with the project manager, the art photographer assists with the documentation of the photographic processes, procedures, and best practices. Exercise care and skill in handling artwork safely and expertly in accordance with standard procedures and guidelines, in doing so, the art photographer works closely with the head of the art services and exhibitions department.

Knowledge, Abilities, and Skills

Experience in high end digital camera systems and equipment in large and medium format, and studio set ups. Extensive digital color correction skills and digital processing software. Ability to be flexible and work well independently as well as a part of a team. Knowledge of the general rules and regulations of the library system.

AUTOMOTIVE EQUIPMENT OPERATOR 1

Minimum Qualifications:

Eighth grade. Six months of experience operating light equipment such as tractors and trucks, dump trucks, water tank trucks, or similar equipment are required. **Must possess a CDL/Class B.** A driving performance test will be given at the time of interview.

Nature of Work:

This is skilled work in the operation of trucks and similar types of automotive equipment. Employees in this class are responsible for operating dump and stake body trucks, water carriers, light tractors, vans, motorized sweepers, wreckers, pick-up trucks, fork lifts and other vehicles used in varied operations throughout the County. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operation checks and routine preventive maintenance. Work requires some manipulative skill and dexterity in operating vehicles safely while driving under varying road and weather conditions. Supervision is received from a supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

Illustrative Tasks:

Drives dump truck, flatbed truck or other vehicle and transports labor crew, materials, supplies, tools and equipment to work sites; supervises laboring tasks in roadway patching, road shoulder and median maintenance, and weed cutting. Operates light tractor with attachments used in mowing, drilling, grading beaches, removing seaweed, spreading fertilizer, sweeping, verifying, and spraying grass in park areas. Operates tank truck and oil distributor in roadway resurfacing and related maintenance; operates a roller to prepare parking lot, roadway or bicycle path surfaces. Drives passenger bus to transport students and others; drives van and stake body vehicle to deliver building supplies, laundry, and various materials. Operates a sweeper tractor to remove refuse from roadways, parking lots and other areas. Operates heavy duty wrecker equipped with crane and winch; hoists and tows disabled vehicle to repair shop. May assist labor crew with assigned tasks or direct work of labor crew on landscape, roadway or other maintenance jobs. Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field. Performs related work as required.

Knowledge, Abilities, and Skills:

Knowledge of the operational characteristics of medium-sized trucks and similar types of automotive equipment. Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation. Knowledge of local traffic rules and regulations. Some knowledge of the geography and road network of the metropolitan area. Ability to operate an assigned vehicle in the prescribed manner. Ability to detect improper functioning mechanical systems on an assigned vehicle. Ability to make minor adjustments and to perform minor servicing of automotive equipment. Skill in driving medium-sized trucks and similar automotive equipment.

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.

CADASTRAL TECHNICIAN

Minimum Qualifications: High school diploma or GED. Three years of drafting and/or surveying experience are required.

Nature of Work:

This is advanced technical work in cadastral engineering. Employees in this classification act as principal assistants to professional engineers in performing a variety of the more responsible and technical cadastral engineering tasks. Work requires a considerable knowledge of engineering surveying, land surveying and real property interests. Cadastral

Technicians frequently supervise subordinate technical personnel. All work is subject to check in progress and upon completion by professional engineers.

Illustrative Tasks:

Checks and verifies plats of subdivisions which have been prepared by land surveyors for official recording. Reviews title search information prepared by abstractors to determine ownerships and other property interests. Prepares and checks legal descriptions of property to be acquired for road right-of-way or other public purposes. Performs difficult surveying computations to determine bearings and distances included in legal descriptions and area of tracts of land. Checks executed instruments of conveyance and related documents for proper form, accuracy, and completeness. Supervises the preparation of exhibits, maps, and sketches as needed in connection with acquisition functions and condemnation proceedings. Makes routine field trips to obtain information concerning property descriptions and property values. Trains lower level technical personnel by informal on-the-job instruction. Performs related work as required.

Knowledge, Abilities, and Skills:

Thorough knowledge of principles, techniques, and instruments of engineering drafting. Considerable knowledge of mathematics through trigonometry and its application to sub-professional engineering and surveying computations. Considerable knowledge of the basic principles of civil engineering and land surveying. Considerable knowledge of interests in real property and instruments of conveyance and documents related thereto. Ability to perform difficult surveying computations. Ability to read and interpret a wide variety of maps, plans, aerial photographs, survey notes, and other cartographic records. Ability to understand and follow complex oral and written instructions. Skill in the use of engineering drafting instruments and equipment.

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.

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.

Knowledge, 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 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.

Illustrative Tasks:

Plans, assigns and supervises the work of a moderate sized clerical staff engaged in such activities as making simple interpretations of planning, building, and zoning laws, rules and regulations; in preparing maps for zoning purposes; compiling and auditing payrolls, and in recording minutes of court procedures. Supervises a small clerical staff engaged in diverse filing, typing and stenographic activities relating to such functions as: park operations, billing and receiving waste collection fees, or scheduling minor hospital purchasing, maintenance and transportation activities. Supervises the mail room of a large county institution; maintains current roster for purposes of mail distribution; sorts mail and packages; sells stamps and money orders, insures and affixes postage to parcel post; maintains official governmental postal manual containing regulations and directives pertaining to the use of the mails, and answers difficult inquiries. Answers calls pertaining to right-of-way dedicated to the county; assists abstractor in title search, checks right-of-way and property deeds as to description; prepares deeds for acceptance by the Board of County Commissioners, and after recording enters them in the right-of-way records. Keeps county property books and section tracings up-to-date as to right-of-way and county properties. Assists superior in planning for and administration of Division activities including budget, personnel,

purchasing and work methods and procedures; supervises a group of clerical, duplicating equipment operators, driver-messengers, and custodial services, and a central storeroom of office and stationary supplies for county departments. Supervises and participates in preparing tax statements, in posting tax payments to rolls, in checking rolls for delinquent taxes, and in balancing the rolls at close of the year; maintains property card files of parcels of land in the county, with particular emphasis on property having delinquent taxes due; prepares interest charts for delinquent sale certificates; conducts tax deed sales; prepares and supervises the preparation of municipal and county delinquent real estate tax bills. Supervises the complaint section of a department; receives calls and answers questions pertaining to drainage, road construction and repair, sidewalks, canals, debris removal, rock pits and related engineering matters; maintains cross reference file on all projects under construction for purposes of public information. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of office practices, procedures and appliances. Some knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems. Ability to acquire rapidly considerable knowledge of the legal, administrative and procedural regulations applicable to the organization of assignment. Ability to keep complex records and prepare periodic reports from such records. Ability to plan, assign and coordinate the work of a moderate sized clerical staff, and to instruct and train clerical subordinates in a manner conducive to full performance and high morale. Ability to develop and maintain effective departmental and public relations.

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

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.

Knowledge, 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.

COMMUNITY RESOURCE SPECIALIST

Minimum Qualifications:

High school diploma/GED; 2 years of experience working with youth or young adults.

NATURE OF WORK

This is non-supervisory work in the coordination and instruction of a youth development program. Employees in this class are responsible for planning, directing and instructing a specialized youth program, and working with youth to identify college and career goals. 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 program. 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

1. Facilitate the Civic Engagement and Social Emotional Learning components of the program.
2. Work with youth in small groups to explore educational and employment aspirations.
3. Plan culturally and engaging field trips.
4. Provide support on all youth-led service projects.
5. Collaborate with Case Managers and Academic Success Teachers to provide a coordinated delivery of services.
6. Lesson planning.

KNOWLEDGE, ABILITY AND SKILLS

Knowledge of positive youth development practices, leadership development and social emotional learning. Knowledge of community resources available to assist youth and their families. Ability to express ideas clearly, concisely, verbally, and in writing. Ability to maintain required records. Ability to prepare correspondence and comprehensive reports.

COMPUTER TECHNICIAN 1

Minimum Qualifications:

Completion of 60 semester credits to include 15 semester credits in a computer related field; completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment; or high school diploma or GED and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required.

JOB DESCRIPTION: To be provided by department.

COMPUTER TECHNICIAN 2

Minimum Qualification: Completion of 60 semester credits to include 15 semester credits in a computer related field and one year of experience in the installation, maintenance or repair of personal computers and related experience are required; Completion of a vocational or trade school program in installation, maintenance or repair of personal computers and related equipment and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required.

related equipment are required; or High school diploma or GED and two years of experience in the installation and maintenance or repair of personal computers and related equipment are required.

NATURE OF WORK

This is advanced technical work in the delivery, installation, setup, testing, and maintenance of computer hardware and software components. Employees in this classification are responsible for installing, configuring, and troubleshooting computer hardware and providing department wide end user support. Supervision is received from a technical or non-technical supervisor depending upon department size and structure.

ILLUSTRATIVE TASKS

Installs computer hardware including personal computers, terminals, servers, modems, faxes, printers, telephone circuits, controllers, and other components; installs local-area-networks including configuring hard drives and servers, network interface cards, cabling, hubs, routers and associated software. Isolates the nature of system failures or PC problems and utilizes diagnostic utilities in order to troubleshoot problems; tests the connectivity of devices, performs procedures necessary for backing up systems, performs system upgrades.

Tests new software applications for compatibility, ease of installation, and viability and makes recommendations; provides assistance for terminal to host connectivity using a mainframe utility. Provides department-wide end-user support and service with regard to hardware and software problems through a formal help-desk or on-site repair; provides training to end users on typically 2nd level of help and is part of the Help Desk personnel, the network, and different software packages.

Prepares larger instructional manuals for Help Desk personnel and other staff; maintains records and documents; prepares reports showing work completed by Help Desk staff; creates user accounts and controls network security. Contacts centralized Information Technology Department (ITD) or outside vendors for problems not resolved by department; tracks outside vendor and ITD trouble calls.

Documents relocation of equipment, installations, and major repairs; requisitions hardware such as modems, memory, cables, connectors and PCs; conducts inventory control; documents and maintains library for applications that are being used on network.

KNOWLEDGE AND SKILLS

Considerable knowledge of the current principles and practices of computer systems technology.

Considerable knowledge of the current research and trends of new computer related technologies.

Thorough knowledge of cabling/wiring strategies.

Basic knowledge of computer software applications to understand the process of starting and unloading software programs, and the associated load on the network.

Troubleshooting skills for network problems.

System tools skill for troubleshooting.

Skill in the use of computer and peripheral equipment.

CONSTRUCTION MANAGER 2

Minimum Qualifications: Bachelor's degree in Architecture, Engineering, Construction Engineering, or related field. Five years of experience in the design, construction, or management of construction projects are required. A license in any of the following may substitute for the required education: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County or State of Florida General Contractor's, Miami-Dade County or State of Florida General Building Contractor, Miami-Dade County or State of Florida General Engineering Contractor's, or Miami-Dade County or State of Florida Certificate of Eligibility in General Building or General Engineering.

NATURE OF WORK:

This is advanced professional and administrative work in the management of building construction projects for the county. Employees in this class are responsible for authorizing and monitoring the work of architectural and engineering

consultants and contractors engaged in the design and construction of a variety of complex county buildings and related facilities. Work differs from that found in the Construction Manager 1 class in that these positions require more advanced architectural and engineering knowledge and incumbents are assigned a variety of complex and difficult building construction projects involving complex structural, electrical or mechanical features. Responsibilities include the management of several projects simultaneously in various phases of development including planning, consultant selection, design management, selection of contractor, construction management, inspection and warranty administration. Incumbents exercise considerable independent judgment in the application of the principles and practices of architectural planning, design and construction, related engineering knowledge and in the administration of assigned building construction projects. General supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives periodically during the building construction process.

ILLUSTRATIVE TASKS:

Assists consultants and county agency officials in the development of complex and difficult building construction projects; issues work orders to consultants, surveyors and testing labs; reviews and verifies consultants invoices and approves payment; reviews consultants plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultants cost estimates; schedules, attends and writes reports of meetings with consultants and county agency representative. Coordinates the development of building construction projects with several agencies that will occupy the structure; develops conceptual plan which resolves conflicts between agencies over space allocations; resolves conflicts with individual agencies over budgetary costs and relative space that would be provided; resolves conflicts between consultants' plans and plans of the several agencies. Coordinates bid advertisements, printing, and distribution of plans and specifications to bidders; schedules and conducts pre-bid conferences with contractors and consultants on complex building construction projects; evaluates bids and makes recommendations for award of contract; attends pre-bid conferences. Coordinates signing of contracts with contractors; schedules and conducts pre-construction meetings with consultants, contractors and sub-contractors. Originates Notices to Proceed to contractors and work orders to consultants and testing labs; reviews and approves periodic requisitions, invoices and supporting data from contractors, consultants and testing labs; reviews field inspection reports. Monitors building construction progress; keeps user agencies informed; prepares change orders to contract; keeps records of contingency allowance and consultants' payments. Inspects projects for substantial completion and prepares list of any deficiencies. Prepares performance reports on contractors and consultants; arranges for correction of defects by contractor during warranty period; schedules and conducts inspection at end of warranty period and assures correction of defects; recommends final acceptance of facility on behalf of the county. Qualifies the department as general contractor and obtains building permits. Maintains project administrative records and files. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Thorough knowledge of the principles, practices and methods of architectural planning, design, and construction and related engineering work. Thorough knowledge of structural design, and air-conditioning, plumbing and electrical systems. Thorough knowledge of building materials, methods, and construction systems. Thorough knowledge of building codes, laws, regulations, and county design standards. Thorough knowledge of contracts, forms, and procedures relative to building construction activities. Considerable knowledge of current construction costs. Ability to develop and analyze programs of space requirements for a variety of complex building types. Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects. Ability to review and suggest changes, additions, and corrections in detailed plans and specifications of construction projects. Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules. Ability to inspect complex projects under construction for conformance to contract documents. Ability to establish and maintain effective working relationships with consultants, contractors, supervisors, and departmental officials. Ability to simultaneously manage several complex projects in various phases of development. Ability to analyze bids and make

recommendations for award of contract. Ability to conduct meetings with consultants, contractors, and representatives of user agencies. Ability to express ideas clearly, concisely, verbally, and in writing.

CONSTRUCTION MANAGER 4

Minimum Qualifications:

This is advanced professional and administrative work with supervisory responsibility in the management of building construction projects for the county. Employees in this class are responsible for planning, assigning and reviewing the work of a professional staff of Construction Managers. Emphasis of the work is on the development and implementation of policies and procedures to assure success in the monitoring of the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex county buildings and related facilities. Responsibilities include analyzing special conditions or circumstances which arise on projects, assisting subordinates with unusual or difficult solutions to complex building construction problems and assisting in the establishment of division objectives. Incumbents exercise considerable independent judgment in the application of the principles and practices of architectural planning, design and construction, related engineering knowledge and in the administration of a variety of building construction projects. General supervision is received from a professional and administrative superior who holds incumbents responsible for effective work planning and progress and for the quality of professional results through personal conferences and performance reporting.

ILLUSTRATIVE TASKS:

Plans, assigns, and reviews the work of a staff of subordinate Construction Managers engaged in monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex county buildings and related facilities; establishes policies and procedures for processing consultants invoices, requisitions and purchase order contracts and for use of testing laboratories; establishes guidelines for reviewing consultants plans and specifications; conducts meetings with consultants, user agencies and contractors; establishes design guidelines and construction standards for projects; assists subordinates with unusual or difficult solutions to complex building construction problems. Develops policies and procedures to receive, analyze and incorporate construction suggestions from various county departments and the user agency for building construction projects. Establishes policies and procedures to satisfy required conditions prior to advertising for bids; determines if pre-bid conferences are required, and if so, explains to bidders specific conditions which may affect bid prices such as site conditions, other contracts and existing buildings; evaluates bids and makes recommendations for award of contract. Assists subordinates in unusual circumstances where special commitments are required of the contractor prior to contract signing. Insures compliance with policies and procedures prior to execution of change orders; reviews change proposal requests and advises on establishing priorities for the initiation of change orders. Establishes standards and procedures for substantial completion and final acceptance inspections and reviews inspections; assists in final determination of project completion and recommends final acceptance of facility on behalf of the county; reviews projects for positive and negative features for benefit of future projects. Formulates policies for warranty administration; screens complaints during the warranty period and delegates assignments for correction; consults with subordinates on solutions to special problems during warranty periods that are not the responsibility of the contractor and must be solved by means outside the original contract. Performs special investigations, sites analyses, and feasibility studies as required. Qualifies the department as general contractor and obtains building permits. Participates in the development of policies to select competent and responsible consultants and contractors; recommends consultant and contractor performance suitability based on previous evaluations. Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave; evaluates and rates employee performance. Performs related work as required.

CONTRACTS OFFICER

Minimum Qualifications:

Bachelor's degree. One year of experience in contract negotiation, preparation and administration is required.

NATURE OF WORK:

This is advanced professional work in the preparation, award, monitoring and evaluation of contracts negotiated with various public or private agencies by county departments. Employees in this class are responsible for performing various duties in the preparation, award, monitoring, evaluation and reporting of contracts negotiated between the county and private or other governmental agencies. Duties or combination of duties vary, depending on the department to which

assigned. Contracts are typically those of a community service or community improvement nature funded by federal, state and local sources. Emphasis of the work is on assisting grant recipients in the preparation of applications, defining of program objectives and preparation of budget proposals, and on monitoring ongoing contracts from the fiscal and/or programmatic standpoints including preparation of required evaluation reports. Incumbents frequently visit agencies under contract, work closely with their personnel and coordinate monitoring assignments with departmental accounting officials responsible for the processing of reimbursement requests and maintenance of expenditure controls. Employees operate with considerable independence of action and exercise professional judgment in the advice and assistance furnished to grant recipients and in the evaluation of their performance. General supervision is received from a professional or administrative superior who assists in the resolution of difficult problems and reviews and evaluates completed work for timely service to agencies and conformance with departmental and funding source policies and objectives.

ILLUSTRATIVE TASKS:

Keeps informed on the preparation of requests for proposals issued for potential grant recipients; assists in preparing specifications for proposals as assigned; reviews completed proposals and discusses projects being considered; makes recommendations for award of contracts to committees responsible. Assists personnel in agencies under contract in establishing budgets, including staffing patterns, capital improvement, supply and other costs; advises on allow ability of items and expenditures and requirements in presenting modifications of budgets during the contract year; works with grant recipients to establish or redefine goals and objectives in their programs. Plans, schedules of monitoring visits to assigned offices on a systematized basis; reviews program and fiscal performance, following established monitoring policies and procedures; reviews percentage of client load in relation to goals, status of budget expenditures and other information, and completes required monitoring reports. Reviews reimbursement requests from agencies under contract and authorizes or disapproves expenditures within established limits; authorizes transfer of budget expenditures from one object class to another within established procedures; forwards expenditure requests which require higher level approval; authorizes budget revisions within delegated authority. Discusses with supervisors cases where agencies are not achieving contract performance goals, or are not following required procedures so that corrective action can be taken; identifies deficiencies and advises project directors of need for corrections. Advises on provisions of various federal and state funding guidelines and program directives as well as departmental policies and procedures during the contract term; completes required evaluation reports before termination of contract; assists internal or external auditors as needed subsequent to contract completion. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of principles and practices of contract preparation and administration in federally funded programs. Considerable knowledge of provisions of federal and state funding source guidelines relating to the application for, preparation and administration of contracts in the area of assignment. Considerable knowledge of federal and state legislation relating to the application for, preparation and administration of contracts in the area of assignment. Considerable knowledge of the principles and procedures of budget preparation and justification in contract proposals. Considerable knowledge of departmental policies, procedures and techniques in fiscal and program monitoring and evaluation of ongoing contracts. Considerable knowledge of the detailed program and fiscal provisions of specific contracts assigned. Knowledge of official county position classification specifications and the relationship between classes of positions. Ability to furnish effective technical assistance to the public and agencies in the preparation of contract proposals. Ability to plan appropriate staffing levels for grant recipients to achieve program objectives. Ability to exercise sound judgment and apply departmental and funding source guidelines accurately in the preparation of budgets and monitoring of fiscal activities of grant recipients. Ability to plan and schedule work so as to monitor assigned contracts as required by departmental and federal procedures. Ability to evaluate programmatic activities of agencies under contract effectively and to readily discern ineffective performance. Ability to deal effectively with departmental staff members, committee personnel, project directors and officials in agencies under contract. Ability to communicate effectively, verbally, and in writing.

COOK 1

Minimum Qualifications:

Eighth grade. One year of experience in a large-scale food preparation environment is required.

NATURE OF WORK:

This is cooking of limited skill in the large scale production of meals in a county facility. Employees in this class are responsible for performing various limited cooking assignments. Incumbents work from menus or instructions from supervisory cooks or dieticians. An additional responsibility includes supervision of a small group of food service workers performing related tasks of food preparation or serving, as assigned. Work is performed under close supervision of a supervisory cook or dietician who gives instruction in meal preparation and reviews work in progress.

ILLUSTRATIVE TASKS:

Prepares breakfast; cooks eggs, bacon, sausage, hot cereals and other foods as required. Prepares short order foods; mixes and prepares soups, starches and entrees; cooks a variety of vegetables and cooks meats. Places or supervises the placing of foods in steam table pans or containers to be used on tray lines or in the cafeteria, or to be carried by conveyors to go to patients; packs bulk food for cart delivery to hospital floors. Makes puddings, jellios, and other desserts; makes sandwiches or salad plates in periods of heavy workload; bakes simple pastries as assigned. Operates standard cooking utensils and equipment such as mixing machines, steam cookers, toasters, food choppers, convection oven, and microwave oven. Receives instruction in the cooking of various meats and fowl in various ways, and mixing of gravies and sauces; receives instruction in the preparation of special diet foods. Supervises and participates in the work of cleaning kitchens, refrigerators, storerooms, and dining areas to meet sanitation standards. Oversees and aids in the proper handling, packaging, and storage of food stuffs and the meeting of deadlines for tray lines and cafeteria service. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of materials and methods used in preparation of food on a large scale, and the use and care of utensils and equipment. Knowledge of standard recipes and cooking methods for various breakfast, luncheon, and supper meals. Knowledge of health hazards in food preparation and service and necessary precautionary measures. Knowledge of sanitary requirements. Some knowledge of general nutrition and diets. Some knowledge of food menus, values, relative costs, and portion control. Ability to do simple cooking on a large scale. Ability to work from written menus and standard recipes and adapt quantities for varying numbers of people. Ability to operate standard cooking equipment and utensils for large scale food preparation. Ability to supervise food service workers in a manner conducive to full performance and high morale. Ability to follow oral and written instructions in exact detail. Ability to work under conditions of high temperature and stress.

CUSTODIAL WORKER 1

Minimum Qualifications:

Eighth grade. Three months of experience performing manual labor involving a variety of janitorial or custodial tasks are required. Must possess a Driver license.

NATURE OF WORK:

This is moderately heavy manual work performing routine housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform manual work involving a variety of housekeeping and domestic tasks to assist in the maintenance of County buildings. Duties include cleaning restrooms and offices, washing windows, removing trash, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

ILLUSTRATIVE TASKS:

Scrubs, mops, waxes, and polishes floors; vacuums carpeting; dusts and polishes furniture; washes windows, water fountains, woodwork, toilets, wash rooms and fixtures; cleans baseboards, doors, and walls. Keeps areas around buildings clean and free of litter; sweeps walkways. Replaces burned out light bulbs; assists in making simple repairs to buildings and equipment. Changes trash and garbage cans and relines with plastic trash bags as required; cleans food conveyors; washes pots and pans; cleans stoves, tables, and refrigerators; cleans steam tables and broilers; washes floors in kitchens and cafeterias; washes glassware and dishes. Moves office and institutional furniture and equipment from one place to

another as directed; arranges chairs and tables in meeting rooms. Checks and delivers linens and laundry. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Some knowledge of the materials, methods and equipment typically used in janitorial work. Some knowledge of the geography of the buildings or facilities of assignment. Ability to make minor repairs and adjustments to cleaning equipment. Ability to understand and follow simple verbal and written instructions. Physical strength and agility sufficient to perform assigned duties.

CUSTODIAL WORKER 2

Minimum Qualifications:

Eighth grade. Six months of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor are required. Must possess a Driver license.

NATURE OF WORK:

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of County buildings. Duties include operating various types of automatic housekeeping equipment, cleaning restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment. Work is distinguished from that of the next lower class by the requirement for greater skill in the performance of work, more independence of action and primary operation of various types of automated housekeeping equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

ILLUSTRATIVE TASKS:

Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment; scrubs, strips and waxes floors and shampoos carpets. Operates wall vacuum cleaners and wall washing equipment; cleans walls, curtains, drapes, Venetian blinds, and using ladders as necessary. Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; makes minor repairs when necessary. Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures. Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers. Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the materials, methods, and equipment typically used in janitorial work. Knowledge of operation and routine care of various types of automatic housekeeping equipment. Knowledge of disinfectants used in cleaning restrooms and other common areas. Some knowledge of general sanitation standards in cleaning work. Ability to make minor repairs and adjustments to automatic cleaning equipment. Ability to work with a minimum of supervision from written job procedures and work schedules. Ability to understand and follow simple oral and written instructions. Physical strength and agility sufficient to perform assigned duties.

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.

DATA ENTRY SPECIALIST 2

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 complex work methods and problems and requires advanced data entry skills.

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

ILLUSTRATIVE TASKS

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

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

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

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

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

Provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures. May supervise a small group of employees engaged in routine clerical duties.

Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of simple data processing and transmission principles utilized in computerized information system. Knowledge of routine office practices and procedures as it pertains to MDCV.

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.

Skilled 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. Experience Operating a forklift preferred

Job Description:

The incumbent will work with the Miami-Dade County Elections Warehouse Management to provide logistical support to all operations related to local, state, and federal elections. This is a highly responsible position that will be charged with completing sensitive tasks within the Elections Department Warehouse as well as interact with various individuals and organizations outside of the Elections Department when delivering equipment to and from polling locations.

NATURE OF WORK:

This is a logistics support position which will be responsible for supporting local, state, and federal elections. This position is responsible for performing a variety of warehouse and logisticssupport tasks for the Operations Divisions within the Miami-Dade County Elections Department. The emphasis of the work is the support of the department's warehouse. The incumbent is required to exercise independent judgement, support various tasks which are the responsibility of the warehouse, train and oversee temporary employees working in the warehouse duringlarge elections, as well as transporting elections to and from various polling locations throughoutthe County.

ILLUSTRATIVE TASKS:

- Prepares elections equipment and supplies for distribution.
- Assists in the loading, transporting and unloading of voting equipment from the warehouse to the voting precincts, as well as return trips.
- Performs the responsibility of assembling, verification, and packaging of ballot related materials and other precinct specific supplies.
- Performs preventive maintenance inspections on voting equipment, identifies defects and required repairs or replacement in order to maintain operable election equipment for use during elections held during the year.
- Ensures voting machines, such as DS200 and Express Vote, are properly prepared and programmed ensuring accurate collection and tabulation of votes.
- Assists in compiling data on serial numbers, protective counter numbers, and election equipment numbers assigned to each precinct.
- Troubleshoots and corrects election machine problems so that voting can continue.
- Performs quality management tasks to ensure proper functionality of voter equipment.
- Participates and assists with the Department's Logic and Accuracy testing prior to a scheduled election.
- Operates and maintains various heavy equipment and vehicles, such as a forklift, used in either processing ballots or in the transport of voting equipment and supplies. Receives, stores, and issues materials, equipment and other items from the warehouse; Receives and maintains stock items, and inventory items manually or using a computer application, such as BOT or Web App. Keep records of supplies distributed and compile reports.
- Administer and coordinate the disposal of excess, defective, or obsolete elections materials and equipment.
- Verify inventory of computations by comparing them to physical counts of stock, and investigate discrepancies and adjust errors.
- Issues or distribute materials, products, parts, and supplies to the public, coworkers, and county employees based on the information from incoming requisitions. This may include making deliveries, including mail runs, to various sites, as required.
- Ensures proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities. Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Successfully attends and completes ES&S certification/re-certification and any other scheduled trainings that contribute to a safe work environment.
- Prepares reports such as inventory updates and job status reports, as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Thorough experience working in a warehouse environment

Thorough experience working in a logistics or inventory management role

Experience working with a forklift, pallet jack, and dollies preferred

Experience Scanning and maintaining inventory preferred

ELECTIONS SUPPORT SPECIALIST

Minimum Qualifications:

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

NATURE OF WORK:

This is a clerical position which involves moderately complex work methods and situations. The Registration Section is tasked with registering voters, making updates to existing records, performing list maintenance on the voter registration database, responding to customer inquiries by phone, in person, and through correspondence, processing candidate and initiative petitions, and validating provisional ballots for all elections.

Employees in this class conduct a variety of assignments requiring the application of independent judgment and clerical knowledge. Specific areas of responsibility include but, are not limited to adhering to federal, state, and local laws and ordinances in relation to the performance of Registration Section duties; providing effective and efficient customer service by phone and in person; executing duties to ensure compliance with mandated deadlines; and maintaining adequate productivity levels to safeguard established performance guidelines.

Supervision is received from Elections Supervisor who reviews work through daily productivity reports and personal conferences to make certain assignments are completed in a satisfactory manner.

ILLUSTRATIVE TASKS:

- Data entry and quality assurance of voter registration applications; Ensuring appropriate source code is applied to each record as well as the assignment of the appropriate registration date in accordance with state law.
- Preparation of disposition notices for applicants whose applications are approved, incomplete, denied, did not indicate a party affiliation; identification could not be verified by Division of Elections.
- Verification and quality assurance of federal, state, and local candidate and initiative petitions.-
- List maintenance of voter records through the use of the National Change of Address (NCOA) supplied by the USPS; from mail returned as undeliverable by the post office; from Jury Notices supplied the courts and signed by the voter; Send address confirmation notices to voters whose address was updated through the List Maintenance process for voter confirmation.
- Data entry of voter correspondence such as responses to Address Confirmation Requests, requests for updates by email and fax, and personal letters from voters.
- Performs the scanning, imaging, and verification of signatures for all voter registration applications, affirmations completed on Election Day for voter updates and from signature cure affidavits; and ensures all images are clear and assigned to the correct voter.
- Validation of documents scanned into CARA to prepare registration documents for future use in researching information on Election Day and responding to public records requests.
- Researches and verifies Provisional Ballots received during Early Voting and on Election Day; Final disposition of provisional ballot is determined by Canvassing Board; complete verification of provisional ballot and preparation of notices to voter of final outcome.
- Provide customer service to citizens by phone, through correspondence, and in person at the Registration Counter.
- Respond to email correspondence in accordance with departmental policy; Register and SOEDADE email addresses within 24/48 hours.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of elections laws, rules, regulations, and procedures. Knowledge of the voter registration database.

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 ordinances and apply to work situations.

Ability to meet, deal effectively, and in a courteous and non-partisan manner with the general public.

Ability to perform data entry on a continuous basis.

ELIGIBILITY INTERVIEWER

NATURE OF WORK:

This is advanced clerical and public interviewing work in determining eligibility for financial, medical or welfare assistance in a county/ social service program. Employees in this class are responsible for interviewing applicants and obtaining information necessary to establish eligibility under existing statutes, ordinances, and regulations. Information obtained during interview is clearly prescribed but the manner in which facts are secured requires a degree of tact. Employees are responsible for completing necessary informational forms and recommending proper action to be taken. General supervision is received from an administrative or professional superior who reviews work generally for accuracy and completeness in obtaining the required information and who offers advice and assistance in unusual or difficult problems.

ILLUSTRATIVE TASKS:

- Interviews applicants for public assistance to determine eligibility under existing laws and regulations; verifies information received; determines nature and amount of assistance needed, and resources available.
- Interviews applicants for out-patient medical care to determine if income and residence requirements have been satisfied; records and verifies information obtained by contacting employee, landlords, other welfare agencies, and related sources; applies standard policies and procedures to classify patients as to the portion of cost to be assumed by the county; completes applicable forms.
- Reviews cases periodically to evaluate continued bases for eligibility in relation to income status.
- In less difficult cases, assists persons not eligible for county public assistance benefits to obtain aid from other welfare agencies in the area.
- Establishes payment plans, makes arrangements for transportation of patients, collects fees for laboratory services and makes emergency referrals to private convalescent homes.
- Completes records indicating volume and type of services authorized and referrals to other agencies.
- Performs duties at various field clinics and surplus food commodity warehouses when assigned.
- Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of interviewing techniques as applied to obtaining basic personal information.

Some knowledge of the laws, rules, and regulations governing eligibility for welfare benefits administered under various government assistance programs.

Some knowledge of local public and private assistance agencies and their various eligibility requirements. Some knowledge of the medical services provided by public health and hospital departments.

Ability to achieve rapport and establish effective relationships with applicants, their relatives, and various organizations in the community.

Ability to obtain and verify required information through interview and personal communication. Ability to understand and carry out moderately complex oral and written instructions.

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.

Knowledge, 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 2

Minimum Qualifications:

High school diploma or GED. One year of experience in the environmental field including operation and/or maintenance of data or similar equipment.

Nature of work:

This is sub-professional technical work in a Department of Solid Waste Management environmental compliance program. Employees in this class are primarily responsible for the operation and maintenance of scientific field equipment and construction of environmental monitoring sites. Duties include the application of basic engineering and scientific technical skills in carrying out routine or special environmental projects. Work may include basic data summary preparation, and instrument or ancillary facility assembly or construction. Assignments are received with specific instructions and duties are performed under the direct supervision of an environmental professional who reviews work in progress.

Illustrative tasks:

Assists engineers or scientists with the assembly of equipment, construction of monitoring platforms, and other specialized items. Performs routine preventive maintenance of equipment and simple special maintenance as required. Collects data from field instrumentation; operates equipment as required. Performs simple mathematical calculations; transforms analog data (strip chart recorder data) to digital data; inputs digital data into computer spreadsheets and summarizes data in the form of graphs or charts. Performs related work as required.

Knowledge, abilities, and skills:

Knowledge of the Department of Solid Waste Management environmental compliance program. Knowledge of electronic data collection equipment related to meteorology and gas chromatography. Knowledge of basic mathematics used for summarizing data, charting and graphing and for basic computer spreadsheet applications.

Knowledge of basic principles of electricity and electronics as related to analytical equipment. Some knowledge of environmental regulations. Ability to use hand and power tools necessary to assemble and maintain field monitoring and data collection equipment. Ability to understand and follow verbal and written instructions. Ability to perform preventive maintenance procedures on field monitoring and data collection equipment. Physical strength and agility sufficient to perform assigned duties.

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.

FIT2LEAD INTERN (PARKS)

The Goal: to develop an alternative program that provides structure and stability to at-risk youth; to decrease juvenile delinquency (in those high crime neighborhoods) by providing safe places to play and learn; and to provide sustainable opportunities to learn life skills and develop leadership qualities in a supportive environment through education and hands-on training that can lead to a paycheck and a career path.

The Fit2Lead Park Internship Program will give young adults the opportunity to develop leadership qualities in a supportive environment through an education and hands-on training program that will provide a paycheck and a path to college or a career.

The **Park Internship Program** provides an entry level type part time paid position for teenagers between the age of 15 and 17. Successful completion of the Park Internship program will qualify the candidate to keep the position for another year (if age eligible) or to be considered for a Counselor in Training position.

Park Interns will complete approximately 470 hours of program orientation and training, enrichment classes and practical work experience hours. It is hoped that classes and assignments will broaden and diversify the experience of the Intern

through an array of job assignments that may lead to college and or a career discovery. The Park Intern will assist in the delivery of their assigned programs while under supervision.

Work experience hours will include supporting park staff in the following:

- Afterschool Program	12 hours per week	(60 hours)	5 week assignment
- YES Program	12 hours per week	(60 hours)	5 week assignment
- Park Operations	12 hours per week	(60 hours)	5 week assignment
- Summer Camp Program	20 hours per week	(160 hours)	8 week assignment
- Regional Parks	6 hour assignment	(30 hours)	5 assignments
- EcoAdventure Program	6 hour assignment	(30 hours)	5 assignments
- Enrichment Classes	3 hour classes	(66 hours)	22 week assignment
- Orientation	4 hour class	(4 hours)	1 time event

Program applicants must show improvement in:

- school and program attendance
- school and community conduct
- academic grades

Parks Recreation and Open Spaces will provide the successful temporary agency with the applicants to process for this program.

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.

FORENSICE 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 driver's license with fewer than 4 points. Must maintain a valid Florida driver's license with fewer than 4 points to remain qualified for employment. Must be able to lift 75 pounds. Must be willing to submit to periodic drug and alcohol testing. Willingness to comply with immunization requirements and safety procedures.

Knowledge, Abilities and Skills:

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 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.

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 sidelifter 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.

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.

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.

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.

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.

LIBRARIAN TECHNICAL ASSISTANT

Nature of work:

Assist Art Services' Library Exhibitions and Programming Specialist with the safe keeping of the Miami-Dade Public Library System's Permanent Art Collection. Assist with Installation and de-installation of art Exhibitions at various library branches, assist with art receptions, and art related programs. Assist with the Library's Hurricane Inventory process. Creation of ID labels for each artwork displayed. Assist with the rotating of artwork in all 50 libraries. The Librarian Technical Assistant will report to the Library Exhibitions and Programming Specialist, and if not busy with Art Services, will also assist the Library's CEP unit with set ups for programming and special events. This position will undergo training on how handle artwork with archival care, basic Polaris knowledge, and understanding of the Permanent Art Collection.

Requirements:

- Able to lift 75lbs of weight
- Problem solver
- Critical thinking skills
- Art installation skills a plus
- Able use tools such as: Drills, power saws, measuring tape, level
- Basic computer skills.
- Basic math
- Team player

LIBRARY TUTOR – GENERAL (Part-time)

MINIMUM QUALIFICATIONS

Bachelor's Degree in Education or Related Field. A Current Professional Teaching Certificate issued by the state of Florida is required. Three years of teaching experience required. Certification in the following subject areas is highly preferred: Elementary Education, Middle Grades General Science (grades 5-9), Middle Grades Mathematics (grades 5-9), Biology

(grades 6-12), Chemistry (grades 6-12), Earth-Space Science (grades 6-12), Physics (grades 6-12), Reading (grades K-12), Computer Science (grades K-12), Health (grades K-12), Mathematics (grades 6-12), Engineering and Technology Education (grades 6-12)

Nature of work:

The library tutor will work with students in grades K-12 to improve their homework performance. The library tutor will aim to improve a student's understanding of school subjects by assisting them with homework related issues and shortcomings. The library tutor will work with children to diagnose problem areas and provide solutions for improving their school performance. Work will be performed as part of the library's tutoring program. Supervision is received from an administrative or professional superior who sets schedules, discusses plans, provides work assignments and evaluates work progress. Under the direction of the Library Tutoring Coordinator, the library tutor will provide homework assistance and tutoring services at a specific library branch on a weekly basis. One library tutor will provide instruction to multiple students at one time.

Instruction and assistance will be provided in all subjects with the majority of tutoring time being dedicated to science, math and reading. Tutors will draw upon their education and experience to tailor their assistance to the needs of each individual student. Responsibilities include the exercise of a high degree of resourcefulness, judgment, initiative and professional knowledge of educational and training theory, principles and techniques in identifying needs and planning lessons.

ILLUSTRATIVE TASKS

Instruct students, using various teaching methods including demonstrations. Prepare and attain objectives for participating students. Assess student's progress on homework assignments and overall understanding of subject matter. Communicate with students and their guardian(s) regarding progress and strategies for improvement in targeted areas. Maintains control and discipline throughout tutoring sessions and addresses behavioral issues. Library tutors will report to a library branch to provide homework assistance and tutoring services on a weekly basis for a pre-determined number of hours. The tutors may work with the same students for a pre-determined number of weeks. Tutors will enhance their knowledge base in less familiar subjects to better assist students; and research appropriate and current methods for teaching unfamiliar subjects. Follow tutoring schedules, meet expectations and guidance from Library Tutoring Coordinator. Create and submit weekly reports detailing tutoring sessions. Maintains a relationship with management and keeps them abreast of issues and happenings of program. Conducts self-assessment of performance and collects feedback from participants. Assists students with homework assignments in any of the following subjects: English, mathematics, language arts, reading, science, social studies, etc. Advises students on educational resources. Fields concerns and questions from student's guardian. Advises Library Tutoring Coordinator on educational resources or materials that may be beneficial for students. Observes needs that arise across tutoring sessions. Provides assistance and resources with test-taking strategies and study skills. Keeps informed on bibliographic information, community educational programs, local curricula, current literature in various fields and other resources. Maintains valid professional teacher certificate in the state of Florida. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of current techniques, methods and practices in K-12 education. A general knowledge of subjects currently taught throughout Miami-Dade schools. Thorough knowledge of general educational theories and principles. Ability to explain an array of concepts thoroughly, simply and repeatedly. An understanding of how to work with the public, in a library setting. Ability to model problem-solving techniques. Ability to communicate clearly, concisely and persuasively both orally and in writing. Ability to solve problems particular to students seeking homework help. Research skills that allow one to pursue resolutions for educational roadblocks. Ability to work independently, quickly and resourcefully to solve homework problems. Interest in continuing education. Ability to communicate via e-mail, create and open attachments, create and send reports, etc. Behavioral and organizational skills that allow for the simultaneous tutoring of multiple students. Ability to gauge where students need improvement. Ability to explain course-specific content. Ability to prepare, complete and comprehend narrative and statistical reports. Have the ability to build upon knowledge and principles. Knowledge of test preparation strategies. Multi-tasking skills that allow for the simultaneous tutoring of multiple students. Thorough knowledge of the common core mathematics curriculum at all age grade levels. Knowledge of math concepts in basic math, calculus, algebra, trigonometry and geometry. Thorough knowledge of science

including physics, biology, chemistry, etc. at all age grade levels. Ability to improve reading skills at all grade levels. A depth of knowledge in reading, science and/or math.

LIBRARY TUTOR – MATH (Part-time)

MINIMUM QUALIFICATIONS

Bachelor's Degree in Education or Related Field. A Current Professional Teaching Certificate issued by the state of Florida is required. Three years of teaching experience required. Certification in the following subject areas is highly preferred: Middle Grades Mathematics (grades 5-9), Mathematics (grades 6-12)

NATURE OF WORK

The library tutor will work with students in grades K-12 to improve their homework performance. The library tutor will aim to improve a student's understanding of school subjects by assisting them with homework related issues and shortcomings. The library tutor will work with children to diagnose problem areas and provide solutions for improving their school performance. Work will be performed as part of the library's tutoring program. Supervision is received from an administrative or professional superior who sets schedules, discusses plans, provides work assignments and evaluates work progress. Under the direction of the Library Tutoring Coordinator, the library tutor will provide homework assistance and tutoring services at a specific library branch on a weekly basis. One library tutor will provide instruction to multiple students at one time.

Instruction and assistance will be provided in all subjects with the majority of tutoring time being dedicated to math. Tutors will draw upon their education and experience to tailor their assistance to the needs of each individual student. Responsibilities include the exercise of a high degree of resourcefulness, judgment, initiative and professional knowledge of educational and training theory, principles and techniques in identifying needs and planning lessons.

ILLUSTRATIVE TASKS

Instruct students, using various teaching methods including demonstrations. Prepare and attain objectives for participating students. Assess student's progress on homework assignments and overall understanding of subject matter. Communicate with students and their guardian(s) regarding progress and strategies for improvement in targeted areas. Maintains control and discipline throughout tutoring sessions and addresses behavioral issues. Library tutors will report to a library branch to provide homework assistance and tutoring services on a weekly basis for a pre-determined number of hours. The tutors may work with the same students for a pre-determined number of weeks. Tutors will enhance their knowledge base in less familiar subjects to better assist students; and research appropriate and current methods for teaching unfamiliar subjects. Follow tutoring schedules, meet expectations and guidance from Library Tutoring Coordinator. Create and submit weekly reports detailing tutoring sessions. Maintains a relationship with management and keeps them abreast of issues and happenings of program. Conducts self-assessment of performance and collects feedback from participants. Assists students with homework assignments in any of the following subjects: English, language arts, reading, social studies, etc. but with the majority of tutoring offered in mathematics. Advises students on educational resources. Fields concerns and questions from student's guardian. Advises Library Tutoring Coordinator on educational resources or materials that may be beneficial for students. Observes needs that arise across tutoring sessions. Provides assistance and resources with test-taking strategies and study skills. Keeps informed on bibliographic information, community educational programs, local curricula, current literature in various fields and other resources. Maintains valid professional teacher certificate in the state of Florida. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of current techniques, methods and practices in K-12 education. A general knowledge of subjects currently taught throughout Miami-Dade schools. Thorough knowledge of general educational theories and principles. Ability to explain an array of concepts thoroughly, simply and repeatedly. An understanding of how to work with the public, in a library setting. Ability to model problem-solving techniques. Ability to communicate clearly, concisely and persuasively both orally and in writing. Ability to solve problems particular to students seeking homework help. Research skills that allow one to pursue resolutions for educational roadblocks. Ability to work independently, quickly and resourcefully to solve homework problems. Interest in continuing education. Ability to communicate via e-mail, create and open attachments, create and send reports, etc. Behavioral and organizational skills that allow for the simultaneous tutoring of multiple students. Ability to gauge where students need improvement. Ability to explain course-specific

content. Ability to prepare, complete and comprehend narrative and statistical reports. Have the ability to build upon knowledge and principles. Knowledge of test preparation strategies. Multi-tasking skills that allow for the simultaneous tutoring of multiple students. Thorough knowledge of the common core mathematics curriculum at all age grade levels. Knowledge of math concepts in basic math, calculus, algebra, trigonometry and geometry.

LIBRARY TUTOR – READING (Part-time)

MINIMUM QUALIFICATIONS

Bachelor's Degree in Education or Related Field. A Current Professional Teaching Certificate issued by the state of Florida is required. Three years of teaching experience required. Certification in the following subject areas is highly preferred: Elementary Education, Reading (grades K-12)

NATURE OF WORK

The library tutor will work with students in grades K-12 to improve their homework performance. The library tutor will aim to improve a student's understanding of school subjects by assisting them with homework related issues and shortcomings. The library tutor will work with children to diagnose problem areas and provide solutions for improving their school performance. Work will be performed as part of the library's tutoring program. Supervision is received from an administrative or professional superior who sets schedules, discusses plans, provides work assignments and evaluates work progress. Under the direction of the Library Tutoring Coordinator, the library tutor will provide homework assistance and tutoring services at a specific library branch on a weekly basis. One library tutor will provide instruction to multiple students at one time. Instruction and assistance will be provided in all subjects with the majority of tutoring time being dedicated to science, math and reading. Tutors will draw upon their education and experience to tailor their assistance to the needs of each individual student. Responsibilities include the exercise of a high degree of resourcefulness, judgment, initiative and professional knowledge of educational and training theory, principles and techniques in identifying needs and planning lessons.

ILLUSTRATIVE TASKS

Instruct students, using various teaching methods including demonstrations. Prepare and attain objectives for participating students. Assess student's progress on homework assignments and overall understanding of subject matter. Communicate with students and their guardian(s) regarding progress and strategies for improvement in targeted areas. Maintains control and discipline throughout tutoring sessions and addresses behavioral issues. Library tutors will report to a library branch to provide homework assistance and tutoring services on a weekly basis for a pre-determined number of hours. The tutors may work with the same students for a pre-determined number of weeks. Tutors will enhance their knowledge base in less familiar subjects to better assist students; and research appropriate and current methods for teaching unfamiliar subjects. Follow tutoring schedules, meet expectations and guidance from Library Tutoring Coordinator. Create and submit weekly reports detailing tutoring sessions. Maintains a relationship with management and keeps them abreast of issues and happenings of program. Conducts self-assessment of performance and collects feedback from participants. Assists students with homework assignments in any of the following subjects: English, mathematics, language arts, science, social studies, etc., but with the majority of tutoring offered in reading. Advises students on educational resources. Fields concerns and questions from student's guardian. Advises Library Tutoring Coordinator on educational resources or materials that may be beneficial for students. Observes needs that arise across tutoring sessions. Provides assistance and resources with test-taking strategies and study skills. Keeps informed on bibliographic information, community educational programs, local curricula, current literature in various fields and other resources. Maintains valid professional teacher certificate in the state of Florida. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of current techniques, methods and practices in K-12 education. A general knowledge of subjects currently taught throughout Miami-Dade schools. Thorough knowledge of general educational theories and principles. Ability to explain an array of concepts thoroughly, simply and repeatedly. An understanding of how to work with the public, in a library setting. Ability to model problem-solving techniques. Ability to communicate clearly, concisely and persuasively both orally and in writing. Ability to solve problems particular to students seeking homework help. Research skills that allow one to pursue resolutions for educational roadblocks. Ability to work independently, quickly and resourcefully to solve homework problems. Interest in continuing education. Ability to communicate via e-mail, create and open attachments, create and send reports, etc. Behavioral and organizational skills that allow for the simultaneous

tutoring of multiple students. Ability to gauge where students need improvement. Ability to explain course-specific content. Ability to prepare, complete and comprehend narrative and statistical reports. Have the ability to build upon knowledge and principles. Knowledge of test preparation strategies. Multi-tasking skills that allow for the simultaneous tutoring of multiple students. Ability to improve reading skills at all grade levels. Knowledge of reading improvement strategies.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Education or Related Field. A Current Professional Teaching Certificate issued by the state of Florida is required. Three years of teaching experience required. Certification in the following subject areas is highly preferred: Elementary Education, Reading (grades K-12)

LIBRARY TUTOR – SCIENCE (Part-time)

MINIMUM QUALIFICATIONS

Bachelor's Degree in Education or Related Field. A Current Professional Teaching Certificate issued by the state of Florida is required. Three years of teaching experience required. Certification in the following subject areas is highly preferred: Middle Grades General Science (grades 5-9), Biology (grades 6-12), Chemistry (grades 6-12), Earth-Space Science (grades 6-12), Physics (grades 6-12), Computer Science (grades K-12), Health (grades K-12), Engineering and Technology Education (grades 6-12)

NATURE OF WORK

The library tutor will work with students in grades K-12 to improve their homework performance. The library tutor will aim to improve a student's understanding of school subjects by assisting them with homework related issues and shortcomings. The library tutor will work with children to diagnose problem areas and provide solutions for improving their school performance. Work will be performed as part of the library's tutoring program. Supervision is received from an administrative or professional superior who sets schedules, discusses plans, provides work assignments and evaluates work progress. Under the direction of the Library Tutoring Coordinator, the library tutor will provide homework assistance and tutoring services at a specific library branch on a weekly basis. One library tutor will provide instruction to multiple students at one time.

Instruction and assistance will be provided in all subjects with the majority of tutoring time being dedicated to science, math and reading. Tutors will draw upon their education and experience to tailor their assistance to the needs of each individual student. Responsibilities include the exercise of a high degree of resourcefulness, judgment, initiative and professional knowledge of educational and training theory, principles and techniques in identifying needs and planning lessons.

ILLUSTRATIVE TASKS

Instruct students, using various teaching methods including demonstrations. Prepare and attain objectives for participating students. Assess student's progress on homework assignments and overall understanding of subject matter. Communicate with students and their guardian(s) regarding progress and strategies for improvement in targeted areas. Maintains control and discipline throughout tutoring sessions and addresses behavioral issues. Library tutors will report to a library branch to provide homework assistance and tutoring services on a weekly basis for a pre-determined number of hours. The tutors may work with the same students for a pre-determined number of weeks. Tutors will enhance their knowledge base in less familiar subjects to better assist students; and research appropriate and current methods for teaching unfamiliar subjects. Follow tutoring schedules, meet expectations and guidance from Library Tutoring Coordinator. Create and submit weekly reports detailing tutoring sessions. Maintains a relationship with management and keeps them abreast of issues and happenings of program. Conducts self-assessment of performance and collects feedback from participants. Assists students with homework assignments in any of the following subjects: English, mathematics, language arts, reading, social studies, etc. but with the majority of tutoring offered in science. Advises students on educational resources. Fields concerns and questions from student's guardian. Advises Library Tutoring Coordinator on educational resources or materials that may be beneficial for students. Observes needs that arise across tutoring sessions. Provides assistance and resources with test-taking strategies and study skills. Keeps informed on

bibliographic information, community educational programs, local curricula, current literature in various fields and other resources. Maintains valid professional teacher certificate in the state of Florida. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of current techniques, methods and practices in K-12 education. A general knowledge of subjects currently taught throughout Miami-Dade schools. Thorough knowledge of general educational theories and principles. Ability to explain an array of concepts thoroughly, simply and repeatedly. An understanding of how to work with the public, in a library setting. Ability to model problem-solving techniques. Ability to communicate clearly, concisely and persuasively both orally and in writing. Ability to solve problems particular to students seeking homework help. Research skills that allow one to pursue resolutions for educational roadblocks. Ability to work independently, quickly and resourcefully to solve homework problems. Interest in continuing education. Ability to communicate via e-mail, create and open attachments, create and send reports, etc. Behavioral and organizational skills that allow for the simultaneous tutoring of multiple students. Ability to gauge where students need improvement. Ability to explain course-specific content. Ability to prepare, complete and comprehend narrative and statistical reports. Have the ability to build upon knowledge and principles. Knowledge of test preparation strategies. Multi-tasking skills that allow for the simultaneous tutoring of multiple students. Thorough knowledge of science including physics, biology, chemistry, etc. at all age grade levels.

LIGHT EQUIPMENT TECHNICIAN

Minimum Qualifications:

Eighth grade. Two years of skilled experience in the diagnosis, test, replacement, repair, overhaul, and maintenance of diversified automotive and passenger vehicle equipment such as engines, transmissions, air-conditioning systems, ignitions, differentials, brakes, electrical systems, and other vehicular systems are required. Must possess a Driver license. Must possess or obtain an Automotive Service Excellence (ASE) Certificate for Servicing Motor Vehicle Air-Conditioning prior to the completion of the probationary period. Must be able to lift and handle items weighing up to 50 pounds.

NATURE OF WORK:

This is technical work at the journeyman level in the diagnosis, repair and preventive maintenance of diversified automotive and passenger vehicle equipment. Employees in this class perform skilled work in the repair and overhaul of mobile equipment, including automobiles, vans and trucks up to 10,000 pounds Gross Vehicle Weight. Work involves repairing and overhauling engines, transmissions, air-conditioning systems, ignitions, differentials, brakes, electrical systems and other vehicular systems. Related duties may include maintaining customer relations, entering information pertaining to work orders into a computer terminal, inspecting vehicles after commercial repair, and maintaining parts inventories. Supervision is received from a shop supervisor or other superior who reviews work for satisfactory performance of equipment repaired or maintained.

ILLUSTRATIVE TASKS:

- Tests, inspects, and repairs vehicle emission equipment to comply with vehicle emission legislation.
- Diagnoses and repairs complete electrical systems, including electric drive motors, and regenerative electric systems.
- Employs onboard computer systems and other external computerized diagnostic systems in the performance of repair and maintenance work.
- Inspects, diagnoses, repairs, and overhauls brake systems, including Anti-lock Brake Systems (ABS).
- Diagnoses and repairs suspension and steering systems.
- Debriefs vehicle operators to understand drive ability concerns and affect appropriate repairs.
- Performs some minor body work including removal and replacement of body parts; inspects vehicles after commercial repair; adjusts and aligns body parts and hardware, as required.
- Diagnoses and repairs automotive transmissions/transaxles.
- Orders repair parts and maintains adequate parts inventory.
- Diagnoses and repairs air-conditioning systems in compliance with current environmental regulations.
- Prepares and completes work orders; operates a computer terminal to enter information and research vehicle repair history in the automated Equipment Management System.

- Performs preventive maintenance, including complete unit inspections, changing fluids/filters, and adjustments; performs lubrications and repairs all defects, as required.
- Road tests and certifies equipment before returning to in-service status.
- Repairs flat tires and performs wait-jobs, as required.
- Cleans and maintains shop, tools, and shop equipment.
- Observes established safety practices and procedures.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of design characteristics of a wide variety of mobile equipment.
- Considerable knowledge of the operating characteristics and maintenance requirements of a variety of automotive equipment, vans, passenger vehicles and trucks.
- Considerable knowledge of modern diagnostic techniques used to detect defects in automotive equipment operation.
- Considerable knowledge of the repair and adjustment of mobile equipment parts, assemblies, components, and operating systems.
- Knowledge of automotive tools, equipment and materials.
- Knowledge of occupational hazards and safety precautions of automotive repair and maintenance work.
- Ability to use modern devices and techniques to diagnose malfunctions in automotive equipment.
- Ability to use automotive repair tools and equipment to perform preventive maintenance and effect difficult repairs.
- Ability to perform complete preventive maintenance procedures.
- Ability to diagnose, repair and overhaul engines, transmissions, air-conditioning systems, electrical systems, and other vehicular systems and subsystems.
- Skill in automotive mechanics.
- Skill in the diagnosis and testing of mobile equipment malfunctions.
- Skill in the care and use of automotive tools and equipment.

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.

Knowledge, 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.

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.

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 satisfy programming needs efficiently and economically 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.

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 receives and disposes of inquiries and maintains 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.

Knowledge, 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.

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.

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

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.

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.

REFRIGERATION A/C MECHANIC

Minimum qualifications:

Eighth grade. Must possess a Miami-Dade County Journeyman General Mechanical Certificate of Competency or Miami-Dade County Journeyman Certificates of Competency in the Refrigeration and Air-Conditioning mechanical trades. Must possess a Driver license. Must possess a Type II or Universal certificate from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F under section 608 of the 1990 Clean Air Act Amendment.

NATURE OF WORK:

This is skilled work at the journeyman level in the installation, maintenance and repair of refrigeration equipment for the Miami-Dade Water & Sewer Department. Employees in this class are responsible for servicing air conditioning systems and units, cold storage plants, refrigerators, water cooling systems and related equipment utilized in a wide variety of water & sewer facilities and buildings. Employees work independently using hand tools, power tools and various precision measuring and testing instruments. Assignments may be in the form of sketches, diagrams or written instructions and may involve locating defective parts or determining the cause of malfunctioning equipment. Work is reviewed by a maintenance supervisor who inspects work occasionally in progress and upon completion for compliance with instructions and for satisfactory operation of equipment repaired, installed or maintained.

ILLUSTRATIVE TASKS:

Overhauls and services refrigeration units by repairing, replacing or adjusting worn or broken parts on condensers, compressors and water and vacuum pumps; tests refrigeration equipment for refrigerant leaks. Repairs or adjusts valves, piping connections, fittings, and couplings by bolting, riveting, welding, soldering and brazing, using hand tools, acetylene torch, prestolite torch and drill press. Removes motors and pumps, replaces shafts and bearings, repacks and reinstalls; replaces, repairs and recalibrates thermostats and humidistat; adjusts expansion valves; adjusts or changes belts; replaces gaskets, hinges and hardware. Sets airflow controls to suit occupants by adjusting splitters, dampers, diffusers and fan speeds; removes, cleans and replaces strainers and filters; rebuilds, repairs and paints wood and metal cooling towers and fans; adds appropriate chemicals to water towers to prevent rust and corrosion. Starts equipment, observes operation and reads gauges and instruments such as volt-ohm meters; determines temperature, velocity and humidity factors using air and water temperature gauges; adjusts mechanisms such as valves, controls and pumps to control level of fluid, pressure, and temperature; bleeds contaminants from system and charges with specified amount and type of refrigerant; checks gauges and makes periodic preventive maintenance inspections. Assists supervisor in planning modifications and new installation projects, preparation of specifications, and in major overhauling and reconditioning jobs utilizing blueprints, engineering specifications and knowledge of refrigerant systems. Maintains simple job records. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of the practices, methods, materials, test instruments and tools commonly utilized in the repair and service of various types of refrigeration equipment. Considerable knowledge of the mechanical operation and repair characteristics of various kinds of refrigeration equipment. Considerable knowledge of the occupational hazards and safety precautions of the work. Knowledge of the principles of mechanics. Ability to detect defects in machinery and to make the necessary repairs or adjustments. Ability to work from verbal or written instructions, simple diagrams, and sketches. Skill in the care and use of tools and equipment essential for the repair of food, water, and air refrigerating equipment.

REHABILITATIVE SERVICES COUNSELOR 1

MINIMUM QUALIFICATIONS:

Bachelor's degree in Behavioral Science, Social Science or related field. Experience in counseling in an outpatient or other substance abuse treatment program may substitute for the required education on a year-for-year basis.

NATURE OF WORK:

This is client counseling and related work in providing health and other support services in a county outpatient or other substance abuse treatment program. Employees in this class typically are responsible for performing counseling work with clients in medication free outpatient clinics, methadone clinics, residential facilities or other substance abuse treatment programs, usually with an assigned caseload. Emphasis of the work is on initial interviewing and initial completion of required psycho-social assessment forms, definition of client problems and participation in treatment planning, counseling of clients on a regular basis, completion of case notes and referral of clients to other sources of assistance as needed. Incumbents work with various clients who have a dependency on drugs or alcohol or have life problems aggravated because of substance abuse and who have volunteered for or are mandated by the courts for treatment. Some incumbents in the class perform duties in programs of a court liaison nature or in specialized intake and treatment referral programs. Duties require ability to apply counseling skills relating to rehabilitation and behavioral changes, conduct individual counseling sessions, achieve rapport with clients and exercise judgment in participation in planning treatment or recommending termination of treatment. Supervision is received from a professional or administrative superior who assists in treatment planning or dealing with clients in emergencies, guides incumbents in the use of counseling techniques and reviews assessment forms and treatment notes.

ILLUSTRATIVE TASKS:

Holds initial sessions with assigned clients to complete psycho-social assessment and related forms, achieve rapport and identify client problems; sets up preliminary treatment plan for review. Discusses treatment plans with superior; conducts individual counseling sessions with clients on a regular basis; modifies counseling techniques as needed to assist clients in behavioral change and with various living problems in the home, social or work environment; conducts group counseling sessions as a co-therapist or guides groups in educational discussions using pre-prepared materials; maintains case notes during the treatment process. Counsels family members as to behavior and other problems of clients and their implications for the family. Follows up with clients who do not keep counseling appointments; refers them to outside agencies such as vocational, educational, medical or social agencies in order to eliminate problems which may be related to recovery. Serves in a court liaison program; meets with family members concerning involuntary commitments of clients; counsels on involuntary and voluntary entry into treatment; attends court to inform judges of client progress. Serves in a jail related program; interviews persons booked on felony charges for possible referral to treatment; recommends a treatment program; appears at bond hearings in order to request custody and release to treatment; monitors client attendance after entry into treatment; gives information as required for probation violation cases. Meets with individuals volunteering for treatment in a central intake activity; discusses treatment programs; completes psycho-social and other detailed intake forms; evaluates client needs and refers to appropriate treatment programs, following eligibility requirements. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of regulations, procedures, and practices of the substance abuse rehabilitative program to which assigned. Knowledge of substance abuse habits and practices of clients. Knowledge of the programs of local public and private substance abuse rehabilitation agencies. Knowledge of appropriate counseling skills in the rehabilitation of clients. Knowledge of available public welfare and other resource agencies. Ability to achieve necessary rapport and maintain effective relationships with clients and their family members. Ability to utilize counseling techniques effectively in client treatment. Ability to obtain and verify detailed information through personal interview and telephone communication. Ability to identify client problems in relation to treatment planning and develop preliminary treatment plans. Ability to assess client progress and prepare case notes in behavioral terms. Ability to maintain confidentiality of client information. Ability to communicate clearly, concisely, 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.

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 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.

SENIOR LEGAL ADVISOR

This is advanced responsible professional legal work overseeing work in preparation of lawsuits, arbitrations, grievances, disciplinary actions, and other labor and legal matters for the Miami-Dade Fire Rescue. Responsibilities include, but are not limited to reviewing and processing grievances and disciplinary actions; researching and preparing for negotiation sessions; assisting in the preparation of unresolved disputes to final and binding arbitrations, and advising and assisting County attorneys with all legal and disciplinary actions. The incumbent provides legal support by conducting research on a variety of legal issues affecting the department; writing legal opinions; providing verbal legal advice; and reviewing pleadings and departmental documents for legal sufficiency.

The position functions in an on-call capacity for legal advice and responds to situations involving labor issues and other significant events. The incumbent assists in the preparation of special projects for the Department Director and other senior executive staff members.

Incumbent exercises an extensive degree of independent judgment and professional knowledge in the labor relations matters, including grievances, arbitrations, appeal hearings, disciplinary actions, and reviews employment claims related to affirmative actions, fair employment practices, and violations of EEOC rules.

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

SERVICES REPRESENTATIVE

Minimum Qualifications

High school or GED. Three years of experience in mortgage collections, foreclosures or loan processing are required.

NATURE OF WORK

This is specialized clerical mortgage servicing work in the Surtax Homeownership Loan Assistance Program. Employees in this class are responsible for performing specialized clerical and technical mortgage servicing work in a documentary surtax loan assistance program. Responsibilities include providing mortgagees with comprehensive information on rules, procedures, insurance requirements and taxes pertaining to home loans, initiating collection letters in cases of delinquencies, providing periodic reports on delinquent loans, ordering property inspections, and ordering and filing notices of foreclosure.

Incumbents apply considerable knowledge of standard home loan procedures to mortgage servicing under a documentary surtax loan assistance program. Supervision may be exercised over subordinate clerical employees engaged in various phases of work. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for timely and effective mortgage servicing activities.

ILLUSTRATIVE TASKS

Initiates collection correspondence on delinquent home loans and supplements with telephone calls to mortgagor; orders property inspections of delinquent loans; provides periodic written status updates of delinquent individual loans. Documents and maintains accurate records on inspection orders and results.

Orders, mails and files notices of foreclosure to mortgagors; monitors eviction matters.
Assures that special attention cases are distributed to proper officials; orders appropriate insurance coverage on vacant properties.
Services loans in bankruptcy status in compliance with statutory regulations; researches and handles title problems with foreclosure paralegal staff.
Handles correspondence and telephone calls concerning payoff of loans; orders and mails payoff statements.
Prepares documentation required for release of recorded mortgages on paid-off loans; requests satisfied mortgage documents on all loans paid-off by Dade County.
Routes customer inquiries, requests and complaints to appropriate employees.
Maintains mortgage servicing files.
Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the rules, regulations, policies and procedures of home loan mortgage servicing.
Considerable knowledge of the organization and operation of a Surtax Homeownership Loan Assistance Program.
Know ledge of standard real estate terminology and paralegal terminology related to residential mortgage lending.
Knowledge of the legal instruments used to convey title to residential real estate properties.
Know ledge of public relations practices and techniques.
Knowledge of modem office administration.
Knowledge of arithmetic.
Ability to service a large volume of home mortgages in accordance, with mortgage servicing practices and procedures.
Ability to prepare reports, correspondence and various mortgage servicing documents.
Ability to conduct title searches on foreclosure properties.
Ability to maintain effective working relationships with superiors, subordinates and mortgagees.
Ability to operate modem office equipment.

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

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.

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 ANALYST/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

MINIMUM QUALIFICATIONS

Bachelor's degree in Early Childhood Education, Child Development, Pre-Kindergarten Primary or Preschool Education OR a Bachelor's degree in Elementary Education or a related field and a National Child Development Associate (NCDA) credential. One (1) year of experience in the teaching, planning and training of educational activities for young children is required. Completion of the Florida Department of Children and Families (FDCF) 45 hour child care training mandate is required within the first six (6) months of employment. Must obtain a Director Credential within the two (2) years of employment. Applicants must successfully pass a physical exam and a Level 2 background screening. NOTE: Failure to obtain the mandated training requirements and credentials within the established timeframe will result in termination.

Illustrative tasks:

Under the supervision of the Centers Director, the Head Start/EHS Teacher:

- Supervises Teacher Assistants engaged in implementing a cognitively oriented curriculum .
- Serves, on a rotational basis, as the Director Credentialed person for the center/site wherein no Center Director has been assigned.
- Plans and carries out classroom arrangements, lesson plans, and various developmental activities for children enrolled in the Program.
- Plans and implements field trips for children and individual activities for children.
- Assesses the developmental level of children.
- Plans and implements individual activities for children.
- Provides supervision and positive social and learning experiences for Head Start and/or Early Head Start children.
- Evaluates children in cognitive skills areas and in areas of social and emotional development.
- Recruits and supervises volunteers to work in the classroom so as to utilize their skills effectively.
- Home visits in order to encourage parent participation in the Program and Makes help parents to become more familiar with the needs of their children and with learning activities which can be conducted at home.
- Evaluates health services provided to children. Identifies children with special health needs and obtains physicians prescriptions .
- Completes USDA applications for each school year.
- Observes children with disabilities and prepares progress reports .
- Attends Center Parent Committee and Community meetings related to the Program, as necessary.
- Prepares written reports and supervises the maintenance of records concerning the children's' attendance, progress, problems, health and parent contacts.
- Holds conferences with the parent concerning the progress and development of their child.
- Attends professional and educational conferences and meetings to keep abreast of educational trends and enhance personal knowledge and skills.
- Provides support to the Curriculum Specialist in the planning and implementation of training for Center Parent Committee meetings.
- Performs other related duties, as assigned .

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the theories and principles of early childhood education. Considerable knowledge of methods and practices of teaching.

Considerable knowledge of established child care practices and procedures.

Knowledge of techniques in planning and evaluating developmental activities of young children.

Knowledge of the conduct and behavior of children ages birth to five.

Knowledge of the program curriculum and learning activities at a Head Start/EHS Center.

Knowledge of techniques of appropriate stimulation for the development children ages birth to five.

Knowledge of supervisory principles and practices.

Ability to teach children ages birth to five years old

Ability to develop and implement lesson plans and classroom activities for children ages birth to five years old.

Ability to develop and implement lesson plans and classroom activities for children.

Ability to prepare records, forms and reports.

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

Ability to interact with children in the classroom and in outdoor activities.

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.

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.

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.

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.

TRASH CRANE OPERATOR

Minimum requirements

One year of experience as a Trash Truck Driver 1, Trash Truck Driver 2 or Waste-Truck Driver with Miami-Dade County is required. Must possess a CDL Class A.

NATURE OF WORK:

This is skilled work in the operation of moderately heavy rubbish collection equipment. Employees in this class are responsible for the safe and efficient operation of various hydraulic crane and front-end loader equipment used in a neighborhood refuse collection service.

An employee in this class drives and operates the boom hoist or various small and medium sized wheel-mounted cranes rigged with clamshell buckets or operates a front-end loader with a bucket at the flat trash and recycling centers and throughout the streets and major roadways of the unincorporated metropolitan area.

A trash crane operator is required to exercise considerable manipulative skill and dexterity in the operation of the equipment and to use caution in safeguarding nearby persons, property, and moving traffic. Some routine vehicle maintenance is required in order to sustain satisfactory equipment operation.

Supervision is received from a district supervisor who inspects assigned routes for work thoroughness and investigates complaints.

ILLUSTRATIVE TASKS:

- Operates moderately complex hydraulic equipment in the collection, transfer and removal of trash, rubbish, and other acceptable refuse.
- Drives a trash crane or similar equipment to and from the assigned collection route with accompanying refuse collection vehicles.
- Drives a semi- tractor with lowboy to transport pay loader to and from assigned work sites with accompanying refuse collection vehicles.
- Positions crane and loads deposited trash into an open waste vehicle by means of a suspended clamshell bucket.
- Positions pay loader with selected bucket and pushes up trash; loads deposited trash into an open waste vehicle.
- Cautions children and others who may hazardously gather in the collection area.
- Examines working condition of equipment daily and performs routine service maintenance, adjusts controls, and connects buckets to boom when necessary; loads pay loader onto semi-tractor with lowboy, connects lowboy to tractor when necessary.
- Answers questions from the public regarding collection schedules and acceptable refuse materials.
- Acts as crew leader for truck drivers and laborers assigned to the route; keeps simple record of areas covered by collection equipment.
- Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Considerable knowledge of the operational characteristics of hydraulic cranes and front-end loaders used in refuse collection.
- Considerable knowledge of the occupational hazards and safety precautions pertaining to heavy equipment operations.
- Knowledge of the component parts, operating principles, and maintenance requirements of heavy equipment.
- Knowledge of the local traffic ordinances with particular emphasis on heavy equipment movement.
- Ability to detect needed repairs and to make necessary adjustments.
- Ability to understand and carry out oral and written instructions and to work independently in the performance of routine duties.
- Ability to secure a Florida CDL Class A License at time of appointment.
- Ability to operate moderately heavy equipment skillfully, safely, and efficiently.
- Skill in the operation of medium sized mobile cranes, semi-tractors with lowboy and front-end loaders.
- Physical strength and agility sufficient to operate equipment under adverse weather conditions.

TRASH TRUCK DRIVER 1

Minimum requirements

One year of experience as a Waste Collector, Waste Attendant 1 or Waste Attendant 2 is required. Must possess a CDL/Class B or higher-rated license; OR one year of experience operating medium or heavy duty automotive, or construction equipment, such as a 10 cubic yard (or larger) dump truck, 40 yard roll-off truck, water tank truck, passenger buses or similar equipment are required. Must possess a CDL/Class B or higher-rated license.

NATURE OF WORK:

This is automotive equipment operation work in a residential refuse removal service or at a solid waste facility. Employees in this class drive large capacity open carriers or similar vehicles used in transporting trash or ash to designate dumping sites throughout the metropolitan area. Incumbents are responsible for the safe and efficient operation of the truck as well as making the necessary maintenance checks. Work requires the use of defensive driving skills and sufficient stamina to operate large trucks in unfavorable weather conditions. Work involves exposure to dust, smoke, and adverse weather. Supervision is received from a field supervisor who assigns routes, schedules and equipment operational requirements.

ILLUSTRATIVE TASK:

- Operates trash truck in the collection of trash and rubbish throughout the county.
- Operates dump trucks in the hauling of fill or ash for use at sanitary fill sites.
- Operates water truck, motor powered sweepers, and riding lawnmowers.
- Transports refuse to designated sites; operates dumping control to empty vehicle.
- Inspects equipment before starting, reports malfunctions to supervisor, field tests equipment after servicing, and maintains cleanliness of equipment inside and outside.
- Assists labor crew with assigned tasks.
- Keeps record of refuse quantities removed.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the operational characteristics of dump trucks and similar types of automotive equipment.
- Knowledge of safe driving techniques and the occupational hazards of motorized equipment operations.
- Ability to operate the assigned vehicle in the prescribed manner.
- Ability to detect improper functioning mechanical systems on the assigned vehicle.
- Ability to follow prescribed instructions and work without constant supervision.
- Skill in driving medium sized trucks.

TRASH TRUCK DRIVER 2

Minimum requirements

Continuous employment, permanent status and two (2) years of acceptable on-the-job performance as a Waste Attendant 1, Waste Attendant 2 or Waste Collector and successful completion of the Department's Trash Truck Driver 2 Training Program is required. Must possess a valid CDL/Class A.

OR,

- Continuous employment, permanent status and two (2) years of acceptable on-the-job performance as a Trash Truck Driver 1 or Waste Truck Driver. Must possess a valid CDL/Class A.

OR,

- Two (2) years of experience operating medium or heavy-duty automotive equipment, such as tractor-trailers, automated or manual garbage trucks, large dump trucks, passenger buses or similar equipment is required. Must possess a valid CDL/Class A license.

NATURE OF WORK:

This is skilled work in the operation of tractor trailers. Employees in this class operate large carrier vehicles having a large gross vehicular weight when loaded. Incumbents transport solid waste from a transfer station to a designated disposal site in the metropolitan area. Incumbents are responsible for the safe and efficient operation of the equipment as well as making the necessary maintenance checks. Work requires skill and dexterity in operating large trucks on residential streets or public highways. Supervision is received from a supervisor who assigns schedules and advises on equipment operational requirements.

RECRUTIMENT NOTES:

Qualified applicants will be subject to a screening process including, but not limited to:

- a) Verification of the current status of commercial driver license.
- b) Review of the entire driving record (State of Florida and current/previous employers). A State of Florida Driving Record that reflects moving violations during the 36 months prior to the time of application with more than the equivalent of 7 points, may disqualify an employee from employment.
- c) Structured interviews, background checks, employment verification, to include attendance and disciplinary records, and a performance assessment.

Candidate must be able to work weekends, holidays and various shifts (to include nights) and various locations as assigned. Employees in this classification are considered essential employees and are required to work in emergency situations such as hurricanes, tropical storms and other emergencies.

ILLUSTRATIVE TASKS:

- Operates a semi-tractor trailer in transporting solid waste to a designated site; operates hydraulic mechanism to expel contents of trailer at dump site.
- Inspects equipment before starting, including safety checks and fluid levels, reporting malfunctions to supervisor.
- Maintains a record of the number of loads transported, the time involved and the mileage.
- Assists labor crew with loading tasks; administers minor first aid when necessary and reports injuries to the supervisor.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of the operational characteristics of large tractor trailers.
- Considerable knowledge of safe driving techniques and the occupational hazards of large, motorized equipment operations.
- Some knowledge of the geography of the metropolitan area including road network and departmental facilities.
- Ability to follow established safety procedures to assure safe equipment operation.
- Ability to operate the assigned vehicle in the prescribed manner.
- Ability to detect improperly functioning mechanical systems on the vehicle.
- Ability to follow instructions and work without constant supervision.
- Skill in the operation of heavy duty automotive equipment.

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.

Knowledge, 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.

WASTE EQUIPMENT OPERATOR

Minimum requirements

Continuous employment, permanent status and three (3) years of acceptable on the job performance as a Trash Truck Driver 1, Trash Truck Driver 2, Waste Truck Driver or Trash Crane Operator with Miami- Dade County. Must possess a CDL Class B or higher rated License. OR High School Diploma or GED. Two (2) years of experience operating heavy duty construction, earth-moving, or waste separation equipment, such as bulldozers, excavators, front-end loaders, wheel loaders or backhoes are required. Must possess a CDL Class B or higher rated License.

NATURE OF WORK:

This is skilled work in either the operation of heavy duty refuse moving equipment or an electric overhead crane. Employees in this class operate large diesel-powered bulldozers, power shovels, heavy duty pay loaders, backhoes, grizzlies, stationary compactors and overhead cranes used in sanitary land filling, regional transfer stations, waste shredding facilities and incinerator operations necessary for waste disposal. Incumbents are responsible for the proper operation of the equipment in efficiently plowing, excavating and hoisting refuse according to a prescribed filling plan. Work requires a high degree of manipulative skill and dexterity in operating equipment and performing the required maintenance and safety checks. Exposure to adverse weather, dusty conditions, smoke, and hazardous working

conditions are often incurred. Supervision is received from a waste supervisor who lays out the land fill plan, inspects for proper equipment operation and condition of pit.

ILLUSTRATIVE TASKS:

Operates heavy duty bulldozer used to level fill for covering refuse at a solid waste disposal/recycling facility; checks for refuse combustion, extinguishes fire by trenching and spreading fill. Operates heavy duty pay loader at facility tipping floors and landfills for refuse loading, moving, and feeding purposes. Operates backhoe at facility to pick up spilled refuse, to dig trenches, to clear jams, and similar tasks. Operates grizzly at facility to load and pack refuse into closed trailer. Operates stationary compactor at facility to load and pack refuse into closed trailer. Operates heavy duty disposal vehicle such as DJB to transport refuse or fill material at the job sites. Operates various moving and compacting heavy equipment, such as trash masters and road graders, to cover disposed refuse with dirt, rock, foam, or other suitable cover material. Operates large heavy-duty tractor type lawnmowers on landfills and landfill slopes. Operates an electrically powered crane with clamshell bucket to transfer refuse from truck dumping to the incinerator, at the rate required for proper incinerator operation. Rigs and operates dragline in the digging of cells for sanitary landfill operation at county dump sites, loads fill on trucks for removal from pit area. Inspects equipment before starting, checks lubricants, cooling system, hydraulic and electrical system; makes necessary minor adjustments, reports malfunctions to supervisor, tests equipment after servicing. Performs minor mechanical maintenance work on overhead crane; lubricates crane and bucket, adjusts crane brakes, changes cable, and makes minor electrical repairs. Maintains cleanliness of exterior and interior of equipment. Directs truck drivers to designated dumping site within the landfill area. Reports to supervisors any possible illegal waste seen while operating equipment. Performs related work as required.

- 30% Operates heavy equipment to push, move, and stage solid waste at transfer sites. Load refuse trailers with outgoing solid waste that is transported to waste-to-energy plants and landfills. Operates heavy duty bulldozer used to level fill for covering refuse at a solid waste disposal/recycling facility. Checks for refuse combustion, extinguishes fire by trenching and spreading fill.
- 30% Operates heavy duty pay loader at facility tipping floors and landfills for refuse loading, moving, and feeding purposes. Operates backhoe at facility to pick up spilled refuse, to dig trenches, to clear jams, and similar tasks.
- 15% Operates grizzly at facility to load and pack refuse into open top trailer. Operates stationary compactor at facility to load and pack refuse into closed trailer.
- 15% Inspects equipment before starting, checks lubricants, cooling system, hydraulic and electrical system; makes necessary minor adjustments, reports malfunctions to supervisor, tests equipment after servicing.
- 10% Maintains cleanliness of exterior and interior of equipment. Performs related work as required.

THREE (3) IMPORTANT RESPONSIBILITIES OF THE JOB:

1. Operate heavy equipment to push, move, and stage solid waste at transfer sites
2. Loading refuse trailers with outgoing solid waste that is transported to waste-to-energy plants and landfills
3. Perform daily inspections

KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of the operating characteristics of heavy-duty refuse moving equipment. Considerable knowledge of the safety requirements applicable to large diesel powered bulldozers and cranes.
- Ability to detect malfunctions while operating heavy duty equipment.
- Ability to make adjustments and to perform minor maintenance to assigned equipment.
- Ability to follow oral instructions and to work without close supervision.
- Skill in the operation of large earth moving equipment.

WASTE PLANT ELECTRICIAN

Minimum requirements

Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Two years of experience at the journeyman level in the maintenance and repair of electronic and electrical systems or equipment are required. Must possess a CDL/Class B.

NATURE OF WORK:

This is advanced skilled journeyman work in the maintenance, repair and installation of both high and low voltage electrical and electronic systems and equipment in a modern solid waste disposal facility. Employees in this class perform skilled electrical and electronic repair tasks in accordance with standard practices of the electrical and electronic trade, including responsibility for performing special work required for high voltage electrical equipment and controls. Work requires a knowledge of the mechanical and operational aspects of equipment and its installation. Incumbents use special electrical tools such as voltmeters, ammeters, insulation testing meters, industrial analyzers, ground testers, and also use special equipment necessary for the maintenance of large electrical motors. Assignments are made either orally or through written orders and may be accompanied by diagrams and blueprints. Technical supervision is received from a superior on unusual or difficult operational problems and work is evaluated by satisfactory performance of equipment repaired or maintained.

ILLUSTRATIVE TASKS:

- Installs, maintains, and repairs a variety of electronic controls such as current scale indicators and controllers, computer set stations, solid state modular controls, single case recorders, servo drive systems, servo amplifiers, temperature indicator panels and sending units; inspects and monitors all components for leakage and impending breakdown.
- Installs maintains and repairs electronic controls for electrostatic precipitators, including primary and secondary live voltage and amperage, printed circuit modules, transformers, collector plates and discharge wires.
- Installs, maintains and repairs bridge crane components including control contractors, rectifier panels, continuity sensing units, signal converters, tachometer continuity and limit panels, pneumatic and hydraulic timing controls; removes, reclines and adjusts holding and closing of bridge and trolley brakes.
- Installs, maintains, and repairs both high and low voltage electric motors, motor starters, contractors and all types of industrial wiring and lighting.
- Performs related work as required.

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 in modern solid waste disposal facilities.
- Knowledge of local and national electrical codes.
- Knowledge of the hazards of the trade and of appropriate precautionary measures, particularly as they pertain to work on high voltage electrical systems and equipment.
- Knowledge of the operating principles and repair techniques applicable to electronic equipment.
- Ability to locate and adjust defects in electrical and electronic systems and equipment.
- Ability to work from electrical diagrams and blueprints, and to understand and effectively carry out verbal and written instructions.
- Ability to make appropriate estimates of time and materials.
- Ability to follow electrical wiring diagrams on low and medium voltage motor controllers and circuit breakers.
- Skill in the care and use of standard and special electrical tools and testing equipment.

WASTE PLANT MECHANIC**MINIMUM QUALIFICATIONS:**

High school. Two years of experience in the installation, repair, and maintenance of large stationary industrial motors and other mechanical equipment are required. Must possess a Commercial Driver License/Class B. Must possess own hand tools as listed in Attachment A, Waste Plant Mechanic Hand Tools.

NATURE OF WORK:

This is skilled journeyman work in the maintenance, repair, and installation of a variety of heavy industrial mechanical equipment in large waste disposal and waste transfer facilities. Employees are responsible for the repair, maintenance, and installation of heavy industrial mechanical and fixed waste mechanical equipment. Equipment includes pumps, compressors, duct work, pipe line, hydraulic components, gear boxes, and facility mechanical equipment at waste disposal and waste transfer facilities. Duties include working with Waste Plant Electricians in the installation of electrical motors and proper shaft alignment. Employees will use specialized hand tools (refer to Attachment A), power tools, and precision measuring and testing equipment. Supervision is received from a technical and administrative superior who makes general assignments and more detailed assignments when tasks involve new or difficult problems, reviews work in progress and upon completion for satisfactory operation of equipment repaired, maintained, or installed.

ILLUSTRATIVE TASKS:

Maintains, repairs, and replaces components of shredder mills, conveyors and compactors, including conveyor rollers, conveyor belts, bearings, sprockets, chains, motors, shredder hammers, shredder hammer pullers, and shredder fogging systems. Inspects, replaces, and installs new valve seats in pumps, pistons and valves in hydraulic equipment associated with compactors and facility mechanical equipment, reduction gears, and air compressors. Diagnoses, inspects, and repairs bearings, centrifugal pumps, and keeps seal rings in proper condition; oils bearings, makes and maintains proper alignment of pumps and motors; inspects and repairs rubber connections in couplings, gear reducers, and chain drives. Inspects, maintains, and repairs mechanical equipment associated with the physical plant at waste disposal and transfer facilities including fire sprinkler system lines, heads and pumps, air conditioning equipment, plumbing, and emergency power generation equipment motors. Works independently or oversees a crew of subordinate maintenance employees in the accomplishment of complex and difficult assignments; directs, leads, and performs tasks with assigned maintenance crew. Performs assigned preventive maintenance on facility and plant equipment in accordance with maintenance directives. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Considerable knowledge of the following:

- Construction, design, and adjustment of heavy industrial mechanical equipment used in large waste disposal plants and in waste transfer facilities;
- Methods and techniques used in the installation, repair, and maintenance of heavy industrial equipment;
- Tools, equipment, and supplies used in the installation, adjustment, repair, and maintenance of mechanical equipment used in large waste disposal plants and waste transfer facilities;
- Occupational hazards and safety precautions applicable to the repair, maintenance, and installation of heavy industrial mechanical equipment;
- Operating characteristics and maintenance requirements of mechanical equipment in the area of assignment; and
- Principles of mechanics and hydraulics

Ability to do the following:

- Detect, by inspection, worn, defective, or improperly adjusted part or assembly in a large variety of machinery;
- Work from blueprints, pencil sketches, and other written instructions;
- Follow verbal instructions;
- Repair, maintain, adjust, and install a large variety of mechanical equipment;
- Keep work records and make reports of materials used and work performed; and
- Repair, maintain, adjust, and install a large variety of mechanical equipment

Skills in the following:

- Diagnosis of equipment malfunctions; and
- Use of hand tools, power tools, precision test equipment, and shop equipment

WASTE TRUCK DRIVER**Minimum requirements**

Three years of experience as a Waste Collector, Waste Attendant 1, Waste Attendant 2 or Trash Truck Driver 1 with Miami-Dade County are required. Must possess a CDL/Class B or higher rated license.

NATURE OF WORK:

This is skilled work involving the operation of moderately heavy trucks and labor crew supervision. Employees in this class operate large capacity open and closed carrier vehicles in collecting garbage, trash, rubbish, yard trash, and other refuse and recyclables throughout the unincorporated area of the County. Employees supervise a small group of Waste Collectors engaged in collecting residential and commercial wastes, yard trash and recyclables. Work involves responsibility for the safe and efficient operation of motorized equipment and for the satisfactory completeness of routes and scheduled tasks. Work follows established routines and procedures and is subject to examination in progress and on completion by area supervisors.

ILLUSTRATIVE TASKS:

65% Performs daily inspection of flatbed, packer, barrel, or other large capacity vehicle to assure that it is in safe operating condition; verifies presence of crew, reports absences to supervisor.

Transports crew to assigned area, drives slowly through residential and commercial streets, stops frequently to allow crews to collect and load garbage, rubbish, yard trash and recyclables, drives loaded truck to designated disposal area or recycling center, returns to collection area.

35% Directs crew members in lifting heavy objects and learning accesses to properties, times collectors in their duties, administers minor first aid and prepares crew time sheets, reports of injuries and recycling.

Keeps records of number of containers or garbage and recyclables collected at commercial and residential establishments; prepares written reports of unusual occurrences enroute, vehicle accidents and personal injuries; prepares maintenance reports indicating deficiencies noted in vehicle operation.

Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the operation and maintenance of flatbed, packer, barrel, and similar trucks.
- Knowledge of the occupational hazards and safety precautions required in waste collection.
- Knowledge of the geography of the local metropolitan area.
- Ability to operate heavy trucks and related hydraulic packing devices.
- Ability to supervise a small laboring crew in a manner conducive to full performance and high morale.
- Ability to keep simple records and to prepare reports.

WATER & SEWER CUSTOMER SERVICE REP 2

Minimum requirements

High school diploma or GED. One year of meter reading and/or customer service experience is required. Must possess a Driver license.

NATURE OF WORK

This is field work requiring customer contacts for the Miami-Dade Water and Sewer Department.

Employees in this class are responsible for identifying minor problems and initiating corrective action, and may be responsible for monitoring employees in a lower classification. Duties include exercising considerable independence in handling customer contacts for a County utility as incumbents have frequent contact with the public that have some significance in utility public relations. Independent judgment is exercised in handling customers and in initiating corrective action or collection efforts, and in identifying situations which require the attention of upper management and bring these

matters to their attention. Work is performed in accordance with established schedules and procedures, and although work is not clearly supervised, work reports are reviewed by a supervisor through field surveillance and or review of their submitted work reports.

ILLUSTRATIVE TASKS

Supervises a small group of meter readers; trains new meter readers; prepares reading schedules; assists in laying out new routes where needed; makes inspections of work of meter readers and keeps records of their work; performs re-readings where initial reading is questionable; assigns numbers to new customers or accounts; monitors the radio and responds to inquiries within a district office on the radio.

Works in an assigned area conducting inspections of pipes and plumbing fixtures prior to connect for service as assigned; connects, disconnects, locks or removes meters; verifies meter reading before institution of service stoppage; tests meters to see if they are recording consumption; performs service verifications; works lag routes; collects delinquent water and sewer bills.

Balances money and receipts; makes bank deposits and/or turns in money and receipts to Water & Sewer Cashiers; completes forms and maintains files containing work logs and mileage slips; completes door hangers and leaves notes on customer premises with application information pertaining to the visit.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of water meter-reading procedures.

Considerable knowledge of the customer billing system, codes procedures and charges.

Some knowledge of residential and commercial pipe systems, plumbing fixtures, and the operating principles of water meters.

Ability to read water meters and record readings.

Ability to perform simple arithmetical calculations accurately and quickly and maintain accurate records for bank deposits.

Ability to operate standard office equipment including a calculator, CRT or PC.

Ability to establish and maintain effective working relationships with the public.

Ability to keep records and prepare reports.

Ability to maintain assigned equipment including Miami-Dade vehicle and various tools and supplies.

Skill in the use of small hand tools such as pliers, wrenches and screw drivers in making minor repairs and adjustments to meter connections.

WATER & SEWER SERVICE TECHNICIAN 1

Minimum requirements

High school diploma or GED. One year of experience working with water distribution systems is required. Must possess a CDL Class B.

NATURE OF WORK:

This is skilled work in the magnetic location of underground pipelines. Work in this class involves using magnetic detection equipment in locating water lines, valves or boxes. Employees must learn through experience to differentiate pipe and service line location signals from the miscellaneous signals produced by buried scrap metal objects. Work is generally performed independently in the field, but receives supervision from a technical superior who evaluates quality of work through observation, and measures quantity of work through review of reports submitted.

ILLUSTRATIVE TASKS:

Operates a magnetic pipe or line detector to locate covered valves, meter boxes, and unmarked water lines or cables. Meets with contractors and utility company representatives and lays out the location of the county's pipelines to prevent damage when work must be done in close proximity to such lines. Operates a chlorinator to destroy bacteria in new or existing water lines; operates a pressure pump to test small diameter water lines for leaks. Makes simple test of water to insure proper chlorination and safety before being turned on to the consumer. Takes meter readings for those meters

which have been magnetically located. Keeps records of work performed and submits reports to supervisor. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of the pattern of water mains and laterals within the county and of record sources indicating such locations. Knowledge of the techniques and practices of pipefitting, water meter setting, and small diameter pipe repair. Knowledge of the variety of cables and pipelines commonly found underground in urban areas. Knowledge of the techniques and practices applicable to the chlorination of water lines. Ability to work independently in the field. Ability to keep records and prepare reports on work accomplished. Ability to maintain good working relationships with contractors, utilities representatives, and others met in the course of work.

WATER & SEWER SERVICE TECHNICIAN 2

Minimum requirements

High school diploma or GED. One year of experience as a Water & Sewer Service Technician 1 or one year of experience in leak detection or locating underground utilities using electronic locating equipment or leak detection equipment is required, Must possess a Driver license.

NATURE OF WORK:

This is skilled work requiring considerable experience in the electronic location of underground water main leaks. Work in this class involves the exercise of considerable independent judgment in interpreting electronically recorded audio indications of underground leaks in water lines of all sizes. Employee is responsible for choosing the exact area to be excavated by pipe maintenance crews. Work is subject to general direction and review of a superior.

ILLUSTRATIVE TASKS:

Conducts a continuous survey of the county's underground water mains and services in order to locate leaks; identifies unrecorded installations in the county's water system. Identifies the exact location of water lines and leaks for the county's water maintenance crews; interprets audio signals recorded electronically, and differentiates between water leak sounds and a wide variety of extraneous noises. Meets with contractors and utility company representatives in connection with their excavation work in close proximity to county mains. Performs flow and pressure tests as an alternate method of determining water leaks when the use of electronic equipment is not practical. Maintains records of all work performed and submits reports. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of the grid pattern of water mains and laterals in the county. Considerable knowledge of the techniques applicable to the operation of magnetic and electronic pipe detection equipment. Considerable knowledge of the types and locations of pipes and cables found underground in proximity to water mains. Knowledge of the principles and practices applicable to the maintenance of a water distribution system. Knowledge of the time and equipment requirements necessary in making water main excavations and repairs. Ability to distinguish the electronically recorded sounds produced by main leaks from other non-related sounds also recorded by the same instrument. Ability to trace leaks back to an exact location on a water line, although leak sounds may be recorded at some distance from actual source. Ability to work independently in the field. Ability to prepare detailed reports and records of work performed. Ability to maintain good working relationships with contractors and utilities company representatives.

WEB DESIGNER

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.

WELDER

Minimum Qualifications:

High school diploma or GED. Two years of experience in gas, electric and tungsten inert gas welding in the horizontal, vertical, overhead and flat positions including layout and fabrication are required. Must possess a certificate issued by affiliates of and/or by the American Welding Society. Must possess a CDL/Class B. Must possess own hand tools. Must be able to lift and handle items weighing up to 50 pounds.

NATURE OF WORK:

This is skilled work at the journeyman level in the cutting and welding of metallic articles, parts, structures and equipment. Employees in this class are responsible for the application of trade skills to a variety of welding, brazing and metal cutting tasks on ferrous and non-ferrous metals. Duties include the fabrication of some metallic items, maintaining and performing minor repairs to welding equipment, and occasionally operating a motor vehicle to perform field work. Assignments may be received verbally or through written instructions, blueprints or diagrams. Incumbents exercise considerable independent judgment in the selection of methods and procedures to produce desired results. Supervision is received from a technical or administrative superior who reviews work in progress and upon completion for satisfactory application of welding skills and adherence to job specifications.

ILLUSTRATIVE TASKS:

- Preheats and cleans metals; lays out, cuts and fits materials for welding; selects proper welding heat and proper types and sizes of electrodes for correct penetration and strength of welded metals.
- Operates acetylene or electric arc welding equipment in the performance of cutting and welding tasks on machinery and equipment such as truck and automotive bodies, steam and plumbing systems, pump and engine parts, dragline buckets, dozer blades and tracks, loader buckets and other similar machinery and apparatus; performs horizontal, vertical, overhead and flat welding.
- Operates various tools and equipment used in welding repair procedures including air wrenches, sheet metal shears and brakes, hoist, drill presses, and lift trucks.
- Participates in the manufacture of specialized machinery and apparatus for various construction and repair activities.
- Brazes, solders, and coats non-ferrous metals; performs silver and lead soldering.
- Assists in the design of a variety of specialized equipment and builds equipment according to job specifications.
- Occasionally does blacksmithing including the manufacturing of eye bolts, braces, angle brackets, and similar items.
- Occasionally operates a motor vehicle to transport portable welders and acetylene burning-welding equipment to field construction sites.
- Cleans, stores, maintains, and makes minor repairs to welding equipment. Adheres to established safety practices and procedures.
- Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Considerable knowledge of methods, practices, and techniques of welding.
- Considerable knowledge of the care and use of the tools of the welding trade.
- Considerable knowledge of the occupational hazards and safety precautions required in the operation of acetylene or electric arc welding equipment.
- Considerable knowledge of the properties of ferrous and non-ferrous metals used in welding work.

- Ability to understand and follow verbal and written instructions.
- Ability to read simple sketches, diagrams, and blueprints.
- Ability to operate welding equipment and to perform a variety of welding assignments.
- Skill in welding.
- Skill in the operation of welding equipment.
- Physical strength and agility sufficient to perform assigned duties.