



CITY OF TARPON SPRINGS

CURRENT OPENINGS EFFECTIVE FEBRUARY 7, 2017

Position: WASTEWATER SERVICE WORKER
Department: PUBLIC SERVICES
Hourly Rate: \$14.10 - \$22.73 D.O.Q.
Closing Date: FEBRUARY 28, 2017 at 5:00 P.M.

Description/Requirements:

Wastewater Collection Technician apprenticeship position providing on-the-job experience and knowledge for achieving licensing/certification in the assigned area of operations. Under general technical supervision, performs skilled and semi-skilled work in the installation, maintenance and repair of wastewater system components in the field or at the treatment facility. Works productively with staff for efficient and compliant operations. Assists in other functions as assigned. **Education: Required**—High School Diploma or GED equivalency. **Preferred:** Associate's or higher degree in chemistry, biology or related field. Vocational/specialized training in the area of wastewater utility operations. Prior Wastewater or Water operations coursework or experience. **Licensure/Certification:** Must possess and maintain a valid Florida Driver's License. Successful completion of testing for Florida Wastewater Collection Certification Level "C" is preferred. *Successful completion of testing for Florida Wastewater Collection Certification Level "C" required within 1 year of employment.* Florida Wastewater Collection Certification Level "C" required within 2 years of employment. Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 180 of employment, depending on area of assignment.

Position: INFORMATION TECHNOLOGY SPECIALIST
Department: IT DEPARTMENT
Annual Salary
Range: \$47,819 - \$77,039 D.O.Q.
Closing Date: FEBRUARY 28, 2017 at 5:00 P.M.

Description/Requirements:

Incumbent performs professional work of a tactical nature, including advanced analytical and technical assignments. Must be able to identify and resolve major work problems using creative and original thinking. Performs under general direction with significant latitude for individual and team initiative, judgment and discretion to determine hardware, software, maintain functioning operations as well as to achieve business objectives. Advanced proficiency is required in two or more of the following areas: Database Administration, Network Management, Server Management, Application Design, Application Development, Enterprise Architecture, Quality Assurance, Incident Management, Security Management, Service Management, Production Application Services, Storage Area Network, Middleware Management, Project/Portfolio Management and/or Document Management. **Qualifications:** Associate's degree in information technology, computer science, computer technology or related field *and 4 years' experience as described above, or Bachelor's degree in the same areas and 2 years' experience as described above.* **Experience:** 6 years of technical and professional experience in information technology in the assigned subject matter tasks and one (1) year of team leadership or supervision in the assigned subject matter tasks. Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions. Must have a valid Florida Driver's license. An equivalent combination of education, training and experience may be substituted for required education and experience requirements.

Position: TECHNICIAN I
Department: PARKS & PARKWAYS
Minimum
Hourly Rate: \$11.61
Closing Date: FEBRUARY 24, 2017 at 5:00 P.M.

Description/Requirements:

Performs a variety of maintenance duties for parks and parkways including mowing grass, raking, hauling brush/trash, pruning, painting, pesticide application and laying brick. Prepares and maintains playing fields; installs and repairs sprinkler systems, chain link fences and pumps. Must have the ability to identify and solve problems with turf and irrigation systems. Successful candidate must have a High School diploma or GED. Six months to one year of experience in lawn and/or parks maintenance, ball field preparation, irrigation and pesticides is preferred; may require certification in turf maintenance or pesticide license upon hire. Qualified candidates must possess and retain a valid Florida Driver's license. Must be physically able to perform manual labor of varying degrees of difficulty and in varying weather conditions, including the ability to lift 100 pounds and climb 20 feet. Previous experience in the operation of various types of machinery and equipment is preferred.

Position: UTILITY BILLING TECHNICIAN II
Department: UTILITY BILLING DIVISION
Hourly Range: \$14.11 - \$22.73
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Position is complex and specialized, involving individual billing of utility services provided by the City. Work involves computerized processing, maintenance and reporting. The employee is expected to perform routine duties independently applying knowledge of departmental procedures.

Candidates must possess a High School diploma/GED; vocational training in business practices or customer service is preferred. Six to twelve months experience in customer service; one to two years' experience working with the public, preferably relating to utility billing and/or municipal government; one to two years' experience in maintenance of financial records and utility customer accounts; or an equivalent combination of training and experience which provides the required knowledge, skills and experience. Computer experience, including but not limited to mainframe applications and Excel is required. Must possess and maintain a valid Florida Driver's License.

Position: FOOD & BEVERAGE ATTENDANT – TEMPORARY PART-TIME
Department: CITY GOLF COURSE
Hourly Starting
Rate: \$8.05
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Serves food and beverages, operates cash register, maintains inventory, sets up and maintains dining area and greets customers in a courteous manner. Successful candidate must have a High School diploma or GED equivalency with at least six months of food and beverage experience; six to twelve months of cash handling and food and beverage service preferred. Prior Golf Course experience is a plus but not required. An equivalent combination of training and experience may be substituted for the above requirements. Must be able to work irregular hours including weekends and holidays.

Position: SCHOOL CROSSING GUARD – PART-TIME - SUBSTITUTE
Department: POLICE DEPARTMENT
Hourly Rate: \$10.53
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Mature judgment and ability to get along with the public. Work is performed outdoors and applicant must be physically able to perform some manual labor of varying degrees of difficulty and in varying weather conditions. Seasonal Part-Time hours governed by school openings and closing times. Schedule - an hour and a half in the morning and an hour and a half in the afternoon during the school year, *as needed*.

Position: CRIME ANALYST
Department: POLICE DEPARTMENT
Hourly Rate: \$17.15 - \$27.63 D.O.Q.
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision performs professional and technical work by conducting detailed research and analysis of confidential investigative information relating to criminal activity and other related statistical data. Duties include but are not limited to collecting, compiling, organizing interpreting, analyzing, disseminating information on specific criminal activity and other necessary data. Produces written and visual aid presentations to assist in investigations and in short term and long term strategic planning. Assists with answering call to the investigative unit and providing other assistance to detective in their investigations. Must be able to work independently and as a team member while exercising self-initiative and dedication. Incumbent is required to successfully complete the FDLE Florida Law Enforcement Analyst Training I and II within 12 months of hire and successfully complete the FDLE Florida Law Enforcement Analyst Academy upon acceptance.

Education, training and experience: *Minimum*—High School Diploma/GED with mid-strong background in Microsoft Office including Excel and PowerPoint. *Preferred*—Graduation from an accredited college or university with a Bachelor's degree. Military training and experience in a related AFSC/MOS or a minimum of 3 years' experience as an intelligence analyst at another agency may be substituted for a degree, at the city's discretion. Incumbent must possess and maintain a valid Florida Driver's License. Must be able to work on-call, varying shifts and weekends when required.

Position: CODE ENFORCEMENT CLERK
Department: POLICE DEPARTMENT
Hourly Rate: \$12.70 - \$20.62
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under general supervision performs specialized and responsible clerical/secretarial work involved in maintaining records of municipal code enforcement activities and assisting in operational and administrative details.

Education and experience: *Minimum*—High School Diploma/GED with at least two years' clerical experience. *Preferred*—Vocational/specialized training in clerical functions/computer science. An equivalent combination of experience and training may be substituted for education, experience. Candidates must possess and maintain a valid Florida Driver's License and have a working knowledge of computer operations. Position has contact with people under a wide variety of circumstances and must be able to attend Code Enforcement Board meeting as required.

Position: POLICE DISPATCHER
Department: TARPON SPRINGS POLICE
Starting Rate: \$14.60 PER HOUR
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Performs skilled emergency service work receiving emergency 911 and non-emergency requests for police assistance; determines nature/urgency of calls, initiating police or other emergency personnel action and maintaining close contact with field units to monitor response and needed support requirements. Candidates must have a High School Diploma or GED and should possess one to three years' experience performing law enforcement related clerical, secretarial or communication dispatching duties, preferably in a municipal law enforcement environment. Strongly prefer candidates with at least one year experience in full time police dispatch, data entry and computer aided dispatch. Experience in customer service and dealing with the public in normal and adverse conditions is helpful. Computer experience with Word, Excel and other data entry. An equivalent combination of education and training which provides the required knowledge, skills and abilities may be substituted. Must work rotating shifts. (Days, evenings, and midnights). Must possess a valid Florida Driver's License.

Position: WATER PLANT OPERATOR 'A'
Department: REVERSE OSMOSIS WATER FACILITY
Annual Salary: \$37,467 - \$60,361 D.O.Q.
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision, performs highly skilled work in the operation of the reverse osmosis water facility, ensuring compliance with all state and federal regulatory criteria and all safety policies and procedures. Serves as the technical lead for treatment plant operations for the assigned shift as determined by the Chief Operator. Performs work as assigned in the operation and maintenance of water facilities, including wells, outfall, injection well, Splash Park and distribution system. Assists in developing recommended maintenance/testing/improvement/project plans, work prioritization and planning, coordination with other staff/departments and oversight of related projects or contractors. Assists in other functions as assigned. **Education: Required**— High School Diploma or GED equivalency. Water operations courses C, B, A. **Preferred**—Associate's or higher degree in chemistry, biology or related field. Vocational/specialized training in the area of Reverse Osmosis Water Treatment operations. **Experience: Required**— at least 5 years of experience in treatment plant operations which include laboratory and maintenance duties. **Preferred**—same as above with at least 1 year of successful supervisory experience. Prior reverse osmosis water treatment plant operation and management experience. **Licensure/Certification:** Must possess and maintain a valid Florida Driver's License. Florida DEP Class "A" Water Treatment Plant Operator's License is required. Class "B" (CDL) with Air Brake Endorsement and Tanker Endorsement may be required within 180 of employment, depending on area of assignment.

Position: WATER PLANT OPERATOR "B"
Department: WATER DIVISION
Annual Salary: \$35,156 - \$56,637 D.O.Q.
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision, performs highly skilled work in the operation of the reverse osmosis water facility, ensuring compliance with all state and federal regulatory criteria and all safety policies and procedures. Serves as the technical lead for treatment plant operations for the assigned shift as determined by the Chief Operator. Performs work as assigned in the operation and maintenance of water facilities, including wells, outfall, injection well, Splash Park and distribution system. May assist in developing recommended maintenance/testing/improvement/project plans, work prioritization and planning, coordination with other staff/departments and oversight of related projects or contractors. Assists in other functions as assigned. **Education: Required**— High School Diploma or GED equivalency. Water operations courses C and B. **Preferred**—Associate's or higher degree in chemistry, biology or related field. Vocational/specialized training in the area of Reverse Osmosis Water Treatment operations. **Experience: Required**— at least 3 years of experience in with prior reverse osmosis water treatment plant operational experience. **Licensure/Certification:** Must possess and maintain a valid Florida Driver's License. Florida DEP Class "B" Water Treatment Plant Operator's License is required. Class "B" (CDL) with Air Brake Endorsement and Tanker Endorsement may be required within 180 of employment, depending on area of assignment.

Position: TECHNICIAN I - STREETS
Department: PUBLIC WORKS
Starting Hourly
Rate: \$11.61
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under general supervision, performs a variety of maintenance duties for the Streets and Stormwater division of Public Works Department, such as concrete finishing, concrete forming, asphalt labor, roadway cleaning/clearing, storm drain repair, construction labor and other related duties. High School Diploma or GED equivalency is required; vocational/specialized training in heavy equipment operations is preferred. At least 1 year of experience as a laborer is required; 2 or more years' experience as a concrete finisher or asphalt experience is preferred. Position requires a valid Florida Driver's License; a valid Florida Class B Commercial Driver's License (CDL) with Air Brake endorsement required within 180 days of employment.

Position: RECREATION LEADER – TEMPORARY PART-TIME
Department: RECREATION DIVISION
Hourly Rate: \$10.53
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Successful candidates must have a High School diploma or GED with one to two years' experience in the recreation field and at least six months of supervision experience is preferred. This position is responsible for a variety of duties at one of the City's recreational facilities including supervising established programs for adults and children. Also responsible for distributing, collecting, and operating equipment, policing grounds and closing facilities. An equivalent combination of education/training and experience may be substituted for required experience requirements. Must have a valid Florida Driver's License. CPR and AED Certifications required.

Position: HUMAN RESOURCES/RISK MANAGEMENT COORDINATOR (REVISED)
Department: HUMAN RESOURCES
Annual Salary
Range: \$47,112 - \$75,900 D.O.Q.
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision, analyzes, develops and implements processes involved with human resources and risk management functions. Position involves a broad range of responsibility and requires the ability to work independently with considerable latitude for initiative and judgement. Serves as technical resource in the area of human resources and risk management. Performs human resources duties as assigned by the Director. Coordinates the Property & Casualty insurance program as well as the Workers' Compensation process. Assists the Director with administration and supervision of the department. Candidates will possess a Bachelor's degree with major coursework in human resources, risk management, finance, insurance, business administration or a directly related field. Additional certification in management is preferred. At least 4 years of recent relevant technical responsibility in human resources, P&C insurance, and Workers' Compensation including claims experience, is highly desirable. 1-2 years of experience in a supervisory role is preferred, as well as experience in a municipal government setting. An equivalent combination of education/training and experience that provides the required knowledge, skills and abilities may be substituted at the City's discretion. Must possess and maintain a valid Florida Driver's license.

***Applications available on City of Tarpon Springs Website – www.ctsfl.us**

NOTE: All job applicants selected for new employment with the City of Tarpon Springs will be offered employment conditioned upon the successful completion of a physical with Drug Screening. New employees must enroll in the direct deposit program within six months of employment.

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL THE HUMAN RESOURCES DEPARTMENT AT (727) 938-3711 IN ADVANCE.

The City of Tarpon Springs is a member of:
The International Public Management Association for Human Resources
Equal Opportunity Employer
Veteran's Preference
Drug Free Workplace

We encourage those interested in employment to complete an application or anyone needing detailed information concerning available jobs to come to the Human Resources Office located at:

City Hall
324 East Pine Street
Tarpon Springs, Florida 34689
(727) 938-3711 FAX (727) 942-5621