



City Council Work Session  
City of Belleair Beach, Florida

Monday, January 29, 2024  
Community Center, 6:00 PM

PUBLIC MEETING NOTICE  
AGENDA

Call to Order  
Pledge of Allegiance  
Roll Call

1. Introduction to Codes Review Project (Luis Serna – Calvin, Giordano & Associates, Inc.)
2. Discussion on Employee Pay Study. (Councilmember Roberts)
3. Discussion on City Manager Salary. (Councilmember Bankard)
4. Discussion on Stormwater Project, Possible Solutions and Engineering Estimate. (Councilmember Shaw Elliott)
5. General Business.

Adjournment

Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The law does not require the City Clerk to transcribe verbatim minutes, therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. Any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727-595-4646 or fax a written request to 727-593-1409.

Renee Rose, CMC  
City Clerk

Curently \$18/hour

<b>Job title</b>	Service Worker II – Mid Level
<b>Reports to</b>	Community Services Administrator
<b>Supervisory</b>	None
<b>FLSA Status</b>	Non-exempt
<b>Revision Date</b>	October 1, 2024

#### Job Summary

Service Worker II performs manual labor related to the maintenance of parks, beaches, facilities, rights-of-way, and stormwater utility.

#### Essential Functions

1. Performs parks and landscape maintenance to include operation of small hand power tools and landscape equipment.
2. Applies fertilizers and pesticides.
3. Installs and repairs irrigation systems and landscaping materials.
4. Maintains facilities by performing custodial work, repairs and routine replacements.
5. Provides stormwater maintenance including inspecting and cleaning storm drain inlets, pipes, valves and outfalls.
6. Maintains rights-of-way including traffic control signs and solar streetlights.
7. Responds to emergency situations before, during and after regular work hours.
8. Operates vehicles, lifts and heavy equipment.
9. Sets up and breaks down furniture for meetings.
10. Maintains various logs.
11. Performs heavy manual labor.
12. Performs preventative maintenance on various equipment such as power tools, lawn maintenance equipment and small gas engines.

The above-listed functions are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

#### Qualifications

- High school diploma or GED or equivalent.
- One (1) year or more previous experience and/or training involving grounds, utilities, or facilities maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid Florida Driver's License.
- NIMS Certification at appropriate level for position.
- Stormwater Erosion and Sedimentation Control Inspector Certification.
- Florida Green Industries BMP certification.
- Functional knowledge of maintenance tasks and procedures for parks, beaches, facilities, rights-of-way, and stormwater utility.

- Ability to perform heavy manual labor in varying weather conditions.
- Ability to read and follow written and oral instructions.
- Ability to write and complete simple reports and forms.
- Possess basic computer skills.
- Knowledge of application of chemicals, NPDES regulations, emergency management procedures, safety procedures and traffic control signage.
- Skill in operation and maintenance of equipment and tools related to the position.

#### **Physical Environment**

- Prolonged periods standing and moving.
- Must be able to lift 40-60 lbs. regularly.
- Frequent need for bending, pushing, pulling, reaching overhead, kneeling.
- Frequent need for attention to detail.
- Frequent exposure to dangerous equipment, chemicals.
- Very frequent exposure to physical effort, noise, and outdoor temperature extremes.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

Curently \$21/hour

<b>Job title</b>	Service Worker III – Crew Leader
<b>Reports to</b>	Community Services Administrator
<b>Supervisory</b>	None (Crew Lead)
<b>FLSA Status</b>	Non-exempt
<b>Revision Date</b>	October 1, 2024

#### Job Summary

Service Worker III leads a crew of two Service Worker II positions. Three-person crew performs manual labor related to the maintenance of parks, beaches, facilities, rights-of-way, and stormwater utility.

#### Essential Functions

1. Assist the Community Services Administrator in implementing the Public Works Department's goals and objectives.
2. Monitors and reports the work of subordinate personnel to the Community Services Administrator.
3. Researches supplies, materials, maps and plans.
4. Performs parks and landscape maintenance to include operation of small hand power tools and landscape equipment.
5. Applies and oversees the application of fertilizers and pesticides.
6. Installs and repairs irrigation systems and landscaping materials.
7. Maintains facilities by performing custodial work, repairs and routine replacements.
8. Provides stormwater maintenance including inspecting and cleaning storm drain inlets, pipes, valves and outfalls.
9. Maintains rights-of-way including traffic control signs and solar streetlights.
10. Responds to emergency situations before, during and after regular work hours.
11. Operates vehicles, lifts and heavy equipment.
12. Sets up and breaks down furniture for meetings.
13. Maintains various logs and creates reports.
14. Performs heavy manual labor.
15. Performs preventative maintenance on various equipment such as power tools, lawn maintenance equipment and small gas engines.

The above-listed functions are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

#### Qualifications

- High school diploma or GED or equivalent.
- Five (5) years or more previous experience and/or training involving grounds, utilities, or facilities maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid Florida Driver's License with CDL preferred.
- NIMS Certification at appropriate level for position.
- Stormwater Erosion and Sedimentation Control Inspector Certification.

- Florida Green Industries BMP certification.
- Advanced knowledge of maintenance tasks and procedures for parks, beaches, facilities, rights-of-way, and stormwater utility.
- Ability to effectively lead a work crew.
- Ability to perform heavy manual labor in varying weather conditions.
- Ability to read and follow written and oral instructions.
- Ability to write and complete simple reports and forms.
- Possess basic computer skills.
- Knowledge of application of chemicals, NPDES regulations, emergency management procedures, safety procedures and traffic control signage.
- Skilled in operation and maintenance of equipment and tools related to the position.

#### **Physical Environment**

- Prolonged periods standing and moving.
- Must be able to lift 40-60 lbs. regularly.
- Frequent need for bending, pushing, pulling, reaching overhead, kneeling.
- Frequent need for attention to detail.
- Frequent exposure to dangerous equipment, chemicals.
- Very frequent exposure to physical effort, noise, and outdoor temperature extremes.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

**City of Dunedin, Florida**  
**Class Description**

**JOB TITLE: Park Maintenance Crew Leader**  
**Parks & Recreation Department**

**GENERAL STATEMENT OF JOB**

Under direction, supervises and participates in landscaping, grounds, fleet and/or equipment maintenance repair work and participates in the set-up and tear-down of special events for the Parks Division in assigned area, ensuring all work is completed according to established policies, procedures, schedules and standards of safety and quality. Reports to the Parks Maintenance Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.*

Supervises Park Service Workers; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; promotions, selecting new employees, recommending employee discipline and completing annual performance evaluations.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Performs routine grounds keeping duties, including mowing grass, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, etc.

Oversees and participates in landscaping, grounds keeping, masonry, carpentry, mechanical work and cleaning restrooms as necessary to maintain Parks Division grounds, structures, equipment and vehicles. Performs welding and fabrication as needed.

Coordinates and participates in the set-up and tear-down of special events. Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Ensures that all maintenance resources are efficiently used and that projects stay on schedule.

Ensures subordinates' work is in compliance with established policies, procedures and standards of quality and safety.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician.

Installs and maintains playground equipment, irrigation systems and assigned vehicles.

Prepares athletic fields for play.

Operates heavy equipment in the performance of required tasks, including front-end loaders, backhoes, bobcats, bucket trucks, dump trucks, tractors, stump grinders, forklifts, etc. as required.

Inspects parks for safety hazards and takes corrective action.

Prepares required records and routine and/or technical reports.

Reports for disaster duty as required.

#### **ADDITIONAL JOB FUNCTIONS**

Performs general custodial duties including cleaning restrooms as required.

Performs related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with four years of experience in grounds/facilities maintenance.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

#### **SPECIAL REQUIREMENTS**

Must possess a valid Class B Florida CDL license with appropriate endorsements.

Must obtain a valid Florida Class A CDL license with appropriate endorsements within one year of employment or promotion.

May require certification in pesticide application.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Park Maintenance Crew Leader. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Is able to perform employee evaluations and to make recommendations based on results.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to apply supervisory concepts and principles; is able to train, assist, motivate and provide leadership to employees.

**Equipment, Machine, Tools and Materials Utilization:** Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Has knowledge of general facilities maintenance practice, materials and equipment. Has skill in the care and use of required tools and equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric principles and calculations; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment



to apply facts and principles for developing approaches to and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measureable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret materials pertaining to the responsibilities of the job.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

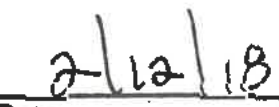
**Environmental Factors:** Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

#### **Park Maintenance Crew Leader, Parks & Recreation Department**

***The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disability and encourages both prospective and current employees to discuss potential accommodations with the employers.***

  
\_\_\_\_\_  
Parks & Recreation Director



  
\_\_\_\_\_  
Date 2/12/18  
5/1/19 V.A.

**City of Dunedin, Florida**  
**Class Description**

**JOB TITLE: Parks Maintenance Worker I**  
**Parks & Recreation Department**

**GENERAL STATEMENT OF JOB**

Under direct supervision, performs routine work in the maintenance of City parks, athletic fields and related structures and equipment. Performs special event setup as required. Reports to the Parks Maintenance Crew Leader.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Performs routine grounds keeping duties, including installing sod, mowing grass, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, removing trash and debris, etc.

Performs landscaping, grounds keeping, carpentry, masonry, plumbing and/or mechanical work and/or general manual labor as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

Prepares athletic fields for play.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician.

Installs and maintains playground equipment, fencing, signs, pathways, etc.

Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Maintains assigned equipment and vehicles.

May operate heavy equipment in the performance of required tasks, including bobcats, dump trucks, tractors, stump grinders, etc. as required.

May prepare and submit required records and reports.

Reports for disaster duty as required.

Inspects parks for safety hazards and takes corrective action.

Performs all work in compliance with established policies, procedures and standards of quality and safety.

### **ADDITIONAL JOB FUNCTIONS**

Performs general custodial duties including cleaning restrooms as required.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent; one year of experience in grounds/facilities maintenance preferred.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

Must obtain a Class B Florida CDL permit within one year of employment.

Must obtain BMP certification within one year of employment.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Parks Maintenance Worker I. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Clearly understands

any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to comply with specific instructions or orders, and respond to simple requests from others. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference data and information.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to understand and follow simple instructions and directions. Is able to read and interpret materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to use independent judgment in performing routine tasks.

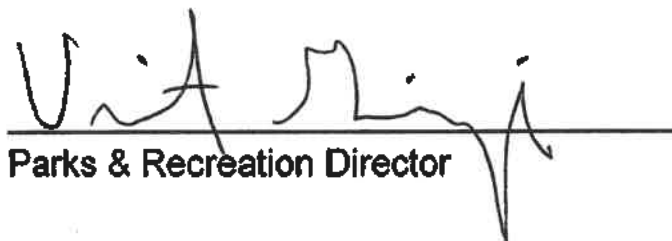
**ADA COMPLIANCE**

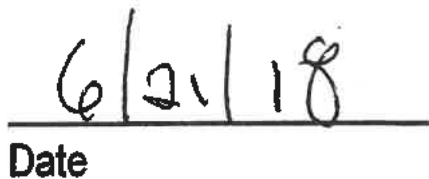
**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
Parks & Recreation Director

  
Date

**City of Dunedin, Florida**  
**Class Description**

**JOB TITLE: Park Maintenance Worker II**  
**Parks & Recreation Department**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs moderately complex and/or specialized work in the maintenance of City parks, athletic fields and related structures and equipment. Assists in maintaining a clean and safe city and performs special event setup as required. Reports to the Parks Maintenance Crew Leader.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Performs routine grounds keeping duties, including mowing grass, installing sod, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, removing trash and debris, etc.

Performs landscaping, grounds keeping, carpentry, masonry, plumbing and/or mechanical work and/or general manual labor as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

Prepares athletic fields for play.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician.

Installs and maintains playground equipment, fencing, signs, pathways, etc.

Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Maintains assigned equipment and vehicles.

May operate heavy equipment in the performance of required tasks, including front-end loaders, backhoes, bobcats, bucket trucks, dump trucks, tractors, stump grinders, forklifts, etc. as

required.

Prepares and submits required records and reports.

Assists with parks inspections including playground safety.

Assists with installation and maintains irrigation systems as required.

Reports for disaster duty as required.

Inspects parks for safety hazards and takes corrective action.

Performs all work in compliance with established policies, procedures and standards of quality and safety.

#### **ADDITIONAL JOB FUNCTIONS**

Performs general custodial duties including cleaning restrooms as required. Performs related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with 1-2 years of experience in grounds/facilities maintenance.

Basic computer skills and familiarity with office technology.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

#### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

Must possess a valid Class B Florida CDL with appropriate endorsements within one year of employment/promotion.

Must obtain BMP certification within one year of employment/promotion.

Must obtain First Aid/CPR certification within one year of employment/promotion.

This position is Category B for the purposes of Dunedin Emergency Management. The

incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Park Maintenance Worker II. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to comply with specific instructions or orders, and respond to simple requests from others. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference data and information.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise



independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

### **ADA COMPLIANCE**

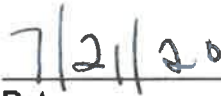
**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
\_\_\_\_\_  
Parks & Recreation Director

  
\_\_\_\_\_  
Date

**City of Dunedin, Florida**  
**Class Description**

**JOB TITLE: Park Maintenance Worker III**  
Parks & Recreation Department

**GENERAL STATEMENT OF JOB**

Under general supervision, performs complex and/or specialized work in the maintenance of City parks, athletic fields and related structures and equipment. Assists in maintaining a clean and safe city and performs special event setup as required. Oversees the work of subordinate Maintenance Workers on specific tasks as assigned. Reports to the Parks Maintenance Crew Leader.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Performs routine grounds keeping duties, including installing sod, mowing grass, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, removing trash and debris, etc.

Performs landscaping, grounds keeping, carpentry, masonry, plumbing and/or mechanical work and/or general manual labor as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

Prepares athletic fields for play.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician.

Installs and maintains playground equipment, fencing, signs, pathways, etc.

Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Maintains assigned equipment and vehicles.

Operates heavy equipment in the performance of required tasks, including front-end loaders, backhoes, bobcats, bucket trucks, dump trucks, tractors, stump grinders, forklifts, etc. as

required.

Prepares and submits required records and reports

Performs park inspections including playground safety.

Installs and maintains irrigation systems as required.

Assumes additional supervisory duties in the absence of Crew Leader

Inspects parks for safety hazards and takes corrective action.

Completes purchases for day-to-day operations according to established procedures

Supervises the work of subordinate Maintenance Workers on specific tasks as assigned.

Reports for disaster duty as required.

Performs all work in compliance with established policies, procedures and standards of quality and safety.

#### **ADDITIONAL JOB FUNCTIONS**

Performs general custodial duties including cleaning restrooms as required. Performs related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with 2-3 years of experience in grounds/facilities maintenance.

Basic computer skills and familiarity with office technology.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

#### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

Must possess a valid Class B Florida CDL with appropriate endorsements.

Must obtain BMP certification within one year of employment/promotion.

Must obtain First Aid/CPR certification within one year of employment.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Parks Maintenance Worker III. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to provide effective leadership and limited supervision of co-workers. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
\_\_\_\_\_  
Parks & Recreation Director

7/24/20  
\_\_\_\_\_  
Date

City of Dunedin, Florida  
Class Description

**JOB TITLE: Public Service Worker I**  
Public Works and Utilities Department  
Public Services Division - Streets / Stormwater Section

**GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of duties in the installation, maintenance and repair of City streets / stormwater systems. Performs related work as directed. Reports to the Public Services Supervisor or Public Services Foreman.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Operates equipment and trucks such as, but not limited to, arm and flail tractor mowers, mixers, street sweepers, backhoe, chipper, compressor, and small dump truck in the installation, maintenance and repair of City infrastructure, including streets, curbs, driveways, sidewalks, catch basins, ditches, storm drains, under drains, etc.

Transports persons, materials, and equipment to and from work sites; loads and unloads trucks.

Sets up barricades for work zone safety; directs traffic safely around work site.

Performs various other maintenance tasks, including but not limited to raking and preparing surfaces for asphalt application, applying and leveling asphalt, mixing and pouring concrete, installing / removing sod, etc.

Completes required records and reports with accuracy and in a timely manner.

Requires rotation on the "On-Call" list to respond to emergencies.

Works inside manholes and catch basins.

## **Public Service Worker**

Fuels and maintains assigned vehicles and equipment.

Enters confined space as required.

Attends training seminars and meetings as required.

### **ADDITIONAL JOB FUNCTIONS**

Maintains clean and orderly work areas.

Performs related duties as required

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma, or GED equivalent. Prefer 1-2 years of experience in streets / storm water maintenance and repair work.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Requires a valid Florida Class "B" CDL with airbrake endorsement permit within six months of employment, with a valid Florida Class "B" CDL with air brakes within 12 months.

Certification in (MOT) Maintenance of Traffic preferred, or must be able to obtain within 12 months of employment.

Requires Confined Space certification within 12 months of employment.

Assignment to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

Public Service Worker

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Service Worker I. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform job duties in an uncomfortable physical environment as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to prepare simple records and reports.

**Human Interaction:** Requires the ability to comply with specific instructions or orders, and respond to simple requests from others. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maintain, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Is skilled in the operation of trucks, heavy machinery and heavy equipment. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment. Has the ability to comprehend and apply regulations, procedures and related information; is able to follow simple instructions. Is able to read and interpret various materials pertaining to the responsibilities of the job.



Public Service Worker

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to use independent judgment in performing routine tasks.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy objects and materials (up to 100 pounds) and occasionally heavier items.

**Sensory Requirements:** Some tasks require visual, depth and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dust/pollen/dirt, disease/pathogens, strong odors, machinery hazards, traffic hazards.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
Public Works & Utilities Director/City Engineer

8/16/19  
Date

**City of Dunedin, Florida**  
**Class Description**

**JOB TITLE: Public Service Maintenance Worker II**  
Public Works and Utilities Department  
Public Services Division – Streets / Stormwater Section

**GENERAL STATEMENT OF JOB**

Under general supervision, completes moderate to complex tasks operating heavy equipment and trucks in the installation, maintenance and repair of streets/stormwater infrastructure and rights-of-ways. Directs and trains other crew members. Performs related work as directed. Reports to the Public Services Supervisor or Public Services Foreman.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Operates heavy equipment in the installation, maintenance and/or repair of city infrastructure components, including ditches, right-of-ways, storm drains and under drains, pipes, streets, curbs, driveways, sidewalks, catch basins, etc. Equipment operated includes backhoes, front-end loaders, bucket truck bobcats, tampers, clam truck, forklift, roller, concrete mixer, mowers, chipper, stump grinder, posi-trac crawler, hand and power tools.

Assists others workers such as the tree crew when called upon.

Performs various maintenance tasks as required.

Works in manholes and catch basins.

Requires rotation on the-on-call list to respond to emergencies.

Completes required records and reports with accuracy and in a timely manner.

Receives and responds to public inquiries regarding department activities.

**Public Service Maintenance Worker II, Public Works & Utilities Department**

**ADDITIONAL JOB FUNCTIONS**

Maintains assigned vehicles and equipment.

Maintains clean and orderly work areas.

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with three years of experience in streets/stormwater maintenance and repair work; with two years of experience in the operation of heavy equipment.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Requires a valid Florida Class "B" CDL with "Air Brake" endorsement within 6 months.

Requires certification in (MOT) Maintenance of Traffic within 6 months.

Requires a Confined Space certification within 12 months.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Service Maintenance Worker II. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform job duties in an uncomfortable physical environment as required. Has the ability to learn and

**Public Service Maintenance Worker II, Public Works & Utilities Department**

utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and /or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to prepare simple records and reports.

**Human Interaction:** Requires the ability to comply with specific instructions or orders, and respond to simple requests from others. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maintain, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Is skilled in the operation of heavy equipment. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Has knowledge of basic mathematics Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment. Has the ability to comprehend and apply regulations, procedures and related information; is able to follow simple instructions. Is able to read and interpret various materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to use independent judgment in performing routine tasks.

**Public Service Maintenance Worker II, Public Works & Utilities Department**

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require visual, depth and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dust/pollen/dirt, confined spaces, disease/pathogens, strong odors, machinery hazards, traffic hazards.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



\_\_\_\_\_  
Director of Public Works & Utilities / City Engineer

5/15/18  
Date

City Of Dunedin, Florida  
Class Description

Position Title: **Public Services Maintenance Service Worker III**  
Public Works & Utilities Department  
Public Services Division – Streets Section

**General Description Of Duties**

Under general supervision, advanced technical work in connection with construction, fabrication, installation, maintenance, removal and repair of traffic signage and other related traffic devices. Provides leadership and limited supervision of assigned Public Service Workers. Performs related work as required. Reports to the Public Services Supervisor or Public Services Foreman.

**Specific Duties And Responsibilities**

Examples of Essential Job Functions

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.*

Provides leadership of assigned staff and participates in the fabrication, installation, maintenance, removal and repair of all traffic signage, pavement markings, and other related traffic control devices.

Purchases traffic control equipment for related duties and inventory.

Insures that Maintenance of Traffic (MOT) plans are adequate in work zones for safety and liability.

Prepares required reports and maintains records.

Provides input on performance evaluations.

Ability to operate specialized equipment including computer operated traffic sign fabrication equipment, stripping equipment, traffic count program data, backhoe, wheel loader, bobcat, dump truck, service truck, air compressor, and various hand and power tools to complete daily tasks.

Performs all duties in compliance with all applicable policies, procedures, laws, codes, safety and health regulations.

Enforces co-workers' compliance with employee safety/traffic and road safety rules and regulations.

Responds to customer/public inquiries.

Requires rotation on the on-call list to respond to emergencies.

Attends meetings, workshops and training to enhance job knowledge and skills.

## Public Service Maintenance Worker III, Public Services Division

Additional Job Functions

***While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.***

Performs duties of other division personnel as required.

Performs related duties as required.

**Minimum Training And Experience**

Requires a high school diploma or GED, supplemented by a minimum of four years of experience in traffic signs, marking and related traffic control device operations. Experience as a crew leader is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

**Special Requirements**

Must possess a valid Florida class "B" CDL with air-brake endorsement.

Requires certification in Maintenance of Traffic Intermediate (MOT).

IMSA Level I Signs & Markings issued by (IMSA) International Municipal Signal Association

IMSA Level II Signs & and Markings within 1 year of employment.

May require additional certifications as deemed necessary.

Assignment to work a variety of work schedules, including compulsory work periods in special events, emergency, and/or disaster situations.

**Performance Aptitudes**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, sign making equipment, operate and/or handle equipment such as a bobcat, backhoe, service truck, hand tools, etc.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference and/or descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

### **ADA Compliance**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items. Requires sufficient hand/eye coordination to perform semi-skilled/skilled movements, as in mechanical repair work and machinery control.

**Sensory Requirements:** Some tasks require visual, depth, smell, texture and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, insect bites, disease/pathogens, electric currents, machinery hazards, traffic hazards, vibrations, and noise extremes.

### **Performance Indicators**

**Knowledge of Work:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Service Maintenance Worker III. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of traffic/streets and their maintenance and repair, and other fields applicable to the requirements of the position. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment. Has knowledge of basic mathematics. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities meeting FDOT Standards in the production and installation of signage, markings and MOT placement. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policies, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.



## Public Service Maintenance Worker III, Public Services Division

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgement:** Exercises analytical judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures with minimum errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Approved:



\_\_\_\_\_  
Public Works & Utilities Director / City Engineer

4-27-16  
\_\_\_\_\_  
Date

City of Dunedin, Florida  
Class Description

**JOB TITLE: Public Services Maintenance Technician**

Public Works Department

Public Services Division

**GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled and semi-skilled work in the maintenance and repair of City street / storm system infrastructure. Provides leadership and limited supervision of assigned Public Service Workers. Performs related work as required. Reports to the Public Services Superintendent or Public Services Foreman.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Provides leadership of assigned staff and participates in the construction, maintenance and repair of asphalt, brick, concrete, streets, sidewalks, curbs, driveways and related appurtenances.

Provides leadership of assigned staff and participates in construction, maintenance and repair of, stormwater pipes, underdrains, catch basins, and other stormwater infrastructure.

Compiles written and/or computer generated data and prepares a variety of required reports and records.

Operates equipment including excavator, vac-truck, backhoe, bobcat, dump truck, service truck, camera/televised diagnostic equipment, air compressor, inflatable pipe plugs, backhoes, skid steers and various hand and power tools to complete daily tasks.

Performs all duties in compliance with all applicable policies, procedures, laws, codes, safety and health regulations.

Provides leadership and limited supervision of assigned staff. Enforces co-workers' compliance with employee safety/traffic and road safety rules and regulations. Directs personnel on the job assigned.

**Public Services Maintenance Technician, Public Works & Utilities Department**

Receives and responds to customer/public inquiries, concerns and complaints regarding division activities and services.

Requires rotation on the-on-call list to respond to emergencies.

Attends meetings, workshops and training to enhance job knowledge and skills.

**ADDITIONAL JOB FUNCTIONS**

Performs duties of other division personnel as required.

Performs related duties as required.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with five years of experience in public streets/storm systems operations and heavy equipment operations; three years supervisory experience

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Requires a valid Florida class "B" CDL with "Air Brake" endorsement.

Requires certification as a Florida Stormwater Association Level 1 Operator.

Must possess a valid Florida class "B" CDL with appropriate endorsements.

Requires certification in (MOT) Maintenance of Traffic within 6 months.

Requires Confined Space certification within 12 months.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Services Maintenance Technician position. Clearly understands any ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, operate and/or handle equipment such as an excavator, vac-truck, bobcat, backhoe, service truck, hand tools, etc. Has thorough knowledge of the principles, theories, practices and methodologies of stormwater systems and their maintenance and repair, and other fields applicable to the requirements of the position. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference and/or descriptive data and information.

**Mathematical Aptitude:** Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

**Public Services Maintenance Technician, Public Works & Utilities Department**

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items. Requires sufficient hand/eye coordination to perform semi-skilled/skilled movements, as in mechanical repair work and machinery control.

**Sensory Requirements:** Some tasks require visual, depth, smell, texture and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, insect bites, disease/pathogens, electric currents, machinery hazards, traffic hazards, vibrations, and noise extremes.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
\_\_\_\_\_  
Director of Public Works & Utilities / City Engineer

9/28/2020  
\_\_\_\_\_  
Date

Job Title	minimum	mr point 1	midpoint	mr point 2	maximum
Public Services Crew Chief	22.10	25.05	26.52	28.00	30.94
Parks Maint Crew Leader	20.09	22.77	24.11	25.45	28.13
Parks Maint Worker III	17.33	19.06	19.93	20.79	22.53
Parks Maint Worker II	16.12	17.73	18.54	19.34	20.96
Parks Maint Worker I	15.00	16.50	17.25	18.00	19.50

Updating job description (unavailable)

Employees are given increases under 10:1 program (Fiscal Year).

minimum (start pay)

mr point 1 (10:1) Year 1

midpoint (10:1) Year 2

mr point 2 (10:1) Year 3

maximum (10:1) Year 4 and thereafter

job title	minimum	mr point 1	midpoint	mr point 2	maximum
Dir of Public Works	53.51	62.43	66.89	71.35	80.27
Asst Director of Public Works	47.57	55.50	59.46	63.43	71.36
Sanitation & Recycling Superintendent	42.28	49.33	52.85	56.38	63.42
Fleet Services Manager	39.15	44.37	46.98	49.59	54.81
Facility Services Manager	35.59	40.34	42.71	45.09	49.83
Public Services Manager	35.59	40.34	42.71	45.09	49.83
Fleet Foreman	32.36	36.67	38.83	40.98	45.30
Facility Services Foreman	29.42	33.34	35.30	37.26	41.19
Sanitation Manager	29.42	33.34	35.30	37.26	41.19
Lead Mechanic	26.74	30.31	32.09	33.88	37.44
Sanitation Foreman	26.74	30.31	32.09	33.88	37.44
Lead Craftsworker	24.31	27.55	29.17	30.79	34.03
Public Services Foreman	24.31	27.55	29.17	30.79	34.03
Public Services Crew Chief	22.10	25.05	26.52	28.00	30.94
Sanitation Lead Associate	22.10	25.05	26.52	28.00	30.94
Administrative Coordinator - Pub Services	20.09	22.77	24.11	25.45	28.13
Craftsworker III - HVAC	20.09	22.77	24.11	25.45	28.13
Custodial Services Coordinator	20.09	22.77	24.11	25.45	28.13
Fleet Administrative Technician	20.09	22.77	24.11	25.45	28.13
Mechanic	20.09	22.77	24.11	25.45	28.13
Sanitation Associate III	20.09	22.77	24.11	25.45	28.13
Craftsworker II	18.27	20.71	21.92	23.15	25.58
Sanitation Associate II	18.27	20.71	21.92	23.15	25.58
Craftsworker I	17.33	19.06	19.93	20.79	22.53
Public Services Maint Assoc III	17.33	19.06	19.93	20.79	22.53
Sanitation Associate I	17.33	19.06	19.93	20.79	22.53
Public Services Maint Assoc II	16.12	17.73	18.54	19.34	20.96
Public Services Maint Assoc I	15.00	16.50	17.25	18.00	19.50
Environmental Program Manager	29.42	33.34	35.30	37.26	41.19
St. Administrative Assistant - Solid Waste	18.27	20.71	21.92	23.15	25.58

**Renee Rose**

---

**Subject:** FW: Public Works/Maintenance Pay Survey  
**Attachments:** PUBLIC WORKS WORKER.pdf

---

**From:** Atkinson, Elizabeth <eatkinson@irbcity.com>  
**Sent:** Tuesday, January 16, 2024 11:11 AM  
**To:** Renee Rose <Renee.Rose@cityofbelleairbeach.com>  
**Subject:** RE: Public Works/Maintenance Pay Survey

[EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Starting pay for this position is \$17 per hour.

*Elizabeth Atkinson*  
**Finance/Human Resource Specialist**  
**City of Indian Rocks Beach**  
**1507 Bay Palm Blvd.**  
**Indian Rocks Beach, FL 33785**  
**(727)595-2517**  
[eatkinson@irbcity.com](mailto:eatkinson@irbcity.com)



CITY OF INDIAN ROCKS BEACH

POSITION DESCRIPTION

**POSITION TITLE:** Public Works Worker  
**DEPARTMENT:** Public Works Department  
**DIVISION:** Public Works

**SALARY GRADE:** 19  
**POSITION STATUS:** Non-Exempt

**GENERAL DESCRIPTION**

This position involves maintenance and repair of streets, sidewalks, storm drains, catch basins, parks grounds and equipment, buildings, signs, swale areas, beach areas and other duties as assigned. Work involves manual labor activities, driving vehicles, operating equipment, building repairs and maintenance, park maintenance, cleaning, disposal of garbage, general maintenance activities and other similar tasks. Work is performed under the supervision of the Public Works Director with some latitude and the use of some independent judgment within established standards and practices. Position requires positive interaction with City team members and the public.

**REPORTING RELATIONSHIPS**

**Reports to:** Public Works Director  
City Manager

**Supervises:** None

**ESSENTIAL POSITION FUNCTIONS**

1. Performs routine grounds maintenance duties such as mowing, edging, trimming, raking, and weeding.
2. Collects and disposes of tree limbs, shrub trimmings, and other debris.
3. Operates edgers, power blowers, weed eaters, chain saws, and other related equipment; performs beach raking and related maintenance activities.
4. Performs heavy manual labor such as digging, lifting, placing pipes, laying lines, cleaning, and repairing drains and filling potholes.
5. Assists in the repair and maintenance of streets, curbs, catch basins, drainage ditches, swales, and sidewalks.
6. Loads and unloads heavy materials from trucks and moves or assists in moving heavy equipment.
7. May repair and clean interior and exterior of buildings, installations, and municipal structures.
8. May perform minor carpentry work, painting, plumbing and electrical.
9. Assist with the installation, maintenance and repair of fences, railings, and ramps.
10. Assist with special seasonal activities such as installing and removing Christmas decorations throughout the City.
11. Repairs and installs signs.
12. Inspects playground equipment for signs of wear and/or damage; reports findings to Public Works Director; assists with repairs and/or replacement of equipment.
13. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary and consistent with the position.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Some knowledge of concrete and asphalt construction techniques.
- Some knowledge of work area traffic control practices and procedures.
- Some knowledge of storm drainage maintenance and repair techniques.
- Ability to perform heavy manual labor for extended periods of time.
- Ability to follow oral and written instructions.
- Ability to identify safety deficiencies.
- Ability to lift heavy weights.
- Ability to complete time and equipment logs.
- Ability to maintain tools and equipment.
- Skill in the use of common hand tools and power-driven equipment.

**EDUCATION AND EXPERIENCE**

High school graduation or possession of an acceptable equivalency diploma. Two (2) years construction experience or similar labor-intensive work. A comparable amount of training, education or experience may be considered for the minimum qualifications.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Possession of a valid Florida Driver's license is required. A Class "B" Commercial Florida Driver's license is preferred.

**ESSENTIAL PHYSICAL SKILLS**

- good vision (with or without correction)
- good hearing (with or without correction)
- heavy (45 pounds and over) lifting and carrying
- reaching
- climbing
- depth perception
- distinguish colors
- pulling
- pushing
- walking
- standing
- crawling
- kneeling
- bending
- balancing
- stooping
- driving

**ENVIRONMENT CONDITIONS**

- works outside in various weather conditions with dust, fumes, gases, chemicals, oils, uneven surfaces
- heights
- poor lighting
- machinery
- electricity

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**DATE PREPARED/REVISED:**

By signing below, the employee acknowledges receipt of this job description:

---

Signature Date: \_\_\_\_\_

**City of Madeira Beach**  
**Pay Grades**  
2023 - 2024

GRADE	POSITION TITLE	Min Range	Max Range	
1	Building Codes Compliance Officer I	\$32,760	\$45,122	YR
	Recreation Leader I	\$16	\$22	HR
	Grounds Maintenance Worker			
	Marina Attendant			
	Parking Enforcement Officer			
	Stormwater Technician			
2	Seasonal Employees			
	Administrative Assistant	\$39,312	\$63,597	YR
	Building Codes Compliance Officer II	\$18.90	\$30.58	HR
	Front Desk Administration Assistant			
	Permit Clerk			
	Recreation Leader II			
	Senior Grounds Maintenance Worker			
	Senior Marina Attendant			
	Senior Parking Enforcement Officer			
3	Senior Public Works Technician			
	Sanitation Worker			
	CDL Senior Sanitation Worker +1.00/hr			
	Building Codes Compliance Officer III	\$41,234	\$64,974	YR
	Operations Coordinator- Building	\$19.82	\$31.24	HR
	Payroll/ Finance Coordinator			
	Program Coordinator- Community Development			
	Broadcast & IT Coordinator			
	Recreation Leader III			
	Certified Permit Technician			
4	Planner I/ Planning Technician			
	Grounds Maintenance Supervisor			
	Records Clerk Administrative Assistant			
	Lead Mechanic			
	Executive Assistant to City Clerk			
	Senior Administrative Assistant			
	Executive Assistant to the City Manager	\$50,123	\$78,952	YR
	Executive Assistant to Fire Chief	\$24.10	\$37.96	HR
	Planner II/III			
	Parking Supervisor			
5	Recreation Supervisor			
	Long Range Planner			
6	Marina Supervisor			
	Storm Water Supervisor			
5	Sanitation Supervisor			
	Accountant	\$58,050	\$87,077	YR
5	Marina Manager	\$27.91	\$41.86	HR
6	Assistant to the City Manager	\$67,202	\$105,815	YR
		\$32.31	\$50.87	HR
7	Building Official	\$94,545	\$141,807	YR
	Fire Chief	\$45.45	\$68.18	HR
	City Clerk			
	Community Development Director			
	Community Development Engineer			
	Assistant Financial Director			
	Public Works Director			
	HR Director			
7	Recreation Director			

## Renee Rose

---

**Subject:** FW: Public Works Pay Survey  
**Attachments:** PUB. WORKS - GROUNDS.docx

---

**From:** townclerk@townofnorthredingtonbeach.com <townclerk@townofnorthredingtonbeach.com>  
**Sent:** Thursday, January 11, 2024 3:42 PM  
**To:** Renee Rose <Renee.Rose@cityofbelleairbeach.com>  
**Subject:** RE: Public Works Pay Survey

[EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Renee.

We only have two public works people and we don't have salary ranges. The current salaries are:

Public Works Grounds - \$45,864 (has been on the job 2 years)

Public Works Supervisor - \$65,000 (hired in July of this year)

I have attached the job description for the grounds position. We don't really have one for the supervisor position as it's a new position. But in a nutshell, he does everything public works related besides take care of the grounds maintenance.

Hope this helps!

*Mari Campbell*  
*Town Clerk*  
*Town of North Redington Beach*  
*190 173<sup>rd</sup> Avenue*  
*North Redington Beach, FL 33708*  
*727-391-4848 – Phone*  
*727-393-0803 – Fax*



---

"Florida has a broad public records laws. Most written communications to or from local officials regarding city business are public records and are available to the public and media upon request. Your e-mail communications may, therefore, be subject to public disclosure. Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released to a public records request, do not send electronic mail to this entity. Instead, contact this office by telephone or in writing."

---



## ***TOWN OF NORTH REDINGTON BEACH JOB DESCRIPTION - PUBLIC WORKS - GROUNDS***

The Public Works Grounds position is responsible for:

1. Maintenance of public areas of the Town;
2. Litter control;
3. Maintenance of records of mowing, storm drain cleaning, and swales;
4. Maintain vehicle and equipment;
5. Assistance with town functions/events;
6. Assistance to Public Works Supervisor as directed;
7. In the absence of the Public Works Supervisor, filling in to see all necessary jobs are accomplished;
8. Maintenance of good relations with the residents and business people of the community.

### **PUBLIC AREAS:**

- Maintain the landscaping in each park, cul de sac, and median including mowing, weeding, edging and reasonable trimming.
- Repair and Maintenance of sprinkler systems.
- Oversight of necessary chemical applications to maintain landscaping.

### **LITTER:**

Litter removal from public areas within the Town including, but not limited to:

- Beaches
- Storm drain catch basins
- Parks, cul de sacs, medians
- Parking areas including Bath Club Concourse
- Streets
- Swales and dry retention areas

### **RECORDS:**

- Maintain records of each time each park, swale, median, cul de sac, etc. is mowed and how removal of grass clippings is accomplished.
- Maintain records of litter removal from storm drain basins.
- Complete and submit checklists weekly and vehicle maintenance forms on the first of each month.

### **VEHICLES AND EQUIPMENT**

- *Clean and inspect vehicle weekly. Keep equipment clean and properly maintained mechanically.*

### **TOWN FUNCTIONS/EVENTS:**

- Support town functions/events as needed to assure success.

### **ASSIST PUBLIC WORKS:**

The Public Works Grounds position shall assist the Public Works Supervisor in any and all

areas as needed.

**PUBLIC RELATIONS:**

- It is the duty of all personnel to maintain good relations with the residents, property owners and business people of the community and to assist them when possible.

**ADDITIONAL:**

- Fill in as necessary in the absence of the Public Works Supervisor to assure all necessary functions are accomplished.
- Assist other Staff and Commission as necessary.

**City of Oldsmar Position Grade Assignments**  
**Fiscal Year 2022-23**  
**Effective 7/1/23**

<b>Classification</b>	<b>Grade</b>
ASSISTANT CITY MANAGER	144
DIRECTOR OF ADMINISTRATIVE SERVICES	143
DIRECTOR OF PUBLIC WORKS	142
DIRECTOR OF HUMAN RESOURCES	140
DIRECTOR OF LEISURE SERVICES	140
DIRECTOR OF PLANNING & REDEVELOPMENT	140
FIRE & EMS CHIEF	140
CITY ENGINEER	138
UTILITIES ADMINISTRATOR/ASST PUBLIC WORKS DIRECTOR	138
FINANCE ADMINISTRATOR	136
ACCOUNTING ADMINISTRATOR	135
ASSISTANT FIRE CHIEF	135
DIRECTOR OF LIBRARY SERVICES	135
INFORMATION TECHNOLOGY ADMINISTRATOR	135
ASSISTANT LEISURE SERVICES DIRECTOR	134
CONSTRUCTION MANAGER	131
I.T. NETWORK INFRASTRUCTURE & SECURITY ANALYST	129
CHIEF PLANT OPERATOR	128
PRINCIPAL PLANNER	126
DEPUTY CITY CLERK	125
ENVIRONMENTAL MANAGEMENT SUPERVISOR	125
SENIOR ACCOUNTANT	125
SENIOR MANAGEMENT ANALYST	125
SENIOR PROCUREMENT ANALYST	125
GIS ANALYST/DATABASE SPECIALIST	124
DISTRIBUTION & COLLECTION SUPERVISOR	123
FACILITIES SUPERVISOR	123
PUBLIC COMMUNICATIONS SUPERVISOR	123
RECREATION SUPERVISOR	123
UTILITIES MAINTENANCE MECHANIC SUPERVISOR	123
CUSTOMER SERVICE SUPERVISOR	122
ENGINEERING SPECIALIST	122
FLEET SUPERVISOR	122
MAINTENANCE SUPERVISOR	122
PARKS OPERATIONS SUPERVISOR	122
SENIOR ENGINEERING TECHNICIAN	122
FLOODPLAIN & BUILDING COORDINATOR	121
ENVIRONMENTAL SPECIALIST	120
MANAGEMENT ANALYST	120
WASTEWATER PLANT OPERATOR A	120
WATER PLANT OPERATOR A	120
INFORMATION TECHNOLOGY SUPPORT SPECIALIST	119



**City of Oldsmar Position Grade Assignments**  
**Fiscal Year 2022-23**  
**Effective 7/1/23**

<b>Classification</b>	<b>Grade</b>
LEAD FLEET MECHANIC	118
MULTIMEDIA COORDINATOR	118
WASTEWATER PLANT OPERATOR B	118
WATER PLANT OPERATOR B	118
BMX COORDINATOR	117
CODE ENFORCEMENT OFFICER	117
EXECUTIVE ASSISTANT	117
SUSTAINABILITY COORDINATOR	117
ZONING & PLANNING TECHNICIAN	117
ADULT SERVICES LIBRARIAN	116
CHILDREN SERVICES LIBRARIAN	116
LEAD DISTRIBUTION OPERATOR	116
SENIOR ACCOUNTING TECHNICIAN	116
SUPPORT SERVICES LIBRARIAN	116
HUMAN RESOURCES TECHNICIAN	115
PUBLIC COMMUNICATIONS SPECIALIST	115
PUBLIC WORKS TECHNICIAN	115
UTILITIES OPERATION TECHNICIAN	115
RECREATION CENTER SPECIALIST	114
UTILITIES MAINTENANCE TECHNICIAN	114
DISTRIBUTION OPERATOR I	113
FACILITIES MAINTENANCE WORKER II	113
SENIOR ADMINISTRATIVE ASSISTANT	113
WASTEWATER PLANT OPERATOR C	113
WATER PLANT OPERATOR C	113
LEAD MAINTENANCE WORKER	112
PROCUREMENT TECHNICIAN	112
UTILITIES MAINTENANCE MECHANIC	112
ACCOUNTING TECHNICIAN	111
CUSTOMER SERVICE TECHNICIAN	111
DISTRIBUTION OPERATOR II	111
FLEET MECHANIC	111
HEAVY EQUIPMENT OPERATOR	111
LEAD GROUNDSKEEPER	111
PLANS & PERMIT SPECIALIST	111
RECREATION PROGRAMMER	111
CULTURAL AFFAIRS PROGRAMMER	110
SENIOR TRAFFIC SIGN TECHNICIAN	109
DISTRIBUTION OPERATOR III	108
RECREATION LEADER	108
ADMINISTRATIVE ASSISTANT	107
CUSTOMER SERVICE CLERK	107

**City of Oldsmar Position Grade Assignments**  
**Fiscal Year 2022-23**  
**Effective 7/1/23**

<b>Classification</b>	<b>Grade</b>
METER READER	106
TRAFFIC SIGN TECHNICIAN	106
WASTEWATER PLANT OPERATOR TRAINEE	106
WATER PLANT OPERATOR TRAINEE	106
DISTRIBUTION OPERATOR TRAINEE	105
FACILITIES MAINTENANCE WORKER I	105
MAINTENANCE OPERATOR	105
LIBRARY ASSISTANT	102
RECEPTIONIST - P/T	101
SEASONAL RECREATION LEADER	101



## Job Description

<b>Job Title:</b>	<b>DISTRIBUTION OPERATOR I</b>
<b>Department:</b>	Public Works
<b>Division:</b>	Distribution & Collection

### **GENERAL DESCRIPTION**

Responsible lead work in maintaining the water network and systems. Work is performed under general direction of the Distribution and Collection Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Leads crew in maintaining and repairing water mains.
- ◆ Maintains water distribution systems and makes repairs as needed.
- ◆ Assists in training and ensures quality workmanship by the crew.
- ◆ Coordinates work with others to maintain deadlines and safety practices.
- ◆ Explains to the public of interruption of services in a professional manner.
- ◆ Repairs broken service mains.
- ◆ Operates heavy equipment (backhoe).
- ◆ Completes work orders and reports.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Knowledge of the specific department methods.
- ◆ Knowledge of operations of equipment in construction and maintenance.
- ◆ Knowledge of types and uses of public utilities equipment as related to general construction and maintenance.
- ◆ Knowledge of supervisory techniques.
- ◆ Ability to plan, schedule and direct personnel and equipment.
- ◆ Ability to understand and transmit oral and written instructions.
- ◆ Ability to read working diagrams, sketches and simple blueprints.
- ◆ Ability to keep records and prepare reports.
- ◆ Skill in communicating both verbally and in writing in the English language.

### Education and Experience

- ◆ High school graduation or possession of an acceptable equivalency diploma.
- ◆ Five (5) years' experience in the area of utilities (water mains, valves, hydrants) construction and maintenance.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

### Licenses, Certifications or Registrations:

- ◆ A valid Florida Commercial Driver's License.
- ◆ Level "1" (Minimum) FDEP Water Distribution License.
- ◆ Backflow Tester Certification.
- ◆ Backflow Repair Certification.
- ◆ FDOT Maintenance of Traffic Certification.

### ESSENTIAL PHYSICAL SKILLS

- ◆ Ability to communicate both orally and in writing.
- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Heavy (45 pounds and over) lifting and carrying.
- ◆ Balancing, bending, climbing, crawling, kneeling, standing, stooping, walking.
- ◆ Pulling, pushing, reaching, throwing.
- ◆ Distinguish colors and odors, depth perception.
- ◆ Driving and operating equipment.

### ENVIRONMENTAL CONDITIONS

- ◆ Works inside and outside in various weather conditions with: chemicals, dust, electrical/radiant energy, fumes, gases, grease/oils, noise, odors, solvents.
- ◆ Poor lighting, raw sewage, slippery and uneven surfaces, vibrations.
- ◆ Heights, below ground level, confined spaces.
- ◆ In or with moving vehicles and equipment.
- ◆ In or around hazardous areas.
- ◆ City recommends immunization against Tetanus and Hepatitis A and B. City will provide immunizations; employee may decline.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

---

Employee

Date



## Job Description

<b>Job Title:</b>	<b>FACILITIES MAINTENANCE WORKER II</b>
<b>Department:</b>	Leisure Services
<b>Division:</b>	Facilities

### GENERAL DESCRIPTION

Perform work in the construction, maintenance and repair of City properties and facilities. Work is performed under the general supervision of the Facilities Supervisor.

### ESSENTIAL JOB FUNCTIONS:

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Perform routine maintenance and repairs.
- Perform skilled tasks in two or more skilled trades including carpentry, plumbing, electrical and HVAC.
- Provide assistance to the Facilities Trades Worker in accomplishing skilled trade projects.
- Perform repair and installation of plumbing equipment including PVC, galvanized and copper lines.
- Install storage shelving, cabinets, walls, pods and other furnishings.
- Maintain tools and equipment in good working order.
- Paint walls, equipment and facilities.
- Repair desks, chairs, walls, cabinets, and shelving.
- Coordinate and inspect work performed by private contractors.
- Perform custodian services for city facilities.
- Responds to emergency calls and natural disasters during non business hours.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

### MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard methods, practices, materials, tools and equipment used in building maintenance.
- Knowledge of methods, practices, materials, tools and equipment of building maintenance and repairs, including electrical, plumbing and HVAC.
- Knowledge of trade related occupational hazards and safety precautions.
- Skill in the use and care of hand tools, power tools and related equipment.
- Ability to follow written and oral instructions.

- Computer skill including Lotus notes and Microsoft Office.
- Ability to prepare written reports.
- 

#### **EDUCATION AND EXPERIENCE:**

- High School graduation or possession of an acceptable equivalency diploma.
- Minimum of three (3) years experience in building maintenance and repair.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Possession of a valid Florida Driver's License.

#### **ESSENTIAL PHYSICAL SKILLS**

- Ability to communicate both orally and in writing.
- Acceptable eyesight (With or without correction).
- Acceptable hearing (With or without hearing aid).
- Heavy (45 pounds and over) lifting and carrying.
- Balancing, bending, climbing, crawling, kneeling, standing, stooping and walking.
- Pulling, pushing, reaching, and throwing.
- Distinguish colors and odors, depth perception.
- Driving and operating equipment.

#### **ENVIRONMENTAL CONDITIONS**

- Works inside and outside in various weather conditions with: chemicals, dust, electrical/radiant energy, fumes, gases, grease/oils, noise odors, solvents.
- Poor lighting, slippery and uneven surfaces, vibrations.
- Heights, below ground level, confined spaces.
- In or around moving vehicles and equipment.
- In or around hazardous areas.
- Heights (up to 80 feet)

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



## Job Description

<b>Job Title:</b>	<b>LEAD MAINTENANCE WORKER</b>
<b>Department:</b>	Public Works
<b>Division:</b>	Various

### GENERAL DESCRIPTION

Responsible lead work in maintaining streets, sidewalks and stormwater infrastructure. Work is performed under general direction of the Maintenance Supervisor.

#### Essential Job Functions:

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Leads and works with crew in maintaining and repairing streets, sidewalks and/or stormwater systems.
- ◆ Ensures safety of work site and crews.
- ◆ Assists in training and ensures quality workmanship by the crew.
- ◆ Represents the division to the public in a professional manner.
- ◆ Relates work orders to his crew correctly.
- ◆ Repairs damaged sidewalks.
- ◆ Operates heavy equipment (backhoe, Front End Loader, Slope Mower and Dump Truck).
- ◆ Completes work orders and reports.
- ◆ Responds to emergency calls and natural disasters during non-business hours.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

### MINIMUM QUALIFICATIONS

#### Knowledge, Skills and Abilities:

- ◆ Knowledge of the specific department methods.
- ◆ Knowledge of operations of equipment in construction and maintenance of streets, sidewalks and stormwater infrastructure.
- ◆ Knowledge of types and uses of public infrastructure as related to general construction and maintenance.
- ◆ Knowledge of supervisory techniques.
- ◆ Ability to plan, schedule and direct personnel and equipment.
- ◆ Ability to understand and transmit oral and written instructions.
- ◆ Ability to read working diagrams, sketches and simple blueprints.
- ◆ Ability to keep records and prepare reports.

- ◆ Skill in communicating both verbally and in writing in the English language.
- ◆ Computer skills in Microsoft Word, Excel and E-Mail

#### Education and Experience

- ◆ High school graduation or possession of an acceptable equivalency diploma.
- ◆ Three (3) years-experience in the area of street, sidewalk and stormwater system maintenance and construction.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

#### Licenses, Certifications or Registrations:

- ◆ A class "B" CDL required with tanker endorsement, class "A" preferred.
- ◆ A Stormwater Operator Level 1 certification required, Level 2 preferred.
- ◆ Intermediate MOT certified by FDOT.
- ◆ FDEP Stormwater, Erosion, and Sedimentation Control Inspector Certification

#### **ESSENTIAL PHYSICAL SKILLS**

- ◆ Ability to communicate, both orally and in writing.
- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Heavy (45 pounds and over) lifting and carrying.
- ◆ Balancing, bending, climbing, crawling, kneeling, standing, stooping, and walking.
- ◆ Pulling, pushing, reaching, throwing.
- ◆ Distinguish colors and odors, depth perception.
- ◆ Driving and operating equipment.

#### **ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and outside in various weather conditions with: chemicals, dust, electrical/radiant energy, fumes, gases, grease/oils, noise, odors and solvents.
- ◆ Poor lighting, slippery and uneven surfaces, vibrations.
- ◆ Heights, below ground level, confined spaces.
- ◆ In or around moving vehicles and equipment.
- ◆ In or around hazardous areas.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

---

Employee

---

Date





## Job Description

<b>Job Title:</b>	<b>UTILITY MAINTENANCE MECHANIC</b>
<b>Department:</b>	Public Works
<b>Division:</b>	Utilities Maintenance

### **GENERAL DESCRIPTION**

Advanced manual and semi-skilled work repairing equipment and pumps related to the water distribution system, treatment plants and related systems. Works under the general supervision of the Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Performs electrical and mechanical maintenance on water distribution system, treatment plants and related systems.
- ◆ Removes and checks valve cover to clean check valve flappers. Adjust packing on check valves shafts.
- ◆ Performs minor plant maintenance activities and grounds maintenance functions.
- ◆ Checks and maintains Wastewater Treatment Plant, Collection System, Lift Stations, Pump Station, Water Treatment Plant and related equipment.
- ◆ Reads and records meters; flow, level, indicators, kilowatt usage, elapsed time, etc. Detects and informs supervisor of unusual reading and possible causes. May take corrective action.
- ◆ Maintains, inspects, detects deficiencies in Collection System and equipment.
- ◆ Builds/repairs wastewater manholes, repairs or replaces pipe in correct line and grade position, seals joints.
- ◆ Disinfects areas, loads and hauls material and debris.
- ◆ Utilizes blockage detection devices, electrical, mechanical and hydraulic sewer cleaning equipment.
- ◆ Transports, connects, maintains Emergency Electrical Generation Bypass Pumping Equipment.
- ◆ Responds to public complaints involving clogged, leaking pipes, lift stations and other items as necessary.
- ◆ Keeps records of activity, material used, work orders and other documents as required.
- ◆ Maintains clean, neat and organized work areas, equipment and tools.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Knowledge of the Wastewater Treatment Plant and lift station functions.
- ◆ Knowledge of the operation and maintenance of water and sewage pumps, motors and related

equipment.

- ◆ Knowledge of repair and maintenance of lift station equipment.
- ◆ Ability to work alone with only general supervision and direction.
- ◆ Ability to troubleshoot and make decisions.
- ◆ Ability to read and comprehend technical texts, schematics, and utility drawings.
- ◆ Ability to communicate effectively in writing and speaking the English language.
- ◆ Basic mathematical skill.
- ◆ Skill to use standard mechanical tools, power tools and shop equipment.

Education and Experience:

- ◆ High school graduation or possession of an acceptable equivalency diploma.
- ◆ One (1) year in the maintenance and repair of pumps, motors and related equipment.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

Licenses, Certifications or Registrations:

- ◆ Possession of a valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS**

- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Heavy lifting and carrying (up to 45 pounds).
- ◆ Balancing, bending, climbing, crawling, kneeling, standing, stooping, and walking.
- ◆ Pulling, pushing, reaching, and throwing.
- ◆ Distinguish colors and odors, depth perception.
- ◆ Driving and operating equipment.

**ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and outside in various weather conditions with: chemicals, dust, electrical/radiant energy, fumes, gases, grease/oils, noise, odors, and solvents.
- ◆ Poor lighting, raw sewage, slippery and uneven surfaces, vibrations.
- ◆ Heights, below ground level, confined spaces.
- ◆ In or around moving vehicles and equipment
- ◆ In or around hazardous areas.
- ◆ City recommends immunization against Tetanus and Hepatitis A and B. City will provide immunizations; employee may decline.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



## Job Description

<b>Job Title:</b>	<b>DISTRIBUTION OPERATOR II</b>
<b>Department:</b>	Public Works
<b>Division:</b>	Distribution & Collection

### **GENERAL DESCRIPTION**

Skilled position performing mechanical, electrical, and technical tasks required to maintain proper operations to the water distribution system, treatment plants and related systems. Works under the general supervision of the Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Completes preventive maintenance tasks for water distribution system, treatment plants and related systems.
- ◆ Completes daily maintenance tasks, trouble shoots problems and basic grounds maintenance.
- ◆ Review and evaluate daily operational reports to identify potential problems before equipment failures occur.
- ◆ Accurately reads records, interprets data and identifies possible causes, notifies supervisor and takes corrective action when possible.
- ◆ Accurately complete basic electrical and mechanical projects including pipe installation, electrical conduit and wiring installation, equipment repairs and installations.
- ◆ Installs and repairs water meters, water distribution mains, lines, manholes, and all related facilities
- ◆ Responds to emergency situations to the water distribution system, treatment plants and related systems.
- ◆ Responds to public complaints involving water distribution, treatment plant malfunctions and other related systems failures.
- ◆ Transports, connects, and maintains Emergency Bypass Pumping Equipment used for water distribution system, treatment plants and other related systems.
- ◆ Operate, monitor and adjust biosolids stabilization equipment by performing calculations, collecting samples, and completing equipment calibrates.
- ◆ Maintain detailed, written log of daily activities, material used, work orders completed and other documents as required.
- ◆ Operates blockage detection devices, electrical, mechanical and hydraulic cleaning equipment in cooperation with the Distribution and Collection Division to prevent sanitary sewer overflows.
- ◆ Performs basic grounds and building maintenance and custodial duties as needed at the treatment plants and other related systems.
- ◆ Maintains clean, neat and organized work areas, equipment and tools.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Knowledge of materials, methods, practices and equipment used to complete electrical and mechanical repairs.
- ◆ Ability to read and comprehend technical texts and manuals, electrical and mechanical schematics, and other utility drawings.
- ◆ Basic mathematical skills.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Skill in use and care of hand tools, related materials and equipment pertinent to the performance of maintenance and repair work.
- ◆ Ability to work rotating shifts, including weekends and holidays. Ability to work alone, without close supervision and respond to emergency situations.
- ◆ Ability to effectively use verbal and written communication in the English language and deal effectively with supervisors, co-workers and the public.

**Education and Experience:**

- ◆ High School graduation or possession of an acceptable equivalency.
- ◆ Three (3) year of experience in Utilities (watermains, valves, hydrants) construction and maintenance.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

**Licenses, Certifications or Registrations:**

- ◆ Possession of a valid Florida Driver's License.
- ◆ Level 2 (minimum) FDEP Water Distribution Operator's License.
- ◆ Backflow Tester Certification.
- ◆ Backflow Repair Certification.
- ◆ FDOT Maintenance of Traffic Certification.

**ESSENTIAL PHYSICAL SKILLS**

- ◆ Acceptable eyesight (with or without correction)
- ◆ Acceptable hearing (with or without hearing aid)
- ◆ Heavy lifting and carrying (up to 45 pounds).
- ◆ Balancing, bending, climbing, crawling, kneeling, standing, stooping and walking.
- ◆ Pulling, pushing, reaching, and throwing.
- ◆ Distinguish colors and odors, depth perception.
- ◆ Driving and operating equipment.

**ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and works outside in various weather conditions with: chemicals, dust, electrical/radiant energy, fumes, gases, grease/oils, noise, odors and solvents.
- ◆ Poor lighting, raw sewage, slippery/uneven surfaces and vibrations.
- ◆ Heights, below ground level and confined spaces.
- ◆ In and around moving vehicles and equipment.
- ◆ In or around hazardous areas.
- ◆ City recommends immunization against Tetanus and Hepatitis A and B. City will provide immunizations; employee may decline.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Job Description

<b>Job Title:</b>	<b>HEAVY EQUIPMENT OPERATOR</b>
<b>Department:</b>	Various

### **GENERAL DESCRIPTION**

Performs skilled work in the operation of one or more pieces of complex construction/maintenance equipment. Work is performed under the general direction of the Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Operates the heavy equipment and/or machines: backhoe, box blade, bush hog, chipper, front-end loader, gradall, hydraulic excavator, slope mower, tandem dump truck, 10-wheel dump truck and tractor.
- ◆ Operates medium and heavy equipment while performing manual labor, semi-skilled work and various maintenance functions.
- ◆ Performs routine maintenance to the equipment.
- ◆ Performs various construction, inspection, installation, maintenance and repair work.
- ◆ Makes daily written and oral reports.
- ◆ Performs litter control functions, cleaning and set-up of outside areas.
- ◆ Applies insecticides, herbicides and fertilizers as required.
- ◆ Operates transit equipment as required..
- ◆ Responds to emergency calls and natural disasters during non-business hours as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Knowledge of the effective operation of medium and heavy equipment.
- ◆ Knowledge of traffic and highway safety rules and regulations, and of effective precautionary measures necessary to avoid accidents.
- ◆ Knowledge of the hazards involved in the use of heavy equipment and of the safety precautions to be taken.
- ◆ Ability to follow and understand written and oral instructions.
- ◆ Skill in the operation and maintenance of medium and heavy complex equipment, with various attachments.

- ♦ Physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions.

#### Education and Experience

- ♦ High school graduation or possession of an acceptable equivalency diploma.
- ♦ Three (3) years experience in the operation and routine maintenance of the type of equipment of primary assignment.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

#### Licenses, Certifications or Registrations:

- ♦ Possession of a valid Class "A" or "B" Commercial Florida Driver's License

#### **ESSENTIAL PHYSICAL SKILLS**

- ♦ Ability to communicate, both orally and in writing.
- ♦ Acceptable eyesight (with or without correction).
- ♦ Acceptable hearing (with or without hearing aid).
- ♦ Heavy (45 pounds and over) lifting and carrying.
- ♦ Balancing, bending, climbing, crawling, kneeling, standing, stooping, walking.
- ♦ Pulling, pushing, reaching, throwing.
- ♦ Distinguish colors and odors, depth perception.
- ♦ Driving and operating equipment.

#### **ENVIRONMENTAL CONDITIONS**

- ♦ Works inside and outside in various weather conditions with: chemicals (including insecticides and herbicides), dust, electrical/radiant energy, fumes, gases, greases/oils, noise, odors and solvents.
- ♦ Poor lighting, slippery and uneven surfaces, vibrations.
- ♦ Heights, below ground level, confined spaces.
- ♦ In or around moving vehicles and equipment.
- ♦ In or around hazardous areas.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

---

Employee

Date



## Job Description

<b>Job Title:</b>	<b>LEAD GROUNDSKEEPER</b>
<b>Department:</b>	Leisure Services
<b>Division:</b>	Parks

### GENERAL DESCRIPTION

Responsible lead work in maintaining various grounds, fields and facilities. Work is performed under the direct supervision of Parks Operations Supervisor.

#### Essential Job Functions:

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Supervises and/or operates the heavy equipment and/or machines as needed: backhoe, box blade, bush hog, chipper, front-end loader, gradall, hydraulic excavator, slope mower, tandem dump truck, 10-wheel dump truck and tractor as needed.
- ◆ Supervises and/or operates one or more of the following: small tractor, 6-yard dump truck, tractor mower, or truck tractor, backhoe and similar equipment as needed.
- ◆ Supervises and participates in the maintenance, repair and construction of various grounds, medians, fields, buildings and parks. This may include the supervision of a crew as assigned.
- ◆ Prepares fields for athletic activities such as: lining, raking, etc. as assigned.
- ◆ Helps maintain equipment, land, and facilities by performing manual labor and semi-skilled work.
- ◆ Applies chemicals including insecticides, herbicides, and fertilizers as assigned.
- ◆ Installs turf and seeds on field, parks and other grounds as assigned
- ◆ Performs litter control functions; cleans restrooms; sets up picnic and other areas.
- ◆ Operates vehicles. Performs preventative maintenance functions on the vehicles.
- ◆ Informs and directs public in the use of facilities.
- ◆ Makes daily written and oral reports.
- ◆ Inspects, repairs and maintains irrigation systems as assigned.
- ◆ Responds to emergency calls and natural disasters during non-business hours as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

### MINIMUM QUALIFICATIONS

#### Knowledge, Skills and Abilities:

- ◆ Knowledge of landscape maintenance, turf installation and standard horticultural practices.

- ◆ Knowledge of tools and equipment to do related work.
- ◆ Knowledge of groundskeeping practices and principles including chemical application
- ◆ Ability to lead subordinates effectively.
- ◆ Ability to follow written and verbal instructions.
- ◆ Skill in the operation and preventative maintenance of equipment and related tools.
- ◆ Ability to make emergency repairs to motor driven equipment.

#### Education and Experience

- ◆ High school graduation or possession of an acceptable equivalency diploma supplemented by courses in horticulture.
- ◆ Three years of ground maintenance experience.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

#### Licenses, Certifications or Registrations:

- ◆ Must possess a valid Class "A" or "B" Commercial Florida Driver's License or the ability to obtain it within one (1) year of employment.
- ◆ Possession of a GI-BMP certification or the ability to obtain within 90 days of employment.
- ◆ Possession of a valid Florida Restricted Pesticide Applicator's Public License desirable.

#### **ESSENTIAL PHYSICAL SKILLS**

- ◆ Ability to communicate both orally and in writing.
- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Heavy (45 pounds and over) lifting and carrying.
- ◆ Bending, kneeling, standing, stooping, walking.
- ◆ Pulling, pushing, reaching and throwing.
- ◆ Driving and operating equipment.

#### **ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and outside in various weather conditions with chemicals (insecticides and herbicides), dust, grease/oils, odors and solvents.
- ◆ Slippery and uneven surfaces.
- ◆ Heights.
- ◆ In or around moving vehicles and equipment.
- ◆ In or around hazardous areas.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

---

Employee

Date





## Job Description

<b>Job Title:</b>	<b>DISTRIBUTION OPERATOR III</b>
<b>Department:</b>	Public Works
<b>Division:</b>	Distribution & Collection

### **GENERAL DESCRIPTION**

Advanced manual and semi-skilled work repairing equipment and pumps related to the water distribution system, treatment plants and related systems. Works under the general supervision of the Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Performs electrical and mechanical maintenance on water distribution system, treatment plants and related systems.
- ◆ Removes and checks valve cover to clean check valve flappers. Adjust packing on check valve shafts.
- ◆ Performs minor plant maintenance activities and grounds maintenance functions.
- ◆ Checks and maintains Wastewater Treatment Plant, Collection System, Lift Stations, Pump Station, Water Treatment Plant and related equipment.
- ◆ Reads and records meters; flow, level, indicators, kilowatt usage, elapsed time, etc. Detects and informs supervisor of unusual reading and possible causes. May take corrective action.
- ◆ Maintains, inspects, detects deficiencies in Collection System and equipment.
- ◆ Builds/repairs wastewater manholes, repairs or replaces pipe in correct line and grade position, seals joints.
- ◆ Digs and cleans ditches and trenches. Uses hand and mechanical roller and tamps to compact base materials. Restores excavation areas.
- ◆ Disinfects areas, loads and hauls material and debris.
- ◆ Utilizes blockage detection devices, electrical, mechanical and hydraulic sewer cleaning equipment.
- ◆ Transports, connects, maintains Emergency Electrical Generation Bypass Pumping Equipment.
- ◆ Responds to public complaints involving clogged, leaking pipes, lift stations and other items as necessary.
- ◆ Keeps records of activity, material used, work orders and other documents as required.
- ◆ Maintains clean, neat and organized work areas, equipment and tools.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Knowledge of the Wastewater Treatment Plant and lift station functions.
- ◆ Knowledge of the operation and maintenance of water and sewage pumps, motors and related equipment.
- ◆ Knowledge of repair and maintenance of lift station equipment.

- ◆ Ability to work alone with only general supervision and direction.
- ◆ Ability to troubleshoot and make decisions.
- ◆ Ability to read and comprehend technical texts, schematics, and utility drawings.
- ◆ Ability to communicate effectively in writing and speaking the English language.
- ◆ Basic mathematical skill.
- ◆ Skill to use standard mechanical tools, power tools and shop equipment.

**Education and Experience:**

- ◆ High school graduation or possession of an acceptable equivalency diploma.
- ◆ One (1) year of experience in Utilities (watermains, valves, hydrants) construction and maintenance.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

**Licenses, Certifications or Registrations:**

- ◆ Possession of a valid Florida Driver's License.
- ◆ Level 3 (minimum) FDEP Water Distribution Operator's License.
- ◆ Backflow Tester Certification.
- ◆ FDOT Maintenance of Traffic Certification.

**ESSENTIAL PHYSICAL SKILLS**

- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Heavy lifting and carrying (up to 45 pounds).
- ◆ Balancing, bending, climbing, crawling, kneeling, standing, stooping, and walking.
- ◆ Pulling, pushing, reaching, and throwing.
- ◆ Distinguish colors and odors, depth perception.
- ◆ Driving and operating equipment.

**ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and outside in various weather conditions with: chemicals, dust, electrical/radiant energy, fumes, gases, grease/oils, noise, odors, and solvents.
- ◆ Poor lighting, raw sewage, slippery and uneven surfaces, vibrations.
- ◆ Heights, below ground level, confined spaces.
- ◆ In or around moving vehicles and equipment
- ◆ In or around hazardous areas.
- ◆ City recommends immunization against Tetanus and Hepatitis A and B. City will provide immunizations; employee may decline.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



## Job Description

<b>Job Title:</b>	<b>MAINTENANCE OPERATOR</b>
<b>Department:</b>	Various

### **GENERAL DESCRIPTION**

General manual work in various construction and maintenance activities. Work is performed under direct supervision of the Maintenance Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Performs maintenance on various grounds, fields, buildings, parks and streets.
- ◆ Maintains/mows grassy areas using small equipment, hand tools and tractors.
- ◆ Operates vehicles and light to medium equipment in performing maintenance activities.
- ◆ Performs preventative maintenance on various vehicles and equipment.
- ◆ Performs heavy manual labor, such as digging, lifting, placing pipes, laying lines, cleaning and repairs.
- ◆ Performs helper and semi-skilled tasks in construction and maintenance.
- ◆ May be assigned to operate heavier equipment on a temporary, emergency or trainee basis.
- ◆ Makes daily written and oral reports.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Knowledge of the operation of light duty construction/maintenance equipment.
- ◆ Knowledge of general maintenance & landscape practices and procedures.
- ◆ Ability to perform heavy manual labor under adverse weather conditions.
- ◆ Ability to follow written and oral instructions.
- ◆ Skill in operation and maintenance of equipment and tools related to the position.

#### **Education and Experience**

- ◆ High school graduation or possession of an acceptable equivalency diploma.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

Licenses, Certifications or Registrations:

- ◆ Possession of a valid Florida Drivers License.

**ESSENTIAL PHYSICAL SKILLS**

- ◆ Ability to communicate, both orally and in writing.
- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Heavy (45 pounds and over) lifting and carrying.
- ◆ Balancing, bending, climbing, crawling, kneeling, standing, stooping and walking.
- ◆ Pulling, pushing, reaching and throwing.
- ◆ Distinguish colors and odors, depth perception.
- ◆ Driving and operating equipment.

**ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and outside in various weather conditions with: chemicals (including herbicides and pesticides), dust, electrical/radiant energy, fumes, gases, grease/oils, noise, odors and solvents.
- ◆ Poor lighting, slippery and uneven surfaces, vibrations.
- ◆ Heights, below ground level, confined spaces.
- ◆ In or around moving vehicles and equipment.
- ◆ In or around hazardous areas.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

---

Employee

Date



## Job Description

<b>Job Title:</b>	<b>FACILITIES MAINTENANCE WORKER I</b>
<b>Department:</b>	Leisure Services
<b>Division:</b>	Facilities

### **GENERAL DESCRIPTION**

Skilled work at the journeyman level in connection with the maintenance and repair of municipal buildings, apparatus, and facilities. Works under the supervision of the Facilities Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Performs general and specialized tasks in the construction, renovation, modification, installation and repair of municipal buildings, apparatus and facilities.
- ◆ Performs rough and finish carpentry work; builds, repairs, and refinishes furniture.
- ◆ Builds and installs partitions, platforms, staging, counter-dividers, etc.
- ◆ Paints and decorates interiors and exteriors of buildings and other municipal facilities using spray guns, rollers, and brushes.
- ◆ Installs and repairs fences, railings and ramps.
- ◆ Perform custodial services for city facilities.
- ◆ Does locksmith work, plumbing and a variety of other trades tasks including roofing, glazing, plastering, sanding and refinishing floors, and demolition and salvage work.
- ◆ Operates woodworking and shop equipment such as joiners, planers, and power saws.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Considerable knowledge of the methods, practices, materials, tools and equipment of building maintenance and repair work.
- ◆ Knowledge of the occupational hazards associated with building maintenance and repair work and of pertinent safety measures and precautions.
- ◆ Skill in the use and care of tools and equipment used in building maintenance and repair.
- ◆ Ability to work from blueprints, rough sketches and oral and written instructions and to make simple time and material estimates.
- ◆ Ability to establish and maintain effective working relationships with other City employees.

### Education and Experience

- ◆ High school graduation or possession of an acceptable equivalency diploma.
- ◆ Five (5) years experience in skilled building maintenance repair and construction functions including journeyman.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

### Licenses, Certifications or Registrations:

- ◆ Possession of a valid Florida Driver's License.

### **ESSENTIAL PHYSICAL SKILLS**

- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Ability to communicate both orally and in writing.
- ◆ Heavy (45 pounds and over) lifting and carrying.
- ◆ Depth perception, distinguish colors, smelling.
- ◆ Walking, climbing, standing, kneeling, bending, stooping.
- ◆ Driving
- ◆ Pulling, reaching.

### **ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and outside in various weather conditions with noise, dust, fumes, grease or oils, electrical energy.
- ◆ Poor lighting, Slippery and uneven surfaces.
- ◆ With moving objects or vehicles.
- ◆ Heights, below ground level, confined spaces.
- ◆ In and around hazardous areas.
- ◆ Heights (up to 80 feet).

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Position requires a flexible schedule, which may include evenings and weekends.

---

Employee

Date



## Job Description

<b>Job Title:</b>	<b>LABORER</b>
<b>Department:</b>	Leisure Services
<b>Division:</b>	Parks

### **GENERAL DESCRIPTION**

Semi-skilled work in the operation of grounds maintenance equipment and other light equipment. Duties include performance of manual laboring tasks. Work is performed under the supervision of the Maintenance Supervisor or Operations Supervisor.

#### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Operates light grounds maintenance equipment such as weed eaters, edgers and mowers.
- ◆ Washes, cleans and gives routine first echelon maintenance to the equipment.
- ◆ Prepares athletic fields and other recreation areas for use.
- ◆ Performs litter control functions; cleans restrooms; sets up picnic and other areas.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- ◆ Knowledge of the occupational hazards involved and the safety precautions necessary in the operation of equipment.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Ability to perform incidental tasks including digging, brush cutting, and loading or unloading of materials used in the operational process.
- ◆ Ability to perform manual laboring tasks as assigned.

#### **Education and Experience**

- ◆ High school graduation or possession of an acceptable equivalency diploma.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

#### **Licenses, Certifications or Registrations:**

- ◆ Possession of a valid Florida Drivers License.

### **ESSENTIAL PHYSICAL SKILLS**

- ◆ Ability to communicate, both orally and in writing.
- ◆ Acceptable eyesight (with or without correction).
- ◆ Acceptable hearing (with or without hearing aid).
- ◆ Heavy (45 pounds and over) lifting and carrying.
- ◆ Bending, kneeling, standing, stooping, walking.
- ◆ Pulling, pushing, reaching and throwing.
- ◆ Driving and operating equipment.

### **ENVIRONMENTAL CONDITIONS**

- ◆ Works inside and outside in various weather conditions with: chemicals (insecticides and herbicides), dust, grease/oils, noise, odors and solvents.
- ◆ Slippery and uneven surfaces.
- ◆ Heights.
- ◆ In or around moving vehicles and equipment.
- ◆ In or around hazardous areas.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

---

Employee

Date



City of Oldsmar New Pay Plan  
Effective 07/01/2023

Grade	Minimum	Midpoint	Maximum	Grade	Minimum	Midpoint	Maximum
101	\$ 31,200.00	\$ 39,780.00	\$ 48,360.00	101	\$ 15.00	\$ 19.13	\$ 23.25
102	\$ 32,136.00	\$ 40,973.40	\$ 49,810.80	102	\$ 15.45	\$ 19.70	\$ 23.95
103	\$ 33,100.08	\$ 42,202.60	\$ 51,305.12	103	\$ 15.91	\$ 20.29	\$ 24.67
104	\$ 34,093.08	\$ 43,468.68	\$ 52,844.28	104	\$ 16.39	\$ 20.90	\$ 25.41
105	\$ 35,115.87	\$ 44,772.74	\$ 54,429.61	105	\$ 16.88	\$ 21.53	\$ 26.17
106	\$ 36,169.35	\$ 46,115.92	\$ 56,062.49	106	\$ 17.39	\$ 22.17	\$ 26.95
107	\$ 37,254.43	\$ 47,499.40	\$ 57,744.37	107	\$ 17.91	\$ 22.84	\$ 27.76
108	\$ 38,372.06	\$ 48,924.38	\$ 59,476.70	108	\$ 18.45	\$ 23.52	\$ 28.59
109	\$ 39,523.23	\$ 50,392.11	\$ 61,261.00	109	\$ 19.00	\$ 24.23	\$ 29.45
110	\$ 40,708.92	\$ 51,903.88	\$ 63,098.83	110	\$ 19.57	\$ 24.95	\$ 30.34
111	\$ 41,930.19	\$ 53,460.99	\$ 64,991.80	111	\$ 20.16	\$ 25.70	\$ 31.25
112	\$ 43,188.10	\$ 55,064.82	\$ 66,941.55	112	\$ 20.76	\$ 26.47	\$ 32.18
113	\$ 44,483.74	\$ 56,716.77	\$ 68,949.80	113	\$ 21.39	\$ 27.27	\$ 33.15
114	\$ 45,818.25	\$ 58,418.27	\$ 71,018.29	114	\$ 22.03	\$ 28.09	\$ 34.14
115	\$ 47,192.80	\$ 60,170.82	\$ 73,148.84	115	\$ 22.69	\$ 28.93	\$ 35.17
116	\$ 48,608.58	\$ 61,975.94	\$ 75,343.30	116	\$ 23.37	\$ 29.80	\$ 36.22
117	\$ 50,066.84	\$ 63,835.22	\$ 77,603.60	117	\$ 24.07	\$ 30.69	\$ 37.31
118	\$ 51,568.85	\$ 65,750.28	\$ 79,931.71	118	\$ 24.79	\$ 31.61	\$ 38.43
119	\$ 53,115.91	\$ 67,722.79	\$ 82,329.66	119	\$ 25.54	\$ 32.56	\$ 39.58
120	\$ 54,709.39	\$ 69,754.47	\$ 84,799.55	120	\$ 26.30	\$ 33.54	\$ 40.77
121	\$ 56,350.67	\$ 71,847.10	\$ 87,343.54	121	\$ 27.09	\$ 34.54	\$ 41.99
122	\$ 58,041.19	\$ 74,002.52	\$ 89,963.85	122	\$ 27.90	\$ 35.58	\$ 43.25
123	\$ 59,782.43	\$ 76,222.59	\$ 92,662.76	123	\$ 28.74	\$ 36.65	\$ 44.55
124	\$ 61,575.90	\$ 78,509.27	\$ 95,442.64	124	\$ 29.60	\$ 37.74	\$ 45.89
125	\$ 63,423.18	\$ 80,864.55	\$ 98,305.92	125	\$ 30.49	\$ 38.88	\$ 47.26
126	\$ 65,325.87	\$ 83,290.49	\$ 101,255.10	126	\$ 31.41	\$ 40.04	\$ 48.68
127	\$ 67,285.65	\$ 85,789.20	\$ 104,292.75	127	\$ 32.35	\$ 41.24	\$ 50.14
128	\$ 69,304.22	\$ 88,362.88	\$ 107,421.54	128	\$ 33.32	\$ 42.48	\$ 51.64
129	\$ 71,383.34	\$ 91,013.76	\$ 110,644.18	129	\$ 34.32	\$ 43.76	\$ 53.19
130	\$ 73,524.84	\$ 93,744.18	\$ 113,963.51	130	\$ 35.35	\$ 45.07	\$ 54.79
131	\$ 75,730.59	\$ 96,556.50	\$ 117,382.41	131	\$ 36.41	\$ 46.42	\$ 56.43
132	\$ 78,002.51	\$ 99,453.20	\$ 120,903.89	132	\$ 37.50	\$ 47.81	\$ 58.13
133	\$ 80,342.58	\$ 102,436.79	\$ 124,531.00	133	\$ 38.63	\$ 49.25	\$ 59.87
134	\$ 82,752.86	\$ 105,509.90	\$ 128,266.93	134	\$ 39.79	\$ 50.73	\$ 61.67
135	\$ 85,235.45	\$ 108,675.19	\$ 132,114.94	135	\$ 40.98	\$ 52.25	\$ 63.52
136	\$ 87,792.51	\$ 111,935.45	\$ 136,078.39	136	\$ 42.21	\$ 53.82	\$ 65.42
137	\$ 90,426.28	\$ 115,293.51	\$ 140,160.74	137	\$ 43.47	\$ 55.43	\$ 67.38
138	\$ 93,139.07	\$ 118,752.32	\$ 144,365.56	138	\$ 44.78	\$ 57.09	\$ 69.41
139	\$ 95,933.24	\$ 122,314.89	\$ 148,696.53	139	\$ 46.12	\$ 58.81	\$ 71.49
140	\$ 99,770.57	\$ 127,207.48	\$ 154,644.39	140	\$ 47.97	\$ 61.16	\$ 74.35
141	\$ 103,761.40	\$ 132,295.78	\$ 160,830.17	141	\$ 49.89	\$ 63.60	\$ 77.32
142	\$ 107,911.85	\$ 137,587.61	\$ 167,263.37	142	\$ 51.88	\$ 66.15	\$ 80.42
143	\$ 112,228.33	\$ 143,091.12	\$ 173,953.91	143	\$ 53.96	\$ 68.79	\$ 83.63
144	\$ 116,717.46	\$ 148,814.76	\$ 180,912.06	144	\$ 56.11	\$ 71.55	\$ 86.98
145	\$ 121,386.16	\$ 154,767.35	\$ 188,148.55	145	\$ 58.36	\$ 74.41	\$ 90.46
146	\$ 126,241.61	\$ 160,958.05	\$ 195,674.49	146	\$ 60.69	\$ 77.38	\$ 94.07
UNG	-	-	-	UNG	-	-	-

## Public Works Salaries - Redington Shores

Deputy Clerk <depclerk@redshoresfl.com>

Tue 12/12/2023 1:08 PM

To: Aaron Glanz <Aaron.Glanz@CityofBelleairBeach.com>

[EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Aaron,

Please see below:

Public Works Crew Leader: \$28.35 hourly

Public Works Staff: \$22.05 hourly

Part Time Public Works Staff: \$21 hourly

Let me know if you have any questions/ need anything else from me.

Best,

Jolie Patterson

Deputy Town Clerk/ Assistant to the Town Administrator

Town of Redington Shores

17425 Gulf Blvd.

Redington Shores, FL 33708

Ph. 727-397-5538

Fax. 727-392-9470

[www.townofredingtonshores.com](http://www.townofredingtonshores.com)

***Please Note: Florida has a very broad public records law. Most written communications to or from the Town of Redington Shores officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure.***

## TOWN OF REDINGTON SHORES

### POSITION DESCRIPTION

**POSITION TITLE:** Public Works and Environmental Services Technician  
**DEPARTMENT:** Public Works and Environmental Services Department  
**REPORTS TO:** Lead Maintenance Technician  
Town Administrator  
**EMPLOYMENT CLASSIFICATION:** Non-Exempt – Temporary - Full-Time – 40 hours per week  
**EXPECTED HIRING PAY RANGE:** \$19.00-\$22.00

### GENERAL DESCRIPTION:

The Public Works and Environmental Services Technician participates in a variety of maintenance activities including concrete work, basic masonry, carpentry tasks, basic storm water structure maintenance, construction, beach and environmental maintenance. The Technician engages in manual labor to complete maintenance, construction, and environmental work duties. The Technician operates power equipment including, but not limited to: tractors, mowers, chainsaws, tampers, blowers, trimmers, and a variety of hand tools. The Technician is required to be competent and skilled in the general maintenance and operation of small internal combustion engines such as lawn mowers, weed trimmers, etc. The Technician is required to be competent and skilled in the maintenance and operation of the Towns' storm water system, sewer lift stations, sewer pumps, motors and control mechanisms in order to maintain continuity of operations of these systems. The Technician is required to perform and document pre-trip vehicle inspections, be competent and skilled in the operation of a variety of fleet vehicles and vehicle accessories including pick-up trucks, single-axle dump trucks, front-end loader, skid steer tractor, and beach rake tractors. Duties are performed under general supervision. The Technician must possess the ability to follow oral and written instructions and work within a team environment. The Technician shall be able to participate in community outreach efforts and activities, emergency preparedness, required training, and other special projects as assigned or deemed necessary by the Commission.

### ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed in this position.

#### Environmental Maintenance:

- Responsible to mow grass, operate a weed-eater, rake, shovel, and perform other ground maintenance activities.
- Responsible to ensure that Town-owned parks, beaches and beach accesses, buildings, and other facilities are kept in a state of cleanliness, free from debris and trash.
- Responsible for beach sand raking and serves as a liaison and coordinates beach raking with the Marine Science Center during turtle nesting season.
- Responsible to grade, maintain, and patch roads and streets.
- Responsible to replace or repair street signs.
- Responsible to maintain, repair and operate the town's irrigation sprinkler systems.
- Responsible to pick up and dispose of garbage and debris in accordance with set policies and procedures.

*\* All services contracted out w/ exception of litter control.*

### **Storm Water and Sewer Maintenance:**

- Responsible to clean storm ditches and drains.
- Responsible for the continuity of operation of the sanitary sewer system.
- Responsible for the continuity of operation of the storm water system.

### **Equipment Maintenance:**

- Responsible to maintain continual operation of public parking meters.
- Ensures that equipment and tools are cleaned, maintained, and returned to designated locations at the end of shift.
- Makes minor vehicular repairs and maintains vehicle equipment.
- Maintains Community bulletin boards, posts agendas, and various other informational bulletins while ensuring the boards are kept neat and uncluttered.

### **Other Responsibilities:**

- Responsible to assist co-workers in accomplishment of assigned tasks.
- Ability to perform basic computer skills.
- Ability to attend locally and/or travel to attend continuing educational classes and seminars.
- Serves as primary record keeper for Town participation in National Pollutant Discharge Elimination System (NPDES), provides support for Administrative department for Community Rating System (CRS) documentation as related to position.
- Must complete required courses for National Incident Management System (NIMS).
- Must be available for "on-call" duties outside regular duty hours.
- Has the knowledge and ability to follow safety data sheets and safety regulations.
- May be required to perform other duties as assigned by the Town Administrator or Lead Maintenance Tech.

*In addition to performing the above Essential Functions, the Town may assign a Lead Public Works and Environmental Service Technician to carry out the additional responsibilities outlined below.*

### **MANDATORY CROSS TRAINING REQUIREMENTS:**

ALL employees of the Public Works and Environmental Services Department shall be cross-trained and proficient in performing the following essential functions and duties:

- Operating beach rake, tractor, front-end loader, skid steer tractor.
- Obtaining and recording sanitary sewer system readings.
- Locating and marking for sewer lines.
- Maintaining and emergency repair of storm drains.
- Sewer maintenance, to include; relays and starter motors.
- Beach maintenance, to include: trash, walk-overs, easements, and raking of the beach.
- Maintaining parking meters.

### **ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:**

- Responsible to safely utilize all tools, equipment, etc., necessary in carrying out the functions of this position.

- Required to lift or carry objects weighing 75 pounds and over.
- Required to possess 20/20 or corrected vision, good hearing, mobility, hand eye coordination, physical stamina, with the ability to distinguish odors, and be capable of walking distances.
- Required to drive vehicles and specified heavy equipment.
- Responsible to safely work in confined spaces, crawl, stoop, push, pull and work on unsteady surfaces among others.

**ENVIRONMENTAL CONDITIONS:**

A considerable amount of time is spent working outdoors the Technician must be able to endure the outdoor weather elements.

**MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- High School Diploma/GED.

*NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by the Commission and/or Town Clerk.*



## **PUBLIC WORKS/SEWER/STORMWATER DEPARTMENT**

### **Qualifications**

Able to handle relatively heavy muscular/physical tasks involved. Knowledge of street maintenance, Right of Way maintenance, beach maintenance and other areas of public owned property as assigned. Repair and proper use of light to heavy construction equipment and hand or power tools. Knowledge of maintenance of internal combustion engines, sewer lift stations, pumps, motors, and control mechanisms. Able to participate in community and social activities, emergency preparedness and other special projects as assigned. Ability to follow oral and written instructions, analyze information and draw valid conclusions. Be able to work with people at all levels of the organization. Work generally involves exposure to outside elements, (heat, cold, insects, animals, etc.). Knowledge of material safety data sheets and safety regulations. Ability to lift at least seventy-five (75) pounds. Available "on call" outside regular duty hours. Must have a qualified valid drivers' license.

### **Essential Job Functions - General Duties**

Mows grass, operates weed-eater, rakes, shovels and performs other grounds maintenance activities. Cleans/picks-up city owned parks, beaches and beach accesses, buildings and other facilities as directed. Cleans storm ditches and drains; grade, maintain and patch roads and streets. Replace and/or repair street signs. Maintains sprinkler systems. Pick-up and disposal of garbage/debris and dispose of same in accordance with set policies and procedures. Ensures that equipment and tools are cleaned and returned to designated locations at the end of each day/shift. Assists co-workers and senior team members in accomplishment of assigned task. Make minor vehicular repairs and maintain vehicle equipment. Be responsible for the continuous operation of the sanitary sewer system. Able to perform basic computer skills. Able to attend locally and/or travel to continuing educational classes and seminars. Participates in NPDES, CRS. Post agendas, etc., on bulletin boards. Keep bulletin boards neat and uncluttered.

***Note: This job description is provided as an outline and resource in describing the duties and responsibilities of the position and is not intended to be an exhaustive list of the activities, duties and responsibilities that may be required of the position.***

**City of St. Pete Beach**  
**FY 2024 Budget (Includes GWI 3% from FY22 and 6% from FY23)**  
**Classification & Compensation Plan**  
**MAPS & CWA Positions**

Grade		Minimum	Maximum	Position	Status
101	Annual	\$ 19,450.64	\$ 29,429.16	<i>No positions in this classification</i>	
	Hourly	\$ 10.00	\$ 14.15		
102	Annual	\$ 20,422.60	\$ 30,893.92	<i>No positions in this classification</i>	
	Hourly	\$ 10.00	\$ 14.85		
103	Annual	\$ 21,444.52	\$ 32,442.71	<i>No positions in this classification</i>	
	Hourly	\$ 10.31	\$ 15.60		
104	Annual	\$ 22,516.41	\$ 34,048.26	Library Clerk	CWA
	Hourly	\$ 15.00	\$ 16.37	Recreation Aide I	
				Cashier	
	Hourly	\$ 10.83	\$ 16.37	Seasonal/Temporary positions in this grade	
105	Annual	\$ 23,642.80	\$ 35,762.83	Recreation Aide II	CWA
	Hourly	\$ 15.00	\$ 17.19	Code Enforcement Clerk (P/T)	CWA
	Hourly	\$ 11.37	\$ 17.19	Seasonal/Temporary positions in this grade	
106	Annual	\$ 24,823.69	\$ 37,559.14	<i>No positions in this classification</i>	
	Hourly	\$ 15.00	\$ 18.06		
	Hourly	\$ 11.93	\$ 18.06	Seasonal/Temporary positions in this grade	
107	Annual	\$ 26,065.90	\$ 39,441.76	Library Assistant I	CWA
	Hourly	\$ 15.00	\$ 18.96	Receptionist/Office Assistant	CWA
				Recreation Assistant	CWA
	Hourly	\$ 12.53	\$ 18.96	Seasonal/Temporary positions in this grade	
108	Annual	\$ 27,369.42	\$ 41,406.12	Parking Enforcement Officer	CWA
	Hourly	\$ 15.00	\$ 19.91	Lifeguard I	CWA
	Hourly	\$ 13.16	\$ 19.91	Seasonal/Temporary positions in this grade	
109	Annual	\$ 28,738.80	\$ 43,477.22	Beach Maintenance Worker I	CWA
				Parks Maintenance Worker I	CWA
				Streets Maintenance Worker I	CWA
				Facilities Maintenance Worker I	CWA
				Utilities Maintenance Worker I	CWA
				Sanitary Sewer Maintenance Worker I	CWA
				Stormwater Maintenance Worker I	CWA
				Secretary	CWA
				Lifeguard II	CWA
				Recreation Leader I	CWA
	Hourly	\$ 13.82	\$ 20.90	Seasonal/Temporary positions in this grade	
110	Annual	\$ 30,176.30	\$ 45,636.89	Library Assistant II	CWA
	Hourly	\$ 15.00	\$ 21.94	Lifeguard III	CWA
	Hourly	\$ 14.51	\$ 21.94	Seasonal/Temporary positions in this grade	
111	Annual	\$ 31,684.21	\$ 47,932.82	Beach Maintenance Worker II	CWA

Hourly	\$	15.23	\$	23.04	Parks Maintenance Worker II	CWA
					Streets Maintenance Worker II	CWA
					Facilities Maintenance Worker II	CWA

Grade		Minimum	Maximum	Position	Status
112	Annual	\$ 33,267.06	\$ 50,310.49	Permit Tech II	CWA
	Hourly	\$ 15.99	\$ 24.19	Utilities Maintenance Worker II	CWA
				Stormwater Maintenance Worker II	CWA
				Sanitary Sewer Maintenance Worker II	CWA
				Zoning Tech II	CWA
113	Annual	\$ 34,931.66	\$ 52,826.70	Beach Maintenance Worker III	CWA
	Hourly	\$ 16.79	\$ 25.40	Parks Maintenance Worker III	CWA
				Streets Maintenance Worker III	CWA
				Facilities Maintenance Worker III	CWA
				Meter Maintenance Supervisor	CWA
114 A	Annual	\$ 36,678.02	\$ 55,481.43	Finance Technician I	CWA
	Hourly	\$ 17.63	\$ 26.67	Recreation Leader II	CWA
				Utilities Maintenance Worker III	CWA
				Stormwater Maintenance Worker III	CWA
				Sanitary Maintenance Worker III	CWA
114 B	Annual	\$ 40,749.82	\$ 61,639.87	Aquatic Facility Coordinator (h)	MAPS
	Hourly	\$ 19.59	\$ 29.63		
115A	Annual	\$ 38,512.94	\$ 58,247.44	Finance Technician II	CWA
	Hourly	\$ 18.52	\$ 28.00	Code and Parking Compliance Officer	CWA
115 B		\$ 42,787.88	\$ 64,712.91	Administrative Assistant (h)	MAPS
		\$ 20.57	\$ 31.11	Recreation Facility Coordinator	MAPS
116	Annual	\$ 40,436.43	\$ 61,151.98	Mechanic	CWA
	Hourly	\$ 19.44	\$ 29.40		
117	Annual	\$ 42,459.84	\$ 64,224.57	Crew Chief	CWA
	Hourly	\$ 20.41	\$ 30.88	Utilities Tech I	
118	Annual	\$ 49,531.56	\$ 74,916.17	Librarian I	MAPS
	Bi-Weekly	\$ 1,905.06	\$ 2,881.39	Parks Supervisor	MAPS
	Hourly	\$ 23.813	\$ 36.017	Recreation Supervisor	MAPS
				Aquatics Supervisor	MAPS
				Zoning & Permitting Administrator (h)	MAPS
				Utilities Tech II	
119	Annual	\$ 52,006.89	\$ 78,663.23	Deputy City Clerk (h)	MAPS
	Bi-Weekly	\$ 2,000.26	\$ 3,025.51	Executive Assistant to the City Manager (h)	MAPS
	Hourly	\$ 25.003	\$ 37.819	Planner I (h)	MAPS
				Transportation Planner I (h)	MAPS
				Public Information Officer (h)	MAPS
				Librarian II	MAPS
120	Annual	\$ 54,607.12	\$ 82,598.78	Information Technology Specialist (h)	MAPS



	Bi-Weekly	\$	2,100.27	\$	3,176.88	Senior Code Enforcement Officer (h)	MAPS
	Hourly	\$	26.253	\$	39.711	Beach Manager	MAPS
Grade			Minimum		Maximum	Position	Status
121	Annual	\$	57,327.71	\$	86,713.73	Combination Inspector	MAPS
	Bi-Weekly	\$	2,204.91	\$	3,335.14	Senior Engineering Tech (h)	MAPS
	Hourly	\$	27.561	\$	41.689	FOG & Constuction Inspector (h)	MAPS
122	Annual	\$	60,193.64	\$	91,048.96	Planner II	MAPS
	Bi-Weekly	\$	2,315.14	\$	3,501.88	Code Enforcement Manager	MAPS
	Hourly	\$	28.939	\$	43.774	Engineer I	MAPS
123	Annual	\$	63,204.91	\$	95,602.20	Fire Marshal	MAPS
	Bi-Weekly	\$	2,430.96	\$	3,677.01	Project Manager	MAPS
	Hourly	\$	30.387	\$	45.963	Procurement Manager	MAPS
124	Annual	\$	65,062.55	\$	98,413.63	Deputy Building Official	MAPS
	Bi-Weekly	\$	2,502.41	\$	3,785.14	Senior Planner	MAPS
	Hourly	\$	31.280	\$	47.314	Operations Manager	MAPS
						Sr. Financial Analyst	MAPS
125	Annual	\$	68,316.81	\$	103,334.76	<i>No positions in this classification</i>	
	Bi-Weekly	\$	2,627.57	\$	3,974.41		
	Hourly	\$	32.845	\$	49.680		
126	Annual	\$	71,730.04	\$	108,498.89	District Fire Chief	MAPS
	Bi-Weekly	\$	2,758.85	\$	4,173.03	Accounting Manager	MAPS
	Hourly	\$	34.486	\$	52.163	Human Resources Administrator	MAPS
						Chief Technology & Innovation Officer	MAPS
127	Annual	\$	75,318.13	\$	113,924.18	<i>No positions in this classification</i>	
	Bi-Weekly	\$	2,896.85	\$	4,381.70		
	Hourly	\$	36.211	\$	54.771		
128	Annual	\$	79,083.35	\$	119,621.98	Senior District Fire Chief	MAPS
	Bi-Weekly	\$	3,041.67	\$	4,600.85		
	Hourly	\$	38.021	\$	57.511		
129	Annual	\$	83,037.07	\$	125,601.37	Assistant Public Works Dir./City Engineer	MAPS
	Bi-Weekly	\$	3,193.73	\$	4,830.82	Transportation Director	MAPS
	Hourly	\$	39.922	\$	60.385	Building Manager	MAPS
						Building Official	MAPS
						Planning Manager	MAPS
130	Annual	\$	87,190.62	\$	131,882.80	Fire Chief	MAPS
	Bi-Weekly	\$	3,353.49	\$	5,072.42	Community Development Director	MAPS
	Hourly	\$	41.919	\$	63.405	Public Works Director	MAPS
						Library Director	MAPS
						Chief Financial Officer	MAPS
						Parks & Recreation Director	MAPS
131	Annual	\$	108,641.96	\$	163,215.02	Assistant City Manager	MAPS
	Bi-Weekly	\$	3,760.95	\$	5,650.60	Chief Operating Officer	MAPS
	Hourly	\$	52.232	\$	78.469		





## **PARKS MAINTENANCE WORKER**

### **General Definition of Work:**

Maintains trees and shrubs through trimming and pruning to improve the appearance, health, or value of trees on City maintained property and medians. This position reports to the Operations Manager.

### **Essential Functions/Typical Tasks:**

**Performs tree trimming and preventative maintenance tasks.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Uses handsaws, pruning hooks, sheers, and clippers to prune and manage growth of trees and shrubs.
- Trims, tops, and reshapes trees to remove low-hanging branches and to create more attractive shapes.
- Removes dead and excess branches from trees
- Operates bucket truck and other maintenance equipment.
- Completes work orders as required and assigned.
- Cross trains and works in other Divisions as needed and required.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes.
- May be scheduled for on-call duty.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of occupational hazards and appropriate safety precautions; ability to understand and follow oral instructions and to perform tasks requiring physical strength and endurance; ability to perform essential job functions; experience in using hand tools, power tools and some field equipment; operate trucks, mowers and equipment; ability to establish and maintain effective working relationships with associates; knowledge of ornamental, native, and exotic plant, ground cover, and tree species.

### **Education and Experience:**

Graduation from high school or GED equivalent; previous tree trimming work experience. Prior work experience under a certified arborist preferred.

#### **Level I**

Graduation from high school or GED equivalent some tree trimming work experience.

#### **Level II**

Graduation from high school or GED equivalent and two (2) years of tree trimming work experience. Prior work experience under a certified arborist preferred.

#### **Level III**

Graduation from high school or GED equivalent and four (4) years of tree trimming work experience. Prior work experience under a certified arborist.

**Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally with the assistance of others or tools, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

**Special Requirements:**

Valid Florida driver license.

**Pay Grade:** 109-113

**Status:** Non-exempt, CWA

**Revised:** 9/18, 11/21, 2/22



## **PARKS MAINTENANCE WORKER I**

### **General Definition of Work:**

Generally involves performing large volume work on City properties and medians to "Manage Growth": mow, edge, trim, mulch, irrigate, collect and remove debris; plant and remove trees, flowers, and shrubs to maintain existing park properties. Work is performed under regular supervision.

### **Essential Functions/Typical Tasks:**

#### **Installing, repairing and maintaining parks facilities.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Performs unskilled and semiskilled work for jobs related the maintenance and repair parks.
- Operates heavy equipment such as loaders, dump trucks, and other equipment.
- Completes work orders as required and assigned.
- Cross trains and works in other Divisions as needed and required.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes
- May be scheduled for on-call duty.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Some knowledge of occupational hazards and appropriate safety precautions; ability to understand and follow oral instructions and to perform tasks requiring physical strength and endurance; ability to perform essential job functions; ability to use hand tools, power tools and some field equipment; operate trucks, mowers and some heavy equipment; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school, and some groundskeeping/landscaping experience.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally with the assistance of others or tools, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

### **Special Requirements:**

Ability to acquire an appropriate commercial driver's license valid in the State of Florida. Ability to obtain first aid and CPR certifications.

**Pay Grade:** 109

**Status:** Non-exempt, CWA

**Revised:** September 2018



## **PARKS MAINTENANCE WORKER III**

### **General Definition of Work:**

Generally involves scheduling, coordinating and managing resources to maintain and enhance City park properties and medians to "Manage Growth": mow, edge, trim, mulch, irrigate, collect and remove debris; plant and remove trees, flowers, and shrubs, and apply fertilizers. Tasks also include revitalization of existing landscaping and creation of new park spaces. Work is scheduled and managed in a computer based work order management system and performed independently and as assigned by the Operations Manager.

### **Essential Functions/Typical Tasks:**

**Schedules resources to perform maintenance and repair work for park properties; performing preventative maintenance tasks; operating specialized tools and equipment and completing work orders in an efficient and effective manner.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Operation, maintenance, repair, modification, installation and construction of all City owned green spaces; including, but not limited to buildings and facilities located in parks, right-of-ways, streets, medians, alleys, and sidewalks.
- Operates vehicles and equipment such as light and heavy duty trucks, front-end loaders, back hoes dump trucks, bucket truck and other maintenance equipment.
- Operates and properly maintains all hand tools, power tools, field equipment and shop equipment.
- Installs, removes, replaces and repairs landscaping, irrigation systems, asphalt, concrete, gravel, shell, signage, and other related park structures and systems.
- Completes work orders in an efficient and effective manner.
- Coordinates and works with others to complete overlapping tasks as needed and appropriate.
- May apply chemicals and natural treatments in controlling plant diseases.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes
- May be scheduled for on-call duty.
- Performs any and all related tasks as required.

### **Knowledge, Skills and Abilities:**

Extensive knowledge of public properties; thorough knowledge of maintenance, repair and construction methods; thorough knowledge of occupational hazards and appropriate safety precautions; significant experience and the ability to train others in the use of hand tools, power tools, power tools, field equipment, shop equipment and vehicles; ability to perform essential job functions; ability to read construction plans and blueprints; ability to plan and supervise the work of others; ability to perform basic computer functions; ability to establish and maintain effective working relationships with associates, other supervisory personnel and interact with the public.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and extensive experience in outdoor public properties such as parks and beaches required. Must have or be able to acquire within six (6) months an Ornamental and Turf Holder, Lawn and Ornamental Holder and Commercial Fertilizer Applicator certifications. Additional preferred training in Best Management Practices, Playground Safety Inspector Certification, Maintenance of Traffic Training, and FEMA Certifications. Associates degree or technical school training in related field preferred.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally with the assistance of others or tools, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of



parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

**Special Requirements:**

Depending on the needs of the City, may require additional certifications and licensures including; but not limited to, appropriate commercial driver's license valid in the State of Florida, first aid and CPR.

**Pay Grade: 113**

**Status: Non-exempt, CWA**

**Revised: September 2018**





## **STREETS MAINTENANCE WORKER**

### **General Definition of Work:**

Performs responsible semiskilled work primarily in city streets, alleys and related infrastructure, including maintenance and repairs projects. Work is performed under regular supervision.

### **Essential Functions/Typical Tasks:**

**Installs, repairs and maintains streets, sidewalks, driveways, drainage ways and related infrastructure.**

- Performs semiskilled work for jobs related to minor construction and the maintenance and repair of streets, storm drains and other related infrastructure.
- Operates heavy equipment such as loaders, dump trucks, bucket truck and street maintenance equipment.
- Completes work orders as required and assigned.
- City sign fabrication.
- Cross trains and works in other Divisions as needed and required.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes, and hurricanes.
- May be scheduled for on-call duty.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Some knowledge of occupational hazards and appropriate safety precautions; ability to understand and follow oral instructions and to perform tasks requiring physical strength and endurance; ability to perform essential job functions; ability to use hand tools, power tools and some field equipment; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Graduation from high school or equivalent. Construction or street maintenance experience or equivalent. Preference given to those with sign making experience or those willing to learn. Additional city sponsored training may be required.

#### **Level I**

Up to two (2) years of experience in streets or construction maintenance or equivalent.

#### **Level II**

More than two (2) years of experience in streets or construction maintenance or equivalent.

#### **Level III**

Four (4) or more years of experience in in streets or construction maintenance or equivalent. Experience with project scheduling and coordination.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally with the assistance of others or tools, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required





for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

**Special Requirements:**

Ability to acquire a commercial driver's license, **CLASS ?** valid in the State of Florida.

**Pay range:** \$12.655-\$23.262 per hour. DOQ

**Status:** Non-exempt, CWA

**Revised:** 8/22



## **SANITARY SEWER MAINTENANCE WORKER I**

### **General Definition of Work:**

Performs responsible semiskilled work in the installation, construction, repair and maintenance of water and wastewater lines and appurtenances; does related work as required. Work is performed under regular supervision.

### **Essential Functions/Typical Tasks:**

**Preparing, repairing and maintaining water, wastewater and related systems; performing other public utilities maintenance work as required.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Operates, maintains and repairs specialized equipment in all City wastewater pumping stations and wastewater lines.
- Recognizes reclaimed water leaks.
- Makes minor repairs such as replacing washers and hose connections.
- Completes work orders as required and assigned.
- Cross trains and works in other Divisions as needed and required.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes
- May be scheduled for on-call duty Performs related tasks as required.
- Cleans sanitary and storm lines with assistance.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Some knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; some knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of water and wastewater facilities and appurtenances; some knowledge of the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and some maintenance and construction experience.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

Ability to acquire a State of Florida commercial driver's license with air brakes and tanker endorsements within twelve (12) months of employment.

**Pay Grade:** 109

**Status:** Non-exempt, CWA

**Revised:** September 2018



## **SANITARY SEWER MAINTENANCE WORKER II**

### **General Definition of Work:**

Performs skilled work in the installation, construction, repair and maintenance of sanitary sewer collection system and the reclaimed water distribution system, works outside the Utilities Division when needed; does related work as assigned. Work is scheduled and managed in a computer-based work order management system and performed independently and as assigned by the Operations Manager.

### **Essential Functions/Typical Tasks:**

**Operating, repairing and maintaining sanitary sewer and reclaimed water systems; performing other public utilities repair and maintenance work as required.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Checks sanitary sewer and reclaimed water systems periodically to ensure that components are functioning properly; documents and recommends needed repairs and maintenance.
- Performs repairs and maintenance on the sanitary sewer systems as needed or assigned; assists or monitors contractors on emergency and/or major system repairs.
- Makes mechanical repairs of engines, pumps, electrical and mechanical controls and compressors; performs repairs on electric motors used for sanitary sewer pumping; uses hand, bench and machine tools in the repair and maintenance of pumps, meters, valves, cranes and other machinery and equipment; performs miscellaneous carpentry and other tasks on occasion.
- Conducts sanitary sewer line inspection using closed circuit television equipment.
- Performs sanitary sewer cleaning utilizing vacuum truck.
- Inspects all water leaks in rights-of-way or roadways and contacts Pinellas County Utilities for repairs; performs street patching after reclaimed water repairs are completed.
- Replaces hose connectors, washers and shut off valves for use with the reclaimed water system.
- Performs utility locates required by Sunshine State One.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes
- May be scheduled for on-call duty.
- Performs maintenance after storm events to clear roadways and restart sanitary sewer lift stations.
- Cross trains and performs work in Public Properties as needed and directed.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; thorough knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utilities; thorough knowledge of the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; ability to read construction plans and blueprints; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions; ability to perform basic computer functions; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Graduation from high school or GED required; completion of technical school preferred. FEMA and Maintenance of Traffic training; considerable experience in the repair and maintenance of public utilities.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*



**Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

**Special Requirements:**

Possession of a State of Florida commercial driver's license with air brakes and tanker endorsements within six (6) months of employment. Class C Wastewater Collection Technician and Stormwater Certifications.

**Pay Grade:** 112

**Status:** Non-exempt, CWA

**Revised:** September 2018



## **SANITARY SEWER MAINTENANCE WORKER III**

### **General Definition of Work:**

Performs skilled work in the installation, construction, repair and maintenance of sanitary sewer collection system and the reclaimed water distribution system, works outside the Utilities Division when needed; does related work as assigned. Work is scheduled and managed in a computer-based work order management system and performed independently and as assigned by the Operations Manager.

### **Essential Functions/Typical Tasks:**

**Operating, repairing and maintaining sanitary sewer and reclaimed water systems; performing other public utilities repair and maintenance work as required.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Checks sanitary sewer and reclaimed water systems periodically to ensure that components are functioning properly; documents and recommends needed repairs and maintenance.
- Performs repairs and maintenance on the sanitary sewer systems as needed or assigned; assists or monitors contractors on emergency and/or major system repairs.
- Makes mechanical repairs of engines, pumps, electrical and mechanical controls and compressors; performs repairs on electric motors used for sanitary sewer pumping; uses hand, bench and machine tools in the repair and maintenance of pumps, meters, valves, cranes and other machinery and equipment; performs miscellaneous carpentry and other tasks on occasion.
- Conducts sanitary sewer line inspection using closed circuit television equipment.
- Performs sanitary sewer cleaning utilizing vacuum truck.
- Inspects all water leaks in rights-of-way or roadways and contacts Pinellas County Utilities for repairs; performs street patching after reclaimed water repairs are completed.
- Replaces hose connectors, washers and shut off valves for use with the reclaimed water system.
- Performs utility locates required by Sunshine State One.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes
- May be scheduled for on-call duty.
- Performs maintenance after storm events to clear roadways and restart sanitary sewer lift stations.
- Cross trains and performs work in Public Properties as needed and directed.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; thorough knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utilities; thorough knowledge of the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; ability to read construction plans and blueprints; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions; ability to perform basic computer functions; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Graduation from high school or GED required; completion of technical school preferred. FEMA and Maintenance of Traffic training; considerable experience in the repair and maintenance of public utilities.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*



**Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

**Special Requirements:**

Possession of a State of Florida commercial driver's license with air brakes and tanker endorsements. Class B Wastewater Collection Technician and Stormwater Certifications.

**Pay Grade:** 114

**Status:** Non-exempt, CWA

**Revised:** September 2018





## STORMWATER MAINTENANCE WORKER I

### **General Definition of Work:**

Performs responsible semiskilled work in the installation, construction, repair and maintenance of stormwater lines and appurtenances; does related work as required. Work is performed under regular supervision.

### **Essential Functions/Typical Tasks:**

**Preparing, repairing and maintaining stormwater lines and related systems; performing other public utilities maintenance work as required.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Operates, maintains and repairs specialized equipment for the City stormwater system.
- Recognizes reclaimed water leaks.
- Makes minor repairs such as replacing washers and hose connections.
- Completes work orders as required and assigned.
- Cross trains and works in other Divisions as needed and required.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes
- May be scheduled for on-call duty.
- Cleans stormwater lines with assistance.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Some knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; some knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of stormwater and wastewater facilities and appurtenances; some knowledge of the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and some maintenance and construction experience.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

Ability to acquire a State of Florida commercial driver's license with air brakes and tanker endorsements within twelve (12) months of employment.

**Pay Grade:** 109

**Status:** Non-exempt, CWA

**Revised:** September 2018



## UTILITIES MAINTENANCE WORKER

### **General Definition of Work:**

Responsible for the installation, construction, repair and maintenance of wastewater and stormwater collection systems and the reclaimed water distribution system. Work is performed under regular supervision.

### **Essential Functions/Typical Tasks:**

**Operating, repairing and maintaining wastewater, stormwater and reclaimed water systems; performing other public utilities repair and maintenance work as required.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Checks wastewater, stormwater and reclaimed water systems periodically to ensure that components are functioning properly; documents and recommends needed repairs and maintenance.
- Performs repairs and maintenance on the wastewater and stormwater collection systems as needed or assigned; assists or monitors contractors on emergency and/or major system repairs.
- Makes mechanical repairs of engines, pumps, electrical and mechanical controls and compressors; performs repairs on electric motors used for wastewater pumping; uses hand, bench and machine tools in the repair and maintenance of pumps, meters, valves, cranes and other machinery and equipment; performs miscellaneous carpentry and other tasks on occasion.
- Conducts wastewater and stormwater line inspection using closed circuit television equipment.
- Performs wastewater and stormwater cleaning utilizing vacuum truck.
- Inspects all water leaks in rights-of-way or roadways and contacts Pinellas County Utilities for repairs; performs street patching after reclaimed water repairs are completed.
- Replaces hose connectors, washers and shut off valves for use with the reclaimed water system.
- Performs utility locates required by Sunshine State One.
- May be required to work outside normal work hours in emergency situations, such as strong storms, tornadoes and hurricanes
- May be scheduled for on-call duty
- Performs maintenance after storm events to clear roadways and restart wastewater lift stations.
- Cross trains and performs work in Public Properties as needed and directed.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; general knowledge of a variety of maintenance tasks involved in the installation, maintenance, repair and replacement of utilities; thorough knowledge of the use of common hand and power tools; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions; ability to understand and follow oral and written instructions; ability to perform the essential job functions; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Graduation from high school or GED required; completion of technical school preferred. FEMA and Maintenance of Traffic training; significant experience in the repair and maintenance of public utilities.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force





frequently, and up to 20 pounds of force constantly to move objects. work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

**Special Requirements:**

**Level I requirements.** Pay grade 109.

Graduation from high school or GED required and up to two years' experience in maintenance and construction. Experience with public utilities preferred.

Ability to acquire a State of Florida commercial driver license with air brakes and tanker endorsements within twelve (12) months of employment.

Commented [KN1]: Does a Level I really need the CDL?

**Level II requirements.** Pay grade 112.

Graduation from high school or GED required; completion of technical school preferred. FEMA and Maintenance of Traffic training; two to four years of experience in the repair and maintenance of public utilities.

Ability to acquire a State of Florida CDL with air brakes and tanker endorsements within twelve (12) months of employment.

**Level III requirements.** Pay grade 114.

Graduation from high school or GED required; completion of technical school preferred. FEMA and Maintenance of Traffic training; four or more years' experience in the repair and maintenance of public utilities.

Ability to acquire a State of Florida CDL with air brakes and tanker endorsements within twelve (12) months of employment. **Class B** Wastewater Collection Technician and Stormwater Certifications.

Commented [KN2]: Need class B or Class C?

Pay Grade: 109,112,114  
Status: Non-exempt, CWA  
Revised: Nov 2022



## City of Treasure Island Custodian I

<b>SALARY</b>	\$15.45 - \$23.34 Hourly \$1,236.00 - \$1,867.20 Biweekly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2022-00011
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Facility Maintenance
<b>OPENING DATE</b>	05/18/2022	<b>FLSA</b>	Non-Exempt

---

### General Description

This is a skilled and semi-skilled position focused on the custodian care and maintenance of City buildings. Work is performed under the general direction of the Maintenance Division Crew Chief.

### Essential Job Functions

- Performs skilled and semi-skilled tasks related to cleaning, maintaining, and repairing City buildings, facilities, and surrounding areas including the waxing, polishing, buffing, stripping, and overall maintenance of floors, fixtures, walls, and furniture.
- Provides customer service to City staff and responds to requests, as directed.
- Communicates completion of work to the Crew Chief and/or Supervisor.
- Communicates needs throughout facilities to the Crew Chief and/or Supervisor.
- Uses, operates, and maintains tools and vehicles related to the function of the maintenance division.
- Responsible for knowing and applying safe work practices.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.

### Minimum Qualifications, Licenses and Certifications

- Must be eighteen years of age or older.
- Must possess a high school diploma or a GED.
- An equivalent combination of education, training, and experience.

### Knowledge, Skills, and Abilities and Environmental Conditions

- Knowledge of modern techniques, supplies, equipment, methods, procedures and practices of maintaining municipal facilities.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently and to complete daily activities according to a work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to use equipment and tools properly and safely.

## Benefits

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

---

### Agency

City of Treasure Island

### Address

120 108th Ave

Treasure Island, Florida, 33706

### Phone

727-547-4575

### Website

<http://www.mytreasureisland.org>

## Custodian I Supplemental Questionnaire

### \*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

### \*QUESTION 2

Do you have a valid Florida driver license?

- ☐ Yes
- ☐ No

\* Required Question



## City of Treasure Island Facility Maintenance I or II

<b>SALARY</b>	\$15.45 - \$24.14 Hourly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00071
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Facility Maintenance
<b>OPENING DATE</b>	08/02/2023	<b>CLOSING DATE</b>	Continuous
<b>FLSA</b>	Non-Exempt		

### General Description

**Facility Maintenance II requires a minimum of two years of experience and starts at \$16.02/hour - \$24.14.**

Skilled and semi-skilled work in the maintenance of City infrastructure, buildings and streets. This position reports to a Division Crew Chief

### Essential Job Functions

- Performs a wide variety of skilled and semi-skilled tasks related to construction, maintenance and repair of buildings, facilities, streets, grounds and utilities.
- May be assigned to one or more divisions within the department depending on the needs of the City. May be assigned to different crews as necessary.
- Uses and operates tools related to the function of particular division.
- Responsible for knowing and applying safe work practices.
- Responsible for the maintenance of all work tools and vehicles assigned within in the division.
- Ability to work near the water and on boats or bridges, as needed and up high on roofs, ladders, or in the bucket truck, etc.
- Performs related work as required.

### Minimum Qualifications, Licenses and Certifications

- Must be eighteen years of age or older.
- Must have a high school diploma or equivalent (GED).
- An equivalent combination of education, training, and experience.

### LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver License

### ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without corrections)

- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing
- Climbing, walking, standing, bending, stooping, kneeling
- Ability to frequently change activities
- Ability to lift, push, pull, and carry heavy objects (50 pounds or more) on a frequent basis
- Ability to perform manual labor for extended periods of time

### **ENVIRONMENTAL CONDITIONS**

Work is performed indoors and outdoors with moderate noise levels and will be exposed to outside environmental conditions and possibly inclement weather.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

### **Benefits**

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

---

#### **Agency**

City of Treasure Island

#### **Address**

120 108th Ave

Treasure Island, Florida, 33706

#### **Phone**

727-547-4575

#### **Website**

<http://www.mytreasureisland.org>

## **Facility Maintenance I or II Supplemental Questionnaire**

### **\*QUESTION 1**

**Do you have a High School diploma or GED?**

- ☐ Yes
- ☐ No

### **\*QUESTION 2**

**Do you have a valid Florida drivers license?**

- ☐ Yes
- ☐ No

### **\*QUESTION 3**

**Are you claiming Veteran's Preference under Florida Law? Yes No (If yes, please contact Human Resources)**

- ☐ Yes

☐ No

#### QUESTION 4

**Have you ever served with any branch of the US military? If yes, please provide the branch, years of service and your rank.**

\* Required Question



## City of Treasure Island Grounds Maintenance I or II

<b>SALARY</b>	\$15.45 - \$24.14 Hourly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00054
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Grounds Maintenance
<b>OPENING DATE</b>	08/02/2023	<b>CLOSING DATE</b>	Continuous
<b>FLSA</b>	Non-Exempt		

---

### General Description

**Grounds Maintenance II requires a minimum of two years of experience and starts at \$16.02/hour.**

Skilled and semi-skilled work in the maintenance of City infrastructure, grounds, services, and streets. This position reports to a Division Crew Chief.

### Essential Job Functions

- Performs skilled and semi-skilled work for jobs related to construction, maintenance and repair of buildings, facilities, streets, grounds, and utilities.
- May be assigned to one or more divisions within the department depending on the needs of the City. May be assigned to different crews as necessary. Uses and operates tools related to the function of the particular division.
- Responsible for knowing and applying safe work practices.
- Responsible for the maintenance of all work tools and vehicles assigned within in the division.

These essential job functions are not to be construed as a complete state of of all duties, and employee may be required to perform other job related duties as required.

### Minimum Qualifications, Licenses and Certifications

- Must be eighteen years of age or older.
- Must possess a high school diploma or a GED.
- An equivalent combination of education, training, and experience.

#### Licenses and Certifications

- Valid Florida Driver License.

### Knowledge, Skills, and Abilities and Environmental Conditions

- Knowledge of modern techniques, methods, procedures and practices of maintaining municipal infrastructure.
- Ability to perform heavy manual tasks for extended periods of time, possibly in inclement weather.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to communicate both verbally and written, and possess good people skills.

#### **Essential Physical Skills**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing
- Ability to climb, reach, walk, stand, bend, stoop, and kneel
- Ability to frequently change activities
- Ability to grasp, lift, push, pull, and carry heavy objects (60 pounds or more) on a frequent basis
- Ability to perform manual labor for extended periods of time

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

#### **Environmental Conditions**

Work is performed primarily outdoors with moderate noise levels and will be subject to outside environmental conditions.

#### **Benefits**

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

#### **Agency**

City of Treasure Island

#### **Address**

120 108th Ave

Treasure Island, Florida, 33706

#### **Phone**

727-547-4575

#### **Website**

<http://www.mytreasureisland.org>

#### **Grounds Maintenance I or II Supplemental Questionnaire**

##### **\*QUESTION 1**

Do you have a High School diploma or GED?

- ☐ Yes
- ☐ No

##### **\*QUESTION 2**

Do you have a valid Florida drivers license?



☐ Yes

☐ No

**\*QUESTION 3**

**Are you able to work a flexible work schedule that includes nights, weekends, holidays, and includes varying shifts?**

☐ Yes

☐ No

**QUESTION 4**

**Have you ever served with any branch of the US military? If yes, please provide the branch, years of service and your rank.**

**\*QUESTION 5**

**Are you claiming Veteran's Preference under Florida Law? Yes No (If yes, please contact Human Resources)**

☐ Yes

☐ No

**\* Required Question**



## City of Treasure Island Utility Maintenance I or II

<b>SALARY</b>	\$15.45 - \$24.14 Hourly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2022-00043
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	05/18/2022
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Non-Exempt

### General Description

**Starting pay for Utilities Maintenance II is \$16.02/hour and requires at least two years' experience.**

This is a skilled and semi-skilled work in the maintenance of City infrastructure, grounds, and in stormwater/wastewater services. Work is performed under the general direction of the division supervisor.

### Essential Job Functions

- Performs a wide variety of tasks, related to the function of the particular division.
- Utilizes various manual, gas, and electrical tools and equipment in the performance of assigned tasks and maintains such for safe and productive use.
- Repair water and wastewater lines, responds to wastewater backups, and resods construction areas.
- Performs skilled and semi-skilled work for jobs related to construction, maintenance and repair of buildings, facilities, streets, grounds and utilities.
- May be assigned to one or more divisions within the department depending on the needs of the City. May be assigned to different crews as necessary.
- Responsible for knowing and applying safe work practices.
- Responsible for the maintenance of all work tools and vehicles assigned within in the division.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Mowing, edging, raking, weeding planting, trimming, and cleaning of facilities to include daily maintenance of sidewalk surface, sand wall, cigarette dispenser, debris and trash removal.
- Responsible for minor building maintenance, such as painting, plumbing, and carpentry.
- Responsible for opening and closing; locking and unlocking facilities as directed.
- Responsible for ensuring that proper apparatus, equipment, and supplies required for assigned tasks are available and in proper and safe working order.
- Inspects and performs preventative and corrective maintenance duties as assigned.
- Attends periodic job specific training sessions, workshops, and conferences as required.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

### Minimum Qualifications, Licenses and Certifications

- Must be eighteen years of age or older.
- Must possess a high school diploma or a GED.

- An equivalent combination of education, training, and experience.

#### **Licenses and Certifications**

- Valid Florida Driver's License.
- Must obtain a Class C Wastewater License within 18 months of employment.

#### **Knowledge, Skills, and Abilities and Environmental Conditions**

- Knowledge of modern techniques, methods, procedures and practices of maintaining municipal infrastructure.
- Ability to perform heavy manual tasks for extended periods of time, possibly in inclement weather.
- Ability to lift more than 60 lbs. on a frequent basis.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to communicate both verbally and written, and possess good people skills.
- Working knowledge of equipment and supplies used for minor repairs.
- Working knowledge of safety precautions. Ability to work independently and to complete daily activities and tasks according to work schedule
- Ability to understand, follow and transmit written and oral instructions.
- Ability to work flexible hours, weekends and respond to call back.
- Ability to deal with the public effectively, courteously, and enthusiastically.

#### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing
- Ability to smell, climb, reach, walk, stand, bend, stoop, and kneel
- Ability to frequently change activities
- Ability to grasp, lift, push, pull, and carry heavy objects (60 pounds or more) on a frequent basis
- Ability to perform manual labor for extended periods of time

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

#### **ENVIRONMENTAL CONDITIONS**

Work is performed indoors and outdoors with moderate noise levels and will be exposed to outside environmental conditions and possibly inclement weather.

#### **Benefits**

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

---

#### **Agency**

City of Treasure Island

#### **Address**

120 108th Ave

Treasure Island, Florida, 33706

**Phone**

727-547-4575

**Website**

<http://www.mytreasureisland.org>

**Utility Maintenance I or II Supplemental Questionnaire**

**\*QUESTION 1**

**Are you available for on-call employment?**

- ☐ Yes  
☐ No

**\*QUESTION 2**

**Which statement below best describes the highest level of education you have completed?**

- ☐ High school graduate, diploma or the equivalent (GED)  
☐ Associate degree  
☐ Bachelor's degree  
☐ Master's degree  
☐ Professional degree  
☐ Doctorate degree

**\*QUESTION 3**

**Do you have a valid Florida driver license?**

- ☐ Yes  
☐ No

**\*QUESTION 4**

**Are you claiming Veteran's Preference under Florida Law? Yes No (If yes, please contact Human Resources)**

- ☐ Yes  
☐ No

**QUESTION 5**

**Have you ever served with any branch of the US military? If yes, please provide the branch, years of service and your rank.**

**\* Required Question**



## City of Treasure Island Beach Maintenance Technician

<b>SALARY</b>	\$19.87 - \$29.31 Hourly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00059
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Grounds Maintenance
<b>OPENING DATE</b>	11/19/2023	<b>FLSA</b>	Non-Exempt

### General Description

This is a skilled position responsible for maintaining all aspects of the City's beach. Day-to-day activities are largely performed independently requiring a strong work ethic. General responsibilities include performing maintenance tasks such as trash removal, beach raking, walkway cleaning and implementing the City's Leave No Trace Ordinance. The position is also responsible for helping to plan, carryout and oversee walkover construction projects and beach vegetation projects. The individual in this position must maintain a professional working relationship with the City's turtle nesting surveyors, communicate beach-related issues and recommendations to superiors and perform other tasks as assigned.

**This position requires a Florida Commerical Driver's License (CDL) and the selected candidate for hire must complete a pre-employment drug screen, background check, FMCSA Clearinghouse query, and DOT Certification physical examination.**

### Essential Job Functions

- Assists with the planning, scheduling and implementation of construction, maintenance and operation of activities designed to keep the City's beach aesthetically pleasing and welcoming to guests.
- Maintains the City's Leave No Trace Ordinance by removing or tagging items left on the beach, discarding trash from the sand or the dunes, filling in holes, knocking down sandcastles and providing general education regarding wildlife as appropriate.
- Removes waste and recycling from the beach and beach parking lots.
- Responsible for the cleanliness and maintenance of the beach trail, walkovers, and Sunset Beach boardwalk.
- Responsible for maintaining beach vegetation to include raking, sanitizing, removing invasive species and unsightly vegetation in accordance with the City's permit, and planting of native species. Duties may also include vegetation monitoring to evaluate and document the success of such programs.
- Responsible for reporting wildlife concerns to the appropriate agencies.
- Coordinates beach clean-up efforts after storm events, red tide occurrences, events and holidays.
- Oversees and reports on beach renourishment activities and the maintenance of escarpments.
- Responsible for personal safety and the safety all field crew members under supervision.
- Responsible for the maintenance and routine inspection of equipment, tools and vehicles.
- Drives trucks and operates equipment of various sizes and weights.
- Assists in maintaining records.

- Assists the Recreation Department in the preparation of the beach for events and the maintenance of the beach mobi-mat.
- Inspects walkovers and other structures to determine defects and needed repairs and assists in capital budget planning.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of beach/beach parking lot fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor painting, power washing, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Orders parts and maintain required documents.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

### **Minimum Qualifications, Licenses and Certifications**

- Must be eighteen years of age or older.
- Must possess a high school diploma or a GED.
- Five (5) years' experience in the field of Public Works or construction trade.
- Valid Commercial Driver License (CDL)
- An equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Valid Florida Driver's Commercial License (CDL) – Class A or B

### **Knowledge, Skills, and Abilities and Environmental Conditions**

- Ability to instruct and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with all employees and the general public.
- Ability to act as Division Crew Chief when necessary.
- Ability to respond to after-hours call ins, in a reasonable amount of time.
- Ability to comply with work schedules and have a flexible work schedule as necessary.
- Ability to communicate both verbally and in writing and possess good people skills.
- Knowledge of modern techniques, methods, procedures and practices of maintaining municipal infrastructure.

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to climb, walk, stand, sit, balance, stoop, kneel, crouch, crawl and smell as needed.
- Regularly required to use hands to feel, handle and operate controls and tools.
- Ability to lift, push, pull or carry objects more than 60 pounds on a frequent basis.
- Ability to perform heavy manual tasks for extended periods of time, possibly in inclement weather.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

### **ENVIRONMENTAL CONDITIONS**

Works primarily outside and will be exposed to outdoor weather elements.

### **Benefits**

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

---

**Agency**

City of Treasure Island

**Address**

120 108th Ave

Treasure Island, Florida, 33706

**Phone**

727-547-4575

**Website**

<http://www.mytreasureisland.org>

## Beach Maintenance Technician Supplemental Questionnaire

**\*QUESTION 1**

Do you have a Florida Commercial Driver's License?

- ☐ Yes  
☐ No

**\*QUESTION 2**

Do you have a High School diploma or GED?

- ☐ Yes  
☐ No

**\*QUESTION 3**

Do you have at least five (5) years' experience in the field of Public Works or construction trade?

- ☐ Yes  
☐ No

**QUESTION 4**

Have you ever served with any branch of the US military? If yes, please provide the branch, years of service and your rank.

**\*QUESTION 5**

Are you claiming Veteran's Preference under Florida Law? Yes No (If yes, please contact Human Resources)

- ☐ Yes  
☐ No

\* Required Question



## City of Treasure Island Facility Maintenance III

<b>SALARY</b>	\$18.89 - \$27.92 Hourly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2022-0009
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	08/02/2023
<b>FLSA</b>	Non-Exempt		

---

### General Description

This is a skilled position responsible for the maintenance of City infrastructure and buildings. Duties are for the purpose of keeping City properties aesthetically-pleasing and functioning properly. Responsible for the field supervision of semi-skilled Service Workers. This position reports to a Division Crew Chief.

**This position requires a Florida Commerical Driver's License (CDL) and the selected candidate for hire must complete a pre-employment drug screen, background check, FMCSA Clearing house query, and DOT certification physical examination.**

### Essential Job Functions

- Performs a wide variety of tasks related to construction and routine building maintenance.
- Oversees contractor work, as required.
- Responsible for working independently and maintaining efficiency.
- Assists the division Crew Chief with managing project scopes and deliverables to ensure that the City's objectives are accomplished.
- Responsible for personal safety and the safety all field crew members under supervision.
- Drives trucks and operates equipment of various sizes and weights. Uses and operates tools and equipment such as saws, drills, ladders, bucket truck, and the barge.
- Completes work orders as assigned.
- Responsible for performing beach maintenance and custodial duties, as needed.
- Performs minor electrical and plumbing tasks
- Performs minor painting, carpentry and masonry work
- Prepares the surfaces and paints various structures and equipment
- Responsible for knowing and applying safe work practices.
- Responsible for the maintenance of all work tools and vehicles assigned within in the division.
- May be assigned to one or more divisions within the department depending on the needs of the City. May be assigned to different crews as necessary.
- Performs other work related duties as assigned.



## **Minimum Qualifications, Licenses and Certifications**

### Minimum Qualifications

- Must be eighteen years of age or older.
- Must have a high school diploma or equivalent (GED).
- An equivalent combination of education, training, and experience.

### Licenses and Certifications

- Valid Florida Driver License
- Must have valid Florida CDL B Driver's License

## **Knowledge, Skills, and Abilities and Environmental Conditions**

### Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, and practices of maintaining municipal infrastructure.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Possess good people skills, including being approachable, helpful, and maintaining a positive attitude.

### Essential Physical Skills

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing
- Climbing, walking, standing, bending, stooping, kneeling
- Ability to frequently change activities
- Ability to lift, push, pull, and carry heavy objects (50 pounds or more) on a frequent basis
- Ability to perform manual labor for extended periods of time
- Ability to work at heights, on boats, and near traffic.

### Environmental Conditions

Work is performed indoors and outdoors with moderate noise levels and will be exposed to outside environmental conditions and possibly inclement weather.

## **Benefits**

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

---

**Agency**

City of Treasure Island

**Address**

120 108th Ave

Treasure Island, Florida, 33706

**Phone**

727-547-4575

**Website**

<http://www.mytreasureisland.org>

**Facility Maintenance III Supplemental Questionnaire****\*QUESTION 1**

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

**QUESTION 2**

Do you have a valid Florida commercial drivers license?

- ☐ Yes
- ☐ No

\* Required Question



## City of Treasure Island Grounds Maintenance III

<b>SALARY</b>	\$18.89 - \$27.92 Hourly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2022-00010
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Grounds Maintenance
<b>OPENING DATE</b>	08/02/2023	<b>CLOSING DATE</b>	Continuous
<b>FLSA</b>	Non-Exempt		

### General Description

This is skilled and semi-skilled work in the maintenance of City grounds. Incumbent functions in the area of Municipal Facilities. Field supervises skilled and semi-skilled Service Workers. This position reports to the Division Crew Chief.

**This position requires a Florida Commerical Driver's License (CDL) and the selected candidate for hire must complete a pre-employment drug screen, background check, FMCSA Clearinghouse query, and DOT Certification physical examination.**

### Essential Job Functions

- Assists with the planning, scheduling and implementation of construction, maintenance and operation of activities designed to keep all city property aesthetically pleasing as well as functioning properly.
- Is responsible for optimizing maintenance practices to affect the most efficient and economical utilization of facilities, personnel, and equipment.
- Administers the construction and maintenance of assigned work
- Assists Crew Chief with managing project scope and deliverables to ensure that the City's objectives are accomplished.
- Responsible for personal safety and the safety all field crew members under supervision.
- Responsible for the maintenance and routine inspection of all equipment, tools and vehicles in the division.
- Drives trucks and operates equipment of various sizes and weights.
- Assists in maintaining records.
- Performs related work as required.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary.

### Minimum Qualifications, Licenses and Certifications

- Must be eighteen years of age or older.
- Must possess a high school diploma or a GED.
- One (1) year of experience in municipal Public Works.
- An equivalent combination of education, training, and experience.

### **Licenses and Certifications**

- Valid Florida Class B Commercial Driver License (CDL) preferred or must obtain within six months of employment.
- Florida Public Restricted Use Pesticide Applicator License preferred or must obtain within six months of employment.
- Green Industries Best Management Practices – Fertilizer Applicator Certification preferred or must obtain within three months of employment.

### **Knowledge, Skills, and Abilities and Environmental Conditions**

- Ability to instruct and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates and the general public.
- Ability to act as Division Crew Chief when necessary.
- Ability to frequently lift/move 60lbs.
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.
- Ability to respond to after-hours calls within a reasonable amount of time.
- Ability to comply with work schedules.
- Regularly required to use hands to feel, handle and operate controls and tools.
- Ability to communicate both verbally and in writing and possess good people skills.
- Knowledge of modern techniques, methods, procedures, and practices of maintaining municipal infrastructure.
- Ability to perform heavy manual tasks for extended periods of time, possibly in inclement weather.

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing
- Ability to climb, reach, walk, stand, bend, stoop, and kneel
- Ability to frequently change activities
- Ability to grasp, lift, push, pull, and carry heavy objects (60 pounds or more) on a frequent basis
- Ability to perform manual labor for extended periods of time

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

### **ENVIRONMENTAL CONDITIONS**

Work is performed indoors and outdoors with moderate noise levels and will be exposed to outside environmental conditions and possibly inclement weather.

### **Benefits**

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

---

**Agency**

**Address**

City of Treasure Island

120 108th Ave

**Phone**

727-547-4575

Treasure Island, Florida, 33706

**Website**

<http://www.mytreasureisland.org>

**Grounds Maintenance III Supplemental Questionnaire**

**\*QUESTION 1**

**Do you have a High School diploma or GED?**

- ☐ Yes  
☐ No

**\*QUESTION 2**

**Do you have a valid Florida drivers license?**

- ☐ Yes  
☐ No

**\*QUESTION 3**

**Do you have a valid Florida commercial driver license?**

- ☐ Yes  
☐ No

**\*QUESTION 4**

**Are you claiming Veteran's Preference under Florida Law? Yes No (If yes, please contact Human Resources)**

- ☐ Yes  
☐ No

**QUESTION 5**

**Have you ever served with any branch of the US military? If yes, please provide the branch, years of service and your rank.**

**\* Required Question**



## City of Treasure Island Heavy Equipment Operator

<b>SALARY</b>	\$20.26 - \$29.87 Hourly	<b>LOCATION</b>	Treasure Island
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00053
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Sanitation
<b>OPENING DATE</b>	07/03/2023	<b>FLSA</b>	Non-Exempt

---

### General Description

Performs a variety of advanced manual labor including skilled maintenance work, and operates a variety of heavy automotive and construction equipment (front end loaders, backhoes, bobcats, tractors, side loaders, rear loaders, boom truck, etc.) in the construction, operation, repair, maintenance and replacement of city sewer, street and storm drainage facilities and systems. This position reports to the Utilities Crew Chief.

**This position requires a Florida Commercial Drivers License (CDL) and the selected candidate for hire must successfully complete a pre-employment drug screen, background check, FMCSA Clearinghouse query, and DOT Certification physical examination.**

### Essential Job Functions

- Operates trucks, backhoes, loaders, forklifts and equipment of various sizes and weights in the loading, hauling and unloading of various equipment and materials.
- Operates specialized heavy equipment used by all divisions in Public Works.
- Performs daily inspections and minor preventive maintenance on equipment and tools.
- Ability to operate all heavy equipment rented for use before and after emergencies as well as for daily use.
- Responsible for the safety of heavy equipment operations when operating the equipment.
- Responsible for the maintenance and routine inspection of all equipment, tools and vehicles in the division.
- Assists in maintaining records.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

### Minimum Qualifications, Licenses and Certifications

- Must be eighteen years of age or older
- High School diploma or an acceptable equivalency (GED)
- Valid Florida Class B Commercial Driver's License with Tanker Endorsement
- Five (5) years' experience in the field of Public Works relating to the safe and efficient operation, maintenance, and repair of various pieces of heavy equipment

- An equivalent combination of education, training, and experience

#### **Licenses and Certifications**

- Class C Wastewater License preferred
- Valid Florida Commercial Driver License; Class A or B

#### **Knowledge, Skills, and Abilities and Environmental Conditions**

- Knowledge of modern techniques, methods, procedures and practices of providing and maintaining municipal infrastructure.
- Ability to instruct and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates and the general public.
- Ability to act as a Crew Chief when necessary.
- Ability to regularly lift/move 25lbs. and occasionally lift/move 75lbs.
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, see and smell.
- Ability to respond to afterhours call-ins in a reasonable amount of time.
- Ability to comply with work schedules.
- Regularly required to use hands to feel, handle and operate controls and tools.
- Ability to make minor electrical and mechanical repairs to various types of motors, pumps and other related equipment under instruction and guidance from supervisor.
- Ability to communicate well both verbally and in writing, as well as possess good people skills.

#### **Essential Physical Skills**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, see and smell.
- Ability to frequently change activities
- Ability to grasp, lift, push, pull, and carry heavy objects (60 pounds or more) on a frequent basis
- Ability to perform manual labor for extended periods of time

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

#### **Environmental Conditions**

- Works both indoors and outside and will be exposed to outside weather elements.

#### **Benefits**

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, health savings accounts, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation and sick leave.

Part-time employees are eligible to enroll in a 401(a) retirement plan, paid holidays, vacation and sick leave.

To learn more details, visit our [Benefits Handbook \(Download PDF reader\)](#).

---

#### **Agency**

City of Treasure Island

#### **Address**

120 108th Ave

Phone

Treasure Island, Florida, 33706

727-547-4575

**Website**

<http://www.mytreasureisland.org>

## **Heavy Equipment Operator Supplemental Questionnaire**

### **\*QUESTION 1**

**Are you able to work a flexible work schedule that includes nights, weekends, holidays, and includes varying shifts?**

- ☐ Yes  
☐ No

### **\*QUESTION 2**

**Do you have a High School diploma or GED?**

- ☐ Yes  
☐ No

### **\*QUESTION 3**

**Do you have a valid Florida commercial drivers license (CDL)?**

- ☐ Yes  
☐ No

### **\*QUESTION 4**

**How many years of professional Heavy Equipment Operator experience do you have?**

- ☐ No experience  
☐ Less than 1 year of experience  
☐ 1 year but less than 2 years of experience  
☐ 2 years but less than 3 years experience  
☐ 3 or more years of experience

### **\*QUESTION 5**

**Are you claiming Veteran's Preference under Florida Law? Yes No (If yes, please contact Human Resources)**

- ☐ Yes  
☐ No

### **QUESTION 6**

**Have you ever served with any branch of the US military? If yes, please provide the branch, years of service and your rank.**

**\* Required Question**





# **JOB ANNOUNCEMENT**

City of Treasure Island, Florida

## **UTILITIES MAINTENANCE CREW CHIEF**

<b>DEPARTMENT:</b>	Public Works	<b>JOB TYPE:</b>	Full Time, Non-Exempt
<b>SALARY:</b>	\$22.55 – \$34.75/hour	<b>PAY GRADE:</b>	15
<b>VACANCY DATE:</b>	Immediate	<b>CLOSING DATE:</b>	Open Until Filled

### **GENERAL DESCRIPTION**

This is a highly responsible position involving the maintenance of the City's sewer, stormwater and roadway infrastructure. The individual in this position provides first line field supervision to the crews and participates in the manual labor work as the workload demands. This position reports to the Public Works Supervisor.

The following six personnel report directly to the WPC Crew Chief:

1. Mechanic
2. Vector Truck Operator and assistant
3. Camera Truck Operator and assistant
4. Heavy Equipment Operator

### **ESSENTIAL JOB FUNCTIONS**

- Directs employees engaged in a wide variety of tasks related to the function of the division.
- Performs maintenance on and operates the city storm and wastewater collection systems.
- Performs maintenance on curbs, gutters, sidewalks and roadways.
- Directs, trains and instructs crew members on work procedures and safety precautions.
- Performs a variety of advanced manual labor including skilled maintenance work.
- Performs employee evaluations, tracks inspection data, and completes other paperwork as needed.
- Plans work assignments of staff and manages work orders and service requests.
- Responds to after-hours calls.
- Assists with compiling operating and capital budget needs for the Department.
- Ensures the safety, discipline and appraisal of all unskilled, semi-skilled and skilled personnel.
- Prepares and directs projects concerning the City's infrastructure and coordinates with contractors as needed.
- Works with the Public Works Supervisor to evaluate and plan ongoing or upcoming projects and maintenance procedures.

- Maintains the safety and cleanliness of vehicles as per City, state and/or federal regulations.
- Maintains the cleanliness of the Public Works yard and debris bins.
- Assists in loading and unloading of refuse, trash, yard waste and other materials which are transported by truck.
- Functions as a crew leader participating in the work of crews engaged in various maintenance and construction activities.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

### **MINIMUM QUALIFICATIONS**

- Must be eighteen years of age or older;
- Have a high school diploma or equivalent (GED);
- Have three (3) years of experience in the field relating to the operation, maintenance and repair of pumps, motors and electrical panels in a wastewater and/or stormwater collection system; and
- Have one (1) year of experience in a responsible supervisory capacity; or
- An equivalent combination of education, training, and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of modern techniques, methods, procedures and practices of operating and maintaining sanitary and storm sewer infrastructure.
- Ability to supervise construction projects and maintenance programs.
- Ability to instruct and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, contractors and the general public.
- Ability to develop, prepare and present long range plans and programs relating to the area of responsibility.
- Ability to act as interim Public Works Supervisor in his/her absence.
- Ability to respond to afterhours emergency call-ins within a reasonable amount of time.
- Ability to make minor electrical and mechanical repairs to various types of motors, pumps and other related equipment under instruction and guidance of qualified supervisor.
- Ability to comply with work schedules and maintain a satisfactory attendance record.
- Able to perform all tasks of a Service Worker II and III.
- Ability to effectively communicate verbally and in writing.
- Ability to develop and maintain good people skills.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Valid Florida Commercial Driver License (CDL); at least a Class B.
- Class C Wastewater License

- Stormwater Certification
- Tanker endorsement or the ability to obtain within 6 months of hire

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to lift more than 60 pounds on a frequent basis.
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, see and smell.

### **ENVIRONMENTAL CONDITIONS**

Work is performed primarily outdoors with some work indoors and will be exposed to moderate noise levels and subject to outside environmental conditions.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

**CITY OF TREASURE ISLAND  
CLASSIFICATION PLAN FY 24  
(by pay grade)**

CLASSIFICATION TITLE – NON-EXEMPT	PAY GRADE	Hourly		Biweekly		Annual	
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Camp Coach - Seasonal	1	\$12.00	\$22.48	\$960.00	\$1,798.19	\$24,960.00	\$46,752.98
Event Support Staff - Temporary	1	\$12.00	\$22.48	\$960.00	\$1,798.19	\$24,960.00	\$46,752.98
Bridge Tender	2	\$12.00	\$22.48	\$960.00	\$1,798.19	\$24,960.00	\$46,752.98
Camp Head Coach - Seasonal	2	\$12.00	\$22.48	\$960.00	\$1,798.19	\$24,960.00	\$46,752.98
Clubhouse Attendant	2	\$12.00	\$22.48	\$960.00	\$1,798.19	\$24,960.00	\$46,752.98
Bus Driver - Seasonal	6	\$12.00	\$22.48	\$960.00	\$1,798.19	\$24,960.00	\$46,752.98
Custodian I	7	\$15.45	\$23.34	\$1,236.00	\$1,867.25	\$32,136.00	\$48,548.55
Customer Service Representative	7	\$15.45	\$23.34	\$1,236.00	\$1,867.25	\$32,136.00	\$48,548.55
Facility Maintenance I	7	\$15.45	\$23.34	\$1,236.00	\$1,867.25	\$32,136.00	\$48,548.55
Grounds Maintenance I	7	\$15.45	\$23.34	\$1,236.00	\$1,867.25	\$32,136.00	\$48,548.55
Parks & Recreation Maintenance I	7	\$15.45	\$23.34	\$1,236.00	\$1,867.25	\$32,136.00	\$48,548.55
Recreation Aide I	7	\$15.45	\$23.34	\$1,236.00	\$1,867.25	\$32,136.00	\$48,548.55
Utility Maintenance I	7	\$15.45	\$23.34	\$1,236.00	\$1,867.25	\$32,136.00	\$48,548.55
Administrative Assistant / Life Safety Educator	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Custodian II	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Facility Maintenance II	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Grounds Maintenance II	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Parking Enforcement Specialist	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Parks & Recreation Maintenance II	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Police Records Coordinator	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Recreation Aide II	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Solid Waste Worker	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
Utility Maintenance II	8	\$16.02	\$24.14	\$1,281.55	\$1,931.07	\$33,320.31	\$50,207.75
IT & Communications Specialist	9	\$16.85	\$25.34	\$1,347.99	\$2,027.23	\$35,047.69	\$52,707.91
Lead Bridge Tender	9	\$16.85	\$25.34	\$1,347.99	\$2,027.23	\$35,047.69	\$52,707.91
Community Relations Liaison	10	\$18.04	\$26.63	\$1,443.27	\$2,130.38	\$37,525.12	\$55,389.89
Facility & Equipment Coordinator	10	\$18.04	\$26.63	\$1,443.27	\$2,130.38	\$37,525.12	\$55,389.89
Fiscal Specialist	11	\$18.04	\$26.63	\$1,443.27	\$2,130.38	\$37,525.12	\$55,389.89
Parking Enforcement Supervisor	10	\$18.04	\$26.63	\$1,443.27	\$2,130.38	\$37,525.12	\$55,389.89
Permit Technician	10	\$18.04	\$26.63	\$1,443.27	\$2,130.38	\$37,525.12	\$55,389.89
Custodian III	11	\$18.89	\$27.92	\$1,511.46	\$2,233.53	\$39,297.96	\$58,071.88
Facility Maintenance III	11	\$18.89	\$27.92	\$1,511.46	\$2,233.53	\$39,297.96	\$58,071.88
Grounds Maintenance III	11	\$18.89	\$27.92	\$1,511.46	\$2,233.53	\$39,297.96	\$58,071.88
Mechanic	11	\$18.89	\$27.92	\$1,511.46	\$2,233.53	\$39,297.96	\$58,071.88
Office Manager	11	\$18.89	\$27.92	\$1,511.46	\$2,233.53	\$39,297.96	\$58,071.88
Solid Waste Driver I	11	\$18.89	\$27.92	\$1,511.46	\$2,233.53	\$39,297.96	\$58,071.88
Beach Maintenance Technician	12	\$19.87	\$29.31	\$1,589.26	\$2,344.56	\$41,320.82	\$60,958.43
Human Resources Generalist	12	\$19.87	\$29.31	\$1,589.26	\$2,344.56	\$41,320.82	\$60,958.43
Records Coordinator/Deputy City Clerk	12	\$19.87	\$29.31	\$1,589.26	\$2,344.56	\$41,320.82	\$60,958.43
Solid Waste Driver II	12	\$19.87	\$29.31	\$1,589.26	\$2,344.56	\$41,320.82	\$60,958.43
Utility Maintenance III	12	\$19.87	\$29.31	\$1,589.26	\$2,344.56	\$41,320.82	\$60,958.43
Code Compliance Inspector	13	\$20.87	\$30.77	\$1,669.69	\$2,461.70	\$43,411.86	\$64,004.08
Heavy Equipment Operator	13	\$20.87	\$30.77	\$1,669.69	\$2,461.70	\$43,411.86	\$64,004.08
Solid Waste Driver III	13	\$20.87	\$30.77	\$1,669.69	\$2,461.70	\$43,411.86	\$64,004.08
Building Maintenance Crew Chief	14	\$21.49	\$32.31	\$1,719.52	\$2,584.95	\$44,707.40	\$67,208.83
Facility Maintenance Crew Chief	14	\$21.49	\$32.31	\$1,719.52	\$2,584.95	\$44,707.40	\$67,208.83
Grounds Maintenance Crew Chief	14	\$21.49	\$32.31	\$1,719.52	\$2,584.95	\$44,707.40	\$67,208.83
Solid Waste Crew Chief	14	\$21.49	\$32.31	\$1,719.52	\$2,584.95	\$44,707.40	\$67,208.83
Accreditation & Evidentiary Services Manager	15	\$22.55	\$34.75	\$1,804.31	\$2,779.90	\$46,912.08	\$72,277.33
Lead Mechanic	15	\$22.55	\$34.75	\$1,804.31	\$2,779.90	\$46,912.08	\$72,277.33
Public Works Coordinator	15	\$22.55	\$34.75	\$1,804.31	\$2,779.90	\$46,912.08	\$72,277.33
Senior Code Compliance Inspector	15	\$22.55	\$34.75	\$1,804.31	\$2,779.90	\$46,912.08	\$72,277.33
Facility Maintenance Crew Chief	15	\$22.55	\$34.75	\$1,804.31	\$2,779.90	\$46,912.08	\$72,277.33
Code Compliance Supervisor	16	\$23.69	\$35.39	\$1,895.23	\$2,831.47	\$49,275.87	\$73,618.33

## Exempt Performance Review

Employee Name: **Kyle Riefler**

Performance Period: **11-21-2022 to 11-21-2023**

Employee Title: **City Manager**

Supervisor: **City Council**

### Part I. Competency Evaluation – How this Employee Achieved Results

**Instructions:** To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

Competency	Rating/ Comment
<b>1. Quality of Work</b> The degree to which the employee produces accurate, neat, and thorough work.	<input checked="" type="checkbox"/> 5 – Work is of the highest quality. <input type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors. <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations. <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors. <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors. <b>Supporting Comments:</b> <i>Has proven proficiency in all tasks performed on a daily basis</i>
<b>2. Quantity of Work</b> The employee's level of productivity/ output and timeliness of work.	<input checked="" type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level. <input type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level. <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level. <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level. <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level. <b>Supporting Comments:</b>
<b>3. Adaptability / Problem Solving</b> The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.	<input checked="" type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise. <input type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems. <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked. <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement. <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues. <b>Supporting Comments:</b>

<p><b>4. Initiative</b> The degree to which the employee demonstrates independent action and resourcefulness on the job by developing new methods, offering constructive suggestions and/or seeking additional work.</p>	<p><input checked="" type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated.  <input type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker.  <input type="checkbox"/> 3 – Meets basic job requirements for independent action and resourcefulness; acceptable worker.  <input type="checkbox"/> 2 – Sometimes lacks independent action and resourcefulness required by job; marginal worker.  <input type="checkbox"/> 1 – Rarely initiates independent action as required by the job.  <b>Supporting Comments:</b> <i>able to contact 7 days a week.</i></p>
<p><b>5. Job Knowledge</b> The employee's understanding of job duties and ability to accomplish the job.</p>	<p><input checked="" type="checkbox"/> 5 – Has exceptional knowledge and outstanding skills in even the complex aspects of the job.  <input type="checkbox"/> 4 – Has better than average knowledge and skills in all aspects of the job.  <input type="checkbox"/> 3 – Has knowledge and skills to handle job duties.  <input type="checkbox"/> 2 – Occasionally lacks knowledge or skills to handle job duties.  <input type="checkbox"/> 1 – Application of knowledge is limited. Required skills are poorly demonstrated.  <b>Supporting Comments:</b> <i>provided an easy/ready Budget.</i></p>
<p><b>6. Interpersonal Communication</b> Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.</p>	<p><input checked="" type="checkbox"/> 5 – Consistently demonstrates excellent communication skills with management and team members.  <input type="checkbox"/> 4 – Demonstrates above average communication skills.  <input type="checkbox"/> 3 – Demonstrates acceptable communication skills.  <input type="checkbox"/> 2 – Communication skills need improvement.  <input type="checkbox"/> 1 – Lacks acceptable communication skills.  <b>Supporting Comments:</b></p>
<p><b>7. Work Ethics and Integrity</b> The employee's proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.</p>	<p><input checked="" type="checkbox"/> 5 – Practices exceptional work ethics; demonstrates exceptional integrity in all work.  <input type="checkbox"/> 4 – Practices excellent work ethics; demonstrates integrity in all work.  <input type="checkbox"/> 3 – Practices good work ethics; demonstrates integrity in all work.  <input type="checkbox"/> 2 – Usually practices good work ethics; usually demonstrates integrity at work.  <input type="checkbox"/> 1 – Fails to practice good work ethics; does not demonstrate integrity at work.  <b>Supporting Comments:</b></p>



<p><b>8. Leadership Delegation</b> The manager's effectiveness in managing time, organizing workload, and delegating responsibilities to obtain desired results from his or her subordinates.</p>	<p><input checked="" type="checkbox"/> 5 – Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.  <input type="checkbox"/> 4 – Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.  <input type="checkbox"/> 3 – Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.  <input type="checkbox"/> 2 – Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.  <input type="checkbox"/> 1 – Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees.  <input type="checkbox"/> N/A – Not applicable.  <b>Supporting Comments:</b> <i>HAS placed this city first in his priorities as expressed by citizens</i></p>
<p><b>9. Leadership Communication</b> The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.</p>	<p><input checked="" type="checkbox"/> 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.  <input type="checkbox"/> 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.  <input type="checkbox"/> 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.  <input type="checkbox"/> 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.  <input type="checkbox"/> 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.  <input type="checkbox"/> N/A – Not applicable.  <b>Supporting Comments:</b></p>
<p><b>10. Leadership Team Building/Culture</b> The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.</p>	<p><input checked="" type="checkbox"/> 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.  <input type="checkbox"/> 4 – Team appears friendly, collaborative, and respectful most of the time.  <input type="checkbox"/> 3 – Team is able to respectfully work together on tasks when asked.  <input type="checkbox"/> 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.  <input type="checkbox"/> 1 – Team complains about and undermines each other. Teammates are disrespectful to each other.  <input type="checkbox"/> N/A – Not applicable.  <b>Supporting Comments:</b></p>

## Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

Goal #1	HAS met ALL GOALS given
Goal #2	
Goal #3	

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)?  
5 Explain your rating in the space below.

5 - enough said



### **Part III. Comments**

**Supervisor comments on performance review:**

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

N/A

**Employee comments on performance review:**

### **Part IV. Overall Performance Rating**

Total points from **Part 1:** 50 (50 possible)

Total points from **Part 2:** 5 (5 possible)

**Overall Performance Rating**

New total points (if applicable): 55 (55 possible)

Divide total points by 11 areas of evaluation: \_\_\_\_\_ / 11 = \_\_\_\_\_ Overall

<b>Superior</b> <input checked="" type="checkbox"/>	= 4.0 – 5.0	Performance at this level <b>far exceeds expectation consistently</b> ; accomplishments have a <b>significant impact</b> on the mission/ goal of the organization.
<b>Exceeds Expectations</b> <input type="checkbox"/>	= 3.0 – 3.9	Performance <b>consistently meets and frequently exceeds</b> job requirements; well above average.
<b>Meets Expectations</b> <input type="checkbox"/>	= 2.0 – 2.9	Performance <b>meets</b> job requirements; expected level of performance for employees.
<b>Needs Improvement</b> <input type="checkbox"/>	= 1.9 or less	Performance <b>does not meet</b> job requirements; immediate and significant improvement is needed.

Supervisor Signature (Required):



Date:

10-18-2023

Employee Signature (Required):

Date:

*Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.*

## Exempt Performance Review

☐  
Employee Name: Kyle Riefler  
Employee Title: City Manager  
Performance Period: 11-21-2022 to 11-21-2023  
Supervisor: City Council ☐

*Belinda Livingston*

### Part I. Competency Evaluation – How this Employee Achieved Results

Instructions: To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

Competency	Rating/ Comment
1. Quality of Work The degree to which the employee produces accurate, neat, and thorough work.	<input checked="" type="checkbox"/> 5 – Work is of the highest quality. <input type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors. <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations. <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors. <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors. Supporting Comments: <i>Kyle submits high quality reports that are accurate, professional and detail oriented.</i>
2. Quantity of Work The employee's level of productivity/ output and timeliness of work.	<input checked="" type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level. <input type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level. <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level. <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level. <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level. Supporting Comments: <i>Kyle goes above and beyond in his role working extra hours in order to keep on top of ongoing projects and requests.</i>
3. Adaptability / Problem Solving The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.	<input checked="" type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise. <input type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems. <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked. <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement. <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues. Supporting Comments: <i>His problem solving skills are extraordinary and he often brings resolution to problems when they arise.</i>
4. Initiative The degree to which the employee demonstrates independent action and resourcefulness on the	<input checked="" type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated. <input type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker. <input type="checkbox"/> 3 – Meets basic requirements for independent action and

constructive suggestions required by job; marginal worker.

and/ or seeking  
additional work.

☐ 1 - Rarely initiates independent action as required by the job.

Supporting Comments:

*Kyle more often than not take the initiative & provide resolutions as they arise.*

5. Job Knowledge

The employee's  
understanding of job  
duties and ability to  
accomplish the job.

☒ 5 - Has exceptional knowledge and outstanding skills in even the complex aspects of the job.

☐ 4 - Has better than average knowledge and skills in all aspects of the job.

☐ 3 - Has knowledge and skills to handle job duties.

☐ 2 - Occasionally lacks knowledge or skills to handle job duties.

☐ 1 - Application of knowledge is limited. Required skills are poorly demonstrated.

Supporting Comments:

*Exceptional*

6. ☐ Interpersonal

Communication

Promptly and  
consistently shares  
relevant information  
with others. Listens  
carefully to others and  
seeks clarification to  
ensure understanding.  
Comprehends and  
appropriately applies  
information to  
situations.

☒ 5 - Consistently demonstrates excellent communication skills with management and team members.

☐ 4 - Demonstrates above average communication skills.

☐ 3 - Demonstrates acceptable communication skills.

☐ 2 - Communication skills need improvement.

☐ 1 - Lacks acceptable communication skills.

Supporting Comments:

*He is on point with his communication to various stakeholders.*

7. Work Ethics and  
Integrity

The employee's proper  
handling of confidential  
information, adherence  
to policies and  
commitments to  
productivity, coworkers,  
and work schedules.

☒ 5 - Practices exceptional work ethics; demonstrates exceptional integrity in all work.

☐ 4 - Practices excellent work ethics; demonstrates integrity in all work.

☐ 3 - Practices good work ethics; demonstrates integrity in all work.

☐ 2 - Usually practices good work ethics; usually demonstrates integrity at work.

☐ 1 - Fails to practice good work ethics; does not demonstrate integrity at work.

Supporting Comments:

*Strong work ethic & integrity*

8. Leadership Delegation

The manager's  
effectiveness in  
managing time,  
organizing workload,  
and delegating  
responsibilities to  
obtain desired results  
from his or her  
subordinates.

☒ 5 - Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.

☐ 4 - Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.

☐ 3 - Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.

☐ 2 - Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.

☐ 1 - Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees.

*Delegates when appropriate to his team*

9. ☐ Leadership Communication

The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.

- ☒ 5 - Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.  
☐ 4 - Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.  
☐ 3 - Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.  
☐ 2 - Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.  
☐ 1 - Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.  
☐ N/A - Not applicable.

Supporting Comments:

*Motivated staff*

10. ☐ Leadership Team Building/Culture

The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.

- ☒ 5 - Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.  
☐ 4 - Team appears friendly, collaborative, and respectful most of the time.  
☐ 3 - Team is able to respectfully work together on tasks when asked.  
☐ 2 - Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.  
☐ 1 - Team complains about and undermines each other. Teammates are disrespectful to each other.  
☐ N/A - Not applicable.

Supporting Comments:

*The staff are always welcoming & smiling, which is a direct reflection of his leadership*

☐

Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

Goal #1

*Leadership Training course - continuing education to enhance his leadership skills*

Goal #2

*Networking - continue to develop relationships with other city managers to enhance knowledge and growth*

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)? 5 Explain your rating in the space below.

*First year in his role & he's exceeded all expectations.*

**Part III. Comments**

**Supervisor comments on performance review:**

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

*Kyle has acclimated well into his role. His work ethic, organization, attention to detail and leadership are a few of the many attributes that he has.*

**Employee comments on performance review:**

**Part IV. Overall Performance Rating**

Total points from Part I: 50 (50 possible)  
possible)

Total points from Part 2: 5 (5 possible)

**Overall Performance Rating**

New total points (if applicable): 55 (55 possible)

Divide total points by 11 areas of evaluation: 55 / 11 = 5 Overall

**Superior**

☐

= 4.0 – 5.0

Performance at this level far exceeds expectation

consistently; accomplishments have a significant impact on the mission/ goal of the organization.

**Exceeds**

**Expectations**

☐

= 3.0 – 3.9

Performance consistently meets and frequently exceeds job requirements; well above average.

**Meets Expectations**

☐

= 2.0 – 2.9

Performance meets job requirements; expected level of performance for employees.

**Needs Improvement**

☐

= 1.9 or less

Performance does not meet job requirements; immediate and significant improvement is needed.

Employee Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.*

## Exempt Performance Review

Employee Name: **Kyle Riefler**

Performance Period: **11-21-2022 to 11-21-2023**

Employee Title: **City Manager**

Supervisor: **City Council**

### **Part I. Competency Evaluation – How this Employee Achieved Results**

**Instructions:** To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

Competency	Rating/ Comment
<b>1. Quality of Work</b> The degree to which the employee produces accurate, neat, and thorough work.	<input checked="" type="checkbox"/> 5 – Work is of the highest quality. <input type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors. <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations. <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors. <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors. <b>Supporting Comments:</b>
<b>2. Quantity of Work</b> The employee's level of productivity/ output and timeliness of work.	<input type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level. <input checked="" type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level. <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level. <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level. <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level. <b>Supporting Comments:</b>
<b>3. Adaptability / Problem Solving</b> The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.	<input type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise. <input checked="" type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems. <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked. <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement. <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues. <b>Supporting Comments:</b>
<b>4. Initiative</b> The degree to which the employee demonstrates independent action and	<input type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated. <input checked="" type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker.

<p>resourcefulness on the job by developing new methods, offering constructive suggestions and/ or seeking additional work.</p>	<p><input checked="" type="checkbox"/> 3 – Meets basic job requirements for independent action and resourcefulness; acceptable worker.  <input type="checkbox"/> 2 – Sometimes lacks independent action and resourcefulness required by job; marginal worker.  <input type="checkbox"/> 1 – Rarely initiates independent action as required by the job.  <b>Supporting Comments:</b></p>
<p><b>5. Job Knowledge</b>  The employee's understanding of job duties and ability to accomplish the job.</p>	<p><input type="checkbox"/> 5 – Has exceptional knowledge and outstanding skills in even the complex aspects of the job.  <input checked="" type="checkbox"/> 4 – Has better than average knowledge and skills in all aspects of the job.  <input type="checkbox"/> 3 – Has knowledge and skills to handle job duties.  <input type="checkbox"/> 2 – Occasionally lacks knowledge or skills to handle job duties.  <input type="checkbox"/> 1 – Application of knowledge is limited. Required skills are poorly demonstrated.  <b>Supporting Comments:</b></p>
<p><b>6. Interpersonal Communication</b>  Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.</p>	<p><input type="checkbox"/> 5 – Consistently demonstrates excellent communication skills with management and team members.  <input checked="" type="checkbox"/> 4 – Demonstrates above average communication skills.  <input type="checkbox"/> 3 – Demonstrates acceptable communication skills.  <input type="checkbox"/> 2 – Communication skills need improvement.  <input type="checkbox"/> 1 – Lacks acceptable communication skills.  <b>Supporting Comments:</b></p>
<p><b>7. Work Ethics and Integrity</b>  The employee's proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.</p>	<p><input checked="" type="checkbox"/> 5 – Practices exceptional work ethics; demonstrates exceptional integrity in all work.  <input type="checkbox"/> 4 – Practices excellent work ethics; demonstrates integrity in all work.  <input type="checkbox"/> 3 – Practices good work ethics; demonstrates integrity in all work.  <input type="checkbox"/> 2 – Usually practices good work ethics; usually demonstrates integrity at work.  <input type="checkbox"/> 1 – Fails to practice good work ethics; does not demonstrate integrity at work.  <b>Supporting Comments:</b></p>
<p><b>8. Leadership Delegation</b>  The manager's effectiveness in managing time, organizing workload, and delegating responsibilities to obtain</p>	<p><input type="checkbox"/> 5 – Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.  <input checked="" type="checkbox"/> 4 – Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.</p>



<p>desired results from his or her subordinates.</p>	<p><input type="checkbox"/> 3 – Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.</p> <p><input type="checkbox"/> 2 – Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.</p> <p><input type="checkbox"/> 1 – Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b></p>
<p><b>9. Leadership Communication</b> The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.</p>	<p><input checked="" type="checkbox"/> 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.</p> <p><input type="checkbox"/> 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.</p> <p><input type="checkbox"/> 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.</p> <p><input type="checkbox"/> 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.</p> <p><input type="checkbox"/> 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b></p>
<p><b>10. Leadership Team Building/Culture</b> The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.</p>	<p><input checked="" type="checkbox"/> 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.</p> <p><input type="checkbox"/> 4 – Team appears friendly, collaborative, and respectful most of the time.</p> <p><input type="checkbox"/> 3 – Team is able to respectfully work together on tasks when asked.</p> <p><input type="checkbox"/> 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.</p> <p><input type="checkbox"/> 1 – Team complains about and undermines each other. Teammates are disrespectful to each other.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b></p>

## Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

Goal #1	Continues to work on Leadership program FLC and ICMA Credentialing
Goal #2	Complete Infrastructure Capital Projects Complete Code Review <del>to</del> to include building Code
Goal #3	Focus on a plan for future undergrounding Program for exterior streets and/or Grand Related fund for such

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)?

5 Explain your rating in the space below.

Kyle worked diligently to complete goals presented by Council and will continue to further his education through continuing education and Credentialing programs available for City Managers.

### Part III. Comments

**Supervisor comments on performance review:**

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

Kyle has done a excellent job as City Manager over the Past Year, There were many Changes and Challenges and he has handle his position Professionally and with excellence

**Employee comments on performance review:**

### Part IV. Overall Performance Rating

Total points from **Part 1:** 47 (50 possible)

Total points from **Part 2:** 5 (5 possible)

**Overall Performance Rating**

New total points (if applicable): 52 (55 possible)

Divide total points by 11 areas of evaluation: 52 / 11 = 4.72 Overall

<b>Superior</b> <input checked="" type="checkbox"/>	= 4.0 – 5.0	Performance at this level <b>far exceeds expectation consistently</b> ; accomplishments have a <b>significant impact</b> on the mission/ goal of the organization.
<b>Exceeds Expectations</b> <input type="checkbox"/>	= 3.0 – 3.9	Performance <b>consistently meets and frequently exceeds</b> job requirements; well above average.
<b>Meets Expectations</b> <input type="checkbox"/>	= 2.0 – 2.9	Performance <b>meets</b> job requirements; expected level of performance for employees.
<b>Needs Improvement</b> <input type="checkbox"/>	= 1.9 or less	Performance <b>does not meet</b> job requirements; immediate and significant improvement is needed.

Supervisor Signature (Required): Jody Shuly Date: 12/1/23

Employee Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.*

## Exempt Performance Review

Employee Name: **Kyle Riefler**

Performance Period: **11-21-2022 to 11-21-2023**

Employee Title: **City Manager**

Supervisor: **City Council**

### Part I. Competency Evaluation – How this Employee Achieved Results

**Instructions:** To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

Competency	Rating/ Comment
<b>1. Quality of Work</b> The degree to which the employee produces accurate, neat, and thorough work.	<input type="checkbox"/> 5 – Work is of the highest quality. <input checked="" type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors. <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations. <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors. <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors. <b>Supporting Comments:</b> <i>KYLE STILL HAS MUCH TO LEARN BUT HAS EXCEEDED MY EXPECTATIONS.</i>
<b>2. Quantity of Work</b> The employee's level of productivity/ output and timeliness of work.	<input type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level. <input checked="" type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level. <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level. <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level. <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level. <b>Supporting Comments:</b> <i>IT WOULD BE EASY TO THINK THAT MANAGING BB IS AN EASY TASK, BUT ITS NOT. LACK OF DEPARTMENTS AND STAFF REQUIRES WEARING MULTIPLE HATS.</i>
<b>3. Adaptability / Problem Solving</b> The employee's ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.	<input type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise. <input checked="" type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems. <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked. <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement. <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues. <b>Supporting Comments:</b> <i>KYLE KNOWS HOW THE CITY OPERATES AND ADAPTS EASILY, WHEN REQUIRED.</i>

<p><b>4. Initiative</b> The degree to which the employee demonstrates independent action and resourcefulness on the job by developing new methods, offering constructive suggestions and/ or seeking additional work.</p>	<p><input type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated.  <input checked="" type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker.  <input type="checkbox"/> 3 – Meets basic job requirements for independent action and resourcefulness; acceptable worker.  <input type="checkbox"/> 2 – Sometimes lacks independent action and resourcefulness required by job; marginal worker.  <input type="checkbox"/> 1 – Rarely initiates independent action as required by the job.</p> <p><b>Supporting Comments:</b>          KYLE DOES WHAT WE EXPECT HIM TO DO - MANAGE THE CITY. HE PRESENTS REQUESTS TO THE COUNCIL AND REMOVES ANY NOTION THAT PROBLEMS SHOULD BE CREATED BY THE COUNCIL TO SOLVE.</p>
<p><b>5. Job Knowledge</b> The employee's understanding of job duties and ability to accomplish the job.</p>	<p><input type="checkbox"/> 5 – Has exceptional knowledge and outstanding skills in even the complex aspects of the job.  <input type="checkbox"/> 4 – Has better than average knowledge and skills in all aspects of the job.  <input checked="" type="checkbox"/> 3 – Has knowledge and skills to handle job duties.  <input type="checkbox"/> 2 – Occasionally lacks knowledge or skills to handle job duties.  <input type="checkbox"/> 1 – Application of knowledge is limited. Required skills are poorly demonstrated.</p> <p><b>Supporting Comments:</b>          KYLE IS STILL LEARNING BUT ADAPTS WELL TO NEW CHALLENGES.</p>
<p><b>6. Interpersonal Communication</b> Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.</p>	<p><input type="checkbox"/> 5 – Consistently demonstrates excellent communication skills with management and team members.  <input type="checkbox"/> 4 – Demonstrates above average communication skills.  <input type="checkbox"/> 3 – Demonstrates acceptable communication skills.  <input checked="" type="checkbox"/> 2 – Communication skills need improvement.  <input type="checkbox"/> 1 – Lacks acceptable communication skills.</p> <p><b>Supporting Comments:</b>          PLEASE WORK ON PROMOTING EVENTS AND ASKING FOR VOLUNTEERS AS NEEDED. YOU CONTROL THE MEDIA FOR OUR CITY. FIND CREATIVE WAYS TO GRAB THE CITY'S ATTENTION, ASK FOR HELP AND IDEAS.</p>
<p><b>7. Work Ethics and Integrity</b> The employee's proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.</p>	<p><input type="checkbox"/> 5 – Practices exceptional work ethics; demonstrates exceptional integrity in all work.  <input type="checkbox"/> 4 – Practices excellent work ethics; demonstrates integrity in all work.  <input checked="" type="checkbox"/> 3 – Practices good work ethics; demonstrates integrity in all work.  <input type="checkbox"/> 2 – Usually practices good work ethics; usually demonstrates integrity at work.  <input type="checkbox"/> 1 – Fails to practice good work ethics; does not demonstrate integrity at work.</p> <p><b>Supporting Comments:</b>          KYLE BEGINS EARLY TO PLAN EACH DAY AND IS NOT KNOWN TO BE A TOWN GOSSIP. HE FOCUSES ON HIS JOB AND AVOIDS DRAMA.</p>

<p><b>8. Leadership Delegation</b> The manager's effectiveness in managing time, organizing workload, and delegating responsibilities to obtain desired results from his or her subordinates.</p>	<p><input type="checkbox"/> 5 – Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.</p> <p><input checked="" type="checkbox"/> 4 – Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.</p> <p><input type="checkbox"/> 3 – Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.</p> <p><input type="checkbox"/> 2 – Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.</p> <p><input type="checkbox"/> 1 – Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b> <i>AS EXPECTED. COULD DO MORE WITH MORE HELP.</i></p>
<p><b>9. Leadership Communication</b> The manager's effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.</p>	<p><input type="checkbox"/> 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.</p> <p><input type="checkbox"/> 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.</p> <p><input checked="" type="checkbox"/> 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.</p> <p><input type="checkbox"/> 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.</p> <p><input type="checkbox"/> 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b> <i>RELATIONSHIP WITH STAFF AND COUNCIL IS GREAT. I AM UNAWARE OF A LONG-TERM VISION BEYOND OUR STRATEGIC PLAN, BUT SHORT TERM</i></p>
<p><b>10. Leadership Team Building/Culture</b> The manager's ability to work with others, build a team that respects each other's differences and works well together to achieve goals.</p>	<p><input type="checkbox"/> 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.</p> <p><input checked="" type="checkbox"/> 4 – Team appears friendly, collaborative, and respectful most of the time.</p> <p><input type="checkbox"/> 3 – Team is able to respectfully work together on tasks when asked.</p> <p><input type="checkbox"/> 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.</p> <p><input type="checkbox"/> 1 – Team complains about and undermines each other. Teammates are disrespectful to each other.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b> <i>I HAVE NO COMPLAINTS FROM THE TEAM. ALL WORK WELL TOGETHER.</i></p>

## Part II. Objectives

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

Goal #1	STORM WATER PROJECT.
Goal #2	GULF UNDERGROUNDING PROJECT.
Goal #3	IMPROVE COMMUNICATIONS WITH THE CITY.

On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)?

5 Explain your rating in the space below.

KYLE COMPLETED REQUIREMENTS SET BY THE COUNCIL.  
I LOOK FORWARD TO KYLE REACHING THE ABOVE  
GOALS SET FOR 2024

### Part III. Comments

**Supervisor comments on performance review:**

Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

ALTHOUGH KYLE WAS NOT MY FIRST CHOICE FOR CITY MANAGER, I AM HAPPY WITH THE COUNCIL'S DECISION.

**Employee comments on performance review:**

### Part IV. Overall Performance Rating

Total points from **Part 1**: 35 (50 possible)      Total points from **Part 2**: 5 (5 possible)

**Overall Performance Rating**

New total points (if applicable): 40 (55 possible)

Divide total points by 11 areas of evaluation: 40 / 11 = 3.64 Overall

3.64

<b>Superior</b> <input type="checkbox"/>	= 4.0 – 5.0	Performance at this level <b>far exceeds expectation consistently</b> ; accomplishments have a <b>significant impact</b> on the mission/ goal of the organization.
<b>Exceeds Expectations</b> <input checked="" type="checkbox"/>	= 3.0 – 3.9	Performance <b>consistently meets and frequently exceeds</b> job requirements; well above average.
<b>Meets Expectations</b> <input type="checkbox"/>	= 2.0 – 2.9	Performance <b>meets</b> job requirements; expected level of performance for employees.
<b>Needs Improvement</b> <input type="checkbox"/>	= 1.9 or less	Performance <b>does not meet</b> job requirements; immediate and significant improvement is needed.

Supervisor Signature (Required): Dave Gatter

Date: 10/30/2023

Employee Signature (Required): \_\_\_\_\_

Date: \_\_\_\_\_

*Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.*



**EMPLOYMENT AGREEMENT  
FOR THE SERVICES OF KYLE RIEFLER  
AS CITY MANAGER OF THE CITY OF BELLEAIR BEACH**

This Employment Agreement is executed this \_\_\_\_ day of \_\_\_\_\_, 2022, but shall be deemed to commence at 12:01 a.m. on \_\_\_\_\_, 2022 ("Effective Date"), by and between the **CITY OF BELLEAIR BEACH**, a political subdivision of the State of Florida ("City"), and **KYLE RIEFLER** ("Riefler" or "Manager").

**WITNESSETH:**

WHEREAS, Article III of the City Charter establishes the position of the City Manager who shall be fully engaged in work for the City and shall serve at the pleasure of the City Council (the "Council"); and

WHEREAS, at a public meeting on October 10, 2022, the Council unanimously directed the City Attorney to negotiate a legal agreement for Riefler to serve as the City Manager; and

WHEREAS, it is the desire of the Council to provide Riefler with compensation and benefits, establish certain conditions of employment, to set working conditions and set the framework and context for the relationship which shall exist between the City and Manager going forward; and

WHEREAS, having reviewed his credentials as set forth in **Exhibit A**, interviewed him at a public meeting, and observed his service as Interim Manager since June 2022 it is the desire of the Council to retain Riefler's services as the City Manager and to provide inducement for him to remain in such employment; and

WHEREAS, Riefler desires to serve as City Manager of the City; and

WHEREAS, Riefler shall serve as the City Manager commencing upon the Effective Date of this contract, receiving all of the benefits provided herein for so long as he remains Manager of the City or the term of this Agreement otherwise expires; and

WHEREAS, the Council and Riefler have mutually negotiated and agreed to the terms of this Agreement;

NOW THEREFORE, in consideration of the promises, mutual covenants, conditions, provisions and undertakings herein contained, and for other good and valuable consideration, the parties do mutually covenant and agree to the following terms and conditions:

## **SECTION I: DUTIES**

- A.** City hereby agrees to employ Manager to perform the duties specified in Article III and Section 3.02, of the City Charter, as presently written or subsequently amended, and to perform other legally mandated, permissible, and proper duties and functions as the City Code, State or Federal law may require, or Council may assign. In addition to those responsibilities explicitly set forth in the City's Charter and Code of Ordinances, in his first year of employment the City has established the objectives set forth in **Exhibit B** of this Agreement. These objectives shall be tracked by the City Council, and may be the subject of Riefler's performance evaluation.
- B.** Manager shall comply with all lawful City Council directives, state and federal law, City policies, rules, regulations, resolutions, and ordinances as they exist or may hereafter be amended.
- C.** As the Chief Administrative Officer of the City performing essential executive level functions, Manager agrees to devote the amount of time and energy necessary to faithfully perform the duties of the position under this Agreement.
- D.** Manager shall employ, supervise, and terminate all other employees of the City as appropriate, excepting only the City Clerk, City Attorney, or as otherwise set forth in any collective bargaining agreements, consistent with the charter provisions, policies, ordinances, regulations, and resolutions of the City.
- E.** Manager shall direct, assign, reassign and evaluate all of the employees of the City consistent with charter provisions, policies, ordinances, regulations and resolutions of the City, as well as state and federal law. Nothing in this provision shall be construed to prevent Manager from delegating supervisory authority to another employee or the head of a department.
- F.** Manager shall organize, reorganize and arrange the staff of the City, and develop and establish internal regulations, rules, and procedures which he deems necessary for the efficient and effective operation of the City consistent with lawful directives, policies, ordinances, regulation, state and federal law.
- G.** Manager shall perform his duties with reasonable care, diligence, skill, and expertise.
- H.** All duties assigned to Manager by the Council shall be appropriate to and consistent with the professional role and responsibilities of the Manager, and the City's form of government.
- I.** Riefler cannot be reassigned from the position of City Manager to another position within the City without his express written consent.
- J.** Manager, or his designee as circumstances may require, shall attend and be permitted to attend all meetings, both public and closed, of the City Council and the City's appointed or subordinate boards, unless otherwise prohibited by state or federal law.

- K. Manager, or his designee as circumstances may require, shall maintain a physical presence in City Hall during ordinary business hours and as circumstances may require during emergency conditions within the City.

## **SECTION II: OUTSIDE EMPLOYMENT**

Manager agrees to devote his full working time to the performance of his duties and responsibilities under Section I of this Agreement and agrees not to engage in other employment or any contractual relationships for personal services during the period of his employment with City, unless he has secured the express written consent of a majority of the seated Council at the time.

## **SECTION III: TERM AND EFFECTIVE DATE**

- A. **Three-Year Term.** Absent further agreement by the Parties, Riefler shall formally and effectively assume the title of City Manager beginning at 12:01 a.m., the \_\_\_\_ day of \_\_\_\_\_, 2022, and this Agreement shall remain in full force and effect from the effective date through 11:59 p.m. on \_\_\_\_\_, 2025, or until otherwise terminated, whether individually or jointly, by the City or Riefler as otherwise provided in this Agreement.
- B. **Preservation of City's Right to Terminate.** Manager shall be employed by the City on an at-will basis, has no property right in the position of City Manager, and may be terminated at any time. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Council to terminate the Riefler's service as Manager at any time, subject to the provisions set forth in the City Charter and this Agreement.
- C. **Preservation of Manager's Right to Terminate.** Nothing in this Agreement shall prevent, limit, or otherwise interfere with Riefler's right to voluntarily resign at any time from his position with City, subject to the provisions set forth in this Agreement.
- D. **Extension.** This Agreement may be extended by mutual agreement of Manager and the City, in writing, upon such terms and conditions as the Parties deem mutually beneficial. If either party does not intend to extend the Agreement at the end of the established contract term, it shall notify the other party no less than sixty (60) days before the end of the contract term in 2025. Such notice shall be given in the manner set forth in the "Notice" section of this Agreement.

#### **SECTION IV: SALARY**

- A.** For the first two years of this Agreement, the City agrees to compensate Manager in the annual amount of One Hundred and Fifteen Thousand and 00/100 Dollars (\$115,000.00) for his services as City Manager. This compensation shall be paid on a bi-weekly basis, payable on the same schedule as is applicable to all other employees, subject to deductions and payment of federal taxes, social security, medical taxes and such other deductions applicable to all non-union city employees, except when modified by this Agreement.
- B.** Beginning in the third year of the contract term, Manager shall be entitled to an increase in base salary as determined by the City Council. The contemplated salary increase shall, take effect on the anniversary date of this Agreement, the same annual percentage as other city employees. Such renewal shall remain subject, however, to a satisfactory performance evaluation as determined by the City Council in its sole discretion. Such evaluation shall be in accordance with criteria established between the City and Manager, and such criteria shall be based upon the description of the City Manager's responsibilities in the City Charter, City Code, this Agreement, and through directives and guidelines established by the City Council. Any increase in base salary shall occur no later than 30 days from the anniversary date of employment, retroactive to the anniversary date, which increase shall be addressed at a regular or special City Council meeting

#### **SECTION V: BENEFITS**

Manager shall receive all benefits provided to City employees, as defined in the (i) Employee Handbook; (ii) Personnel Policies and Procedures Manual, and (iii) City administrative policies, as presently written or subsequently amended or as otherwise modified by the terms and conditions of this Agreement.

##### **A. Health, Dental, and Life Insurance Benefits**

###### **1. Health/Medical, Dental, and Vision Insurance**

City shall provide Manager with the option of health/medical, dental, and vision insurance in the same manner and on the same terms as extended to all other full-time employees in the City's (i) Employee Handbook; (ii) Personnel Policies and Procedures Manual, and (iii) City administrative policies, unless specified to the contrary in this Agreement. Manager shall immediately vest and be eligible for the City's available health/medical and dental insurance on his first day of employment. City shall not provide any contribution toward any dependent health insurance premium selected by Manager.

Further, pursuant to Administrative Policy No. 14, Manager shall have the option to decline Major Medical coverage and instead receive an incentive payment in the flat rate amount of \$600/month, paid on a pro-rata basis, bi-weekly, with each pay period, to partially offset the cost of medical coverage by another insurer. This incentive payment option shall not apply until after Manager has provided written verification that he is covered by other health insurance. The incentive payment option shall be subject to appropriate withholding and FICA taxes but will not be deemed salary for any purpose.

## **2. Life Insurance**

City agrees to provide Manager the option of life insurance coverage. Manager shall be eligible for the benefit on his first day of employment. In accordance with the policies set forth in the Employee Handbook, the value of this benefit shall be equal to Manager's annualized base salary, and the City shall pay the full cost of this coverage.

### **B. Paid Leave**

Manager shall be provided paid vacation leave equal to fifteen (15) workdays per calendar year accrued on the effective date of employment. Maximum accrual of vacation leave shall be in accordance with City Personnel Manual, Section 10.4 (A), as amended from time to time, but in no event more than 40 days at any given time.

Manager shall be provided paid sick leave equal to twelve (12) workdays per calendar year accrued on each anniversary date of employment. Manager shall be entitled to accrue unused sick leave in accordance with the applicable provisions of the City's Personnel Manual, Section 10.2, as amended from time to time.

During the first year of this Agreement, Manager shall also retain the ability to use the three (3) personal leave days he accrued on October 1, 2022, in his capacity as an employee of the City (the "Personal Days"). If Manager does not use the Personal Days during the first year of this Agreement, Manager shall forfeit their use and value. Manager shall not have the ability to accrue any more Personal Days during the term of this Agreement.

All vacation, sick, or other leave benefits Manager accrued while previously serving as Community Services Administrator shall be preserved and retained upon the execution of this Agreement.

### **C. Retirement**

- 1. Retirement Plan Contribution.** During the term of the Manager's employment, the City shall make such contributions, in a minimum amount of ten percent (10%) of Manager's base salary to the City's Retirement Program (the "Plan") as applicable to other city employees of the City. Manager shall be fully vested in the Plan at one hundred percent (100%) ownership upon the effective date of this Agreement and shall be combined with the Manager's participation with the said retirement program while serving as the Community Services Administrator. In this regard, City agrees to adopt and execute all necessary resolutions/agreements needed to amend the Plan in order to implement immediate vesting for the Manager. The City's contributions shall be retroactive to the date of Manager's first pay period. In the event that Manager elects to participate in the pension (retirement) program of the International City/County Managers Association (ICMA) or any other qualified retirement program then, in such event, the percentage amount of the City's contribution shall be the same as the City pays to the Florida League of Cities, 401B Retirement Program. There shall be no prequalification period for vesting rights in the retirement program because of the change of position of the Manager from Community Services Administrator to City Manager.

The City does not presently participate in the FRS program. In the event the Manager or the City and its administrative employees are placed under the Florida Retirement System ("FRS") such contribution will cease and any retirement contributions will be modified in compliance with the Florida Statutes and Florida Administrative Code governing FRS.

2. **Deferred Compensation.** In addition to the City's payment to the chosen plan, as permitted above, City agrees to execute all necessary agreements provided by Manager to participate in and voluntarily contribute to a deferred compensation plan. City shall not be obligated to make contributions to or compel participation in any deferred compensation plan.

- D. **Nature and Hours of Work.** Manager recognizes and acknowledges that his role requires performance of essential executive level functions, including possession of unique knowledge, skills, and authority within the City. Further, while a considerable amount of time is spent in an office environment, Manager will frequently be required to work in outdoor environments with visits to work sites and other related City or county activities and events. Despite the unique and, at times, unpredictable hours of service required from the Manager, no additional compensation shall be paid or compensatory hours accrued for Manager's hours worked outside of or exceeding the City's ordinary hours of business. In recognition of the variable demands placed on Manager's working schedule, Manager shall have reasonable flexibility in how best to allocate his time and resources dedicated to the full and faithful discharge of his duties. Manager shall, however, maintain accurate records of days worked and time (days/hours) taken off for review by the City Council as requested.
- E. **Phone.** City agrees to furnish Manager with a mobile phone for use in connection with official duties as City Manager. City shall be responsible for all reasonable charges associated with Manager's ordinary use of the phone and any correlating data plan. The mobile phone device shall, at all times, be deemed the City's Property and Manager agrees to surrender it back to the City upon his separation of employment from the City.
- F. **Computer.** City shall provide Manager with a laptop, tablet, or desktop computer within City Hall for the purpose of conducting the City's business. The laptop, tablet, or desktop computer shall, at all times, remain the property of the City.
- G. **Automobile.** Manager agrees and acknowledges that the City shall not provide an automobile for personal or official use. Manager agrees to use his personal automobile for commuting to and from work and in connection with the routine business of the City. During the term of this Agreement Manager shall maintain uninterrupted insurance coverage for his motor vehicle, at his own expense. City agrees that it shall compensate Manager with a monthly vehicle allowance of \$300.00 for business related travel without limitation. Manager shall be responsible for the payment of insurance, fuel, maintenance, and other costs related to said vehicle. In the event that the City Council, with concurrence of Manager, should elect in the future to provide the Manager with an automobile on a fulltime or part time basis, then this section shall become null and void and no longer in effect. The City further agrees to reimburse Manager at the established mileage reimbursement rate (as amended from time to time) for any official business use of his personal vehicle beyond the Tampa Bay area (Pinellas, Hillsborough, Pasco and Manatee Counties), provided Manager provides City with documentation in support of all such travel to include start and ending mileage and purpose of trip. Further, the City agrees to increase

the monthly vehicle allowance by ten percent (10%) every two years to offset increases in maintenance, repair and fuel costs.

**H. Professional Development.** City hereby agrees to budget and pay for professional dues, subscriptions, and certifications necessary for Manager's continuation and full participation in national, state and local associations and organizations deemed necessary and desirable for the good of the City, as the City Council shall determine in its sole discretion, and in accordance with the annual city budget. This provision shall be interpreted to include, but not necessarily be limited to the International City/County Management Association (ICMA), the Florida City County Management Association (FCCMA), the Association of State Floodplain Managers (ASFPM) and the Florida Floodplain Managers Association (FFMA). The City's cumulative annual contribution to such dues shall be \$2,500.00, unless a majority of the Council approves a contribution in excess of this sum. City further agrees to consider budgeting and paying for Manager's reasonable travel and subsistence expenses for necessary or desirable travel associated with Manager's professional development, or such other professional travel as the City Council shall determine to be appropriate at its sole discretion.

Manager agrees to make a reasonable and good faith effort to work towards and, to the extent possible, complete the ICMA's Voluntary Credentialing Program through the Florida Chapter's focused curriculum. This process shall include submitting any requisite applications to the ICMA and FCCMA, collaborating with the FCCMA's Senior Advisors, pursuing mentorship opportunities, and completing on-line or in-person educational training. Manager agrees to provide a quarterly update to the City Council on his efforts, progress, and obstacles to completing the Voluntary Credentialing Program.

#### **SECTION VI: PERFORMANCE APPRAISAL**

The Council may define the goals and performance objectives of the Manager for each appraisal period. In his first year of employment the City has established the objectives set forth in **Exhibit B** of this Agreement. The Council may review and appraise the job performance of Manager annually, on or before the anniversary date of this Agreement, or at any other time as the Council may deem necessary or appropriate. The City Council agrees to develop objective review and appraisal criteria linked in pertinent part to budgeted projects, goals, or initiatives. The review and appraisal criteria may be added to or deleted from time to time as the Council determines is in the best interest of the City.

## **SECTION VII: SUSPENSION, TERMINATION, AND SEVERANCE CONDITIONS**

**A. Termination by the Council.** The procedures set forth in Section 4.03 of the City Charter shall govern the removal of the City Manager, regardless of whether the basis for termination is for cause or without cause.

**1. For Cause.** The Council may terminate Manager for cause conditioned upon the following:

- i. Cause Defined.** Cause is defined to mean the Manager has: (1) been convicted or adjudged guilty of, or has pled no contest to, any felony or any first or second degree misdemeanor involving fraud or moral turpitude by the Manager; or (2) been adjudicated in any administrative proceeding by the State of Florida Ethics Commission, or other quasi-judicial body or court of competence to have violated the State's Code of Ethics for Public Officers and Employees; or (3) filed to run for, or is elected or appointed to a public office; or (4) willingly refused to comply with any lawful instruction given by the City Council, within the Council's lawful authority, unless prevented from doing so by some fact or opinion by the City Attorney or other lawful authority that the act is illegal; or (5) been found by the City Council to have committed an act of misconduct, as defined in Florida Statutes § 443.036.
- ii. Council Determination.** To the extent a cause termination is based upon a finding by the Council that Manager has committed an act of misconduct, as provided for above, should Manager, subsequent to termination, obtain a final judgment of a court of competent jurisdiction, or final order of the Florida Commission on Ethics or other judicial or quasi-judicial authority with jurisdiction over the matter exonerating him, and after all time for appeal of such order expires, then Manager's termination shall thereafter be considered to have been without cause and he shall thereafter be entitled to the compensation due upon termination without cause, as set forth below in subdivision 2 of this section.
- iii. For Cause Vote.** Termination for cause shall occur only at a lawfully noticed public meeting and must be by an affirmative vote of at least six (6) members of the Council.
- iv. Severance Limitation.** If Manager is terminated for cause, he shall not be eligible for any severance payments contemplated in this Agreement.

**2. Without Cause.** The Council may terminate Manager without cause conditioned upon the following:

- i. Without Cause Vote.** Termination without cause shall occur only at a lawfully noticed public meeting by an affirmative vote of at least four (4) members of the Council.



**ii. Benefits Upon Termination Without Cause.**

- a. **Severance Payment.** If the Council elects to terminate Manager for any reason other than for cause then in addition to the leave payouts otherwise addressed in this Agreement, the City shall pay the Manager as follows, subject to all applicable deductions, withholdings, and taxes. If the Council elects to terminate Manager for any other reason other than for cause, then he shall be entitled to a severance payment in an amount equal to six (6) weeks of his annual salary at that time, in addition to the compensable value of any accrued and unused leave.
- b. **Misc. Payments.** Payment at the exit salary rate for one hundred percent (100%) of all accrued and unused paid leave established and available at the time of termination up to a maximum 40 days, and 25 percent (25%) of his accrued sick leave, which in no event shall exceed a total of 720 hours.
- c. **Payment Limitation.** Under no circumstances shall Manager receive total severance compensation, inclusive of miscellaneous payments exceeding the severance pay limitation set forth in Florida Statute § 215.425. This severance shall be paid in a lump sum or in a continuation of salary on the existing bi-weekly basis, at the Manager's election.

**B. Resignation/Retirement.** In the event Manager voluntarily resigns or retires his position with the City, Manager shall provide a minimum sixty (60) days' notice, unless the City and Manager agree otherwise. If the Manager resigns or retires prior to the expiration of this Agreement or any extension thereof, he shall receive payment under this contract for the balance of his salary for the actual days he has performed his duties as Manager, and not for the remainder of his contract term. If Manager resigns or retires, he shall not be eligible for any severance payment described in this Agreement but shall be paid accrued compensable leave consistent with Section VII.A.2.ii.b of this Agreement, subject to the limitations of Florida Statutes § 215.425 (4) (d), restricting total severance pay to an amount not to exceed the equivalent of twenty (20) weeks of Manager's current weekly gross compensation at the time of resignation, or as subsequently amended.

**C. Disability.** The Manager acknowledges and agrees that his services are unique and personal and his regular attendance to his duties is therefore essential to the performance of his position and the operation of the City. If the Council finds that the Manager has become permanently disabled, or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four (4) successive weeks beyond any accrued sick and annual leave balances, or if the office of the Manager becomes vacant, then this contract shall expire, and no severance shall be due.

- D. Death.** If the City Manager dies during the term of his employment, the City's obligations under this Agreement shall terminate except for: Payment of accrued leave balances in accordance with Section VII.A.2.ii.b of this Agreement and to initiate any requisite communication on the part of the City to facilitate the distribution of benefits pursuant to any applicable life insurance policy provided pursuant to this Agreement.
- E. Expiration of Agreement.** If at the end of the contract term in 2025, the Parties do not elect to extend or otherwise renegotiate the terms of Riefler's continued employment with the City, he shall remain entitled to payouts of accrued sick and annual leave in the manner set forth in Section VII.A.2.ii.b above. Apart from his accrued leave, nothing in this Agreement shall be construed to entitle Riefler to a severance payment upon the expiration of the contract term.
- F. Position Elimination.** In the event that the City Charter or Code of Ordinances is amended which results in a change in the appointed City Manager/Council form of government, or pertaining to the role, powers, duties, authority, or responsibilities of the Manager in manner that substantially changes the City's form of government then, in such event, the City Council agrees to retain Manager as the City Administrator with the same compensation and benefits set forth in this Agreement, subject to all other provisions of the then-operative versions of the City's Charter, Code of Ordinances, Employee Handbook, Personnel Policies and Procedures Manual, and City administrative policies.
- G. Separation Agreement.** The Parties hereby retain the ability to voluntarily enter into a Separation Agreement, memorializing these or alternative terms governing the termination of Riefler's status as an employee of the City.

#### **SECTION VIII: OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

- A. Residence.** Manager is not required to reside within the corporate boundaries of the City.
- B. Surrender of City Property.** Manager agrees that all City property must be returned to the City before Manager's date of separation, regardless of the circumstances concerning such separation. In the event of Manager's death, no heir, successor, or other third party shall have any entitlement to the City's property or to unreasonably delay the return of such property to the City. By executing this Agreement, Manager represents that all City property in Manager's possession, custody or control (including without limitation equipment, credit cards, keys, files, tools, computers, phones, electronic files (stored on local media, personal devices, or "cloud-based" locations), user IDs and passwords), shall timely be returned to the City's possession or control.
- C. Surrender of Public Records.** Before Manager's date of separation, regardless of the circumstances concerning such separation, Manager shall also deliver to the City Clerk or the appropriate designee identified by the City Council, at or before the expiration of his tenure with the City, all public records kept or received by him in the transaction of official business.
- D. Ethical Commitments.** Manager will at all times uphold the tenets of the ICMA Code of Ethics and Florida Statutes. Specifically, Manager shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office, nor seek or accept any personal

enrichment or profit derived from confidential information or misuse of public time. City shall support Manager in keeping these commitments by refraining from any order, direction or request that would require Manager to violate the Code of Ethics mentioned above. Specifically, neither the Council nor any individual member thereof shall request Manager to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fund-raising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

#### **SECTION IX: GENERAL PROVISIONS**

- A. Applicable Law.** This Agreement is made and deemed entered into in the State of Florida and shall in all respects be interpreted, enforced, and governed by the laws of this State.
- B. Entire Agreement.** This Agreement sets forth and establishes the entire understanding between the City and Manager relating to the employment of Reifler by the City. Any prior discussions or representations by or between the City and Manager are merged into and rendered null and void by this Agreement. The City and Manager by mutual written agreement may amend any provision of this agreement during the term of this Agreement. Such amendments shall be set forth in a written instrument signed by an authorized representative of each party and thereafter be deemed incorporated and made a part of this Agreement.
- C. Voluntary Execution and Hold Harmless.** Riefler acknowledges that his decision to enter into this contract is made freely and voluntarily, and that he has had the benefit of the opportunity to secure independent legal counsel and had the opportunity to obtain financial planning expertise as he deemed desirable or necessary before executing this Agreement. Manager further acknowledges that the City makes no promises, offers, no assurances, and cannot provide advice concerning the personal or individual financial ramifications of any decision he makes concerning his participation in any insurance, pension, or deferred compensation plan. Riefler therefore holds the City harmless concerning said financial or retirement consequences or ramifications related to decisions he makes concerning such matters.
- D. Execution in Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which together will constitute one and the same instrument. Photocopies, fax copies and electronic copies of signatures shall be deemed as binding as original signatures.
- E. Binding Effect.** This Agreement shall be binding on the City and Manager as well as their officers, agents, heirs, assigns, executors, personal representatives, and successors in interest.
- F. Modification.** The City Council, in consultation with Manager, may modify, amend, or fix such other terms and conditions of employment as may be determined from time to time to be necessary or appropriate, provided that such terms and conditions are not inconsistent with or in conflict with the City Charter or any other applicable law. Notwithstanding the foregoing, the City's (i) Employee Handbook; (ii) Personnel Policies and Procedures Manual, and (iii) City administrative policies, as adopted and revised from time to time by

the City Manager or City Council, shall apply to the Manager to the extent relevant and not in conflict with this Agreement or general law.

**G. Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to preserve their full force and effect as if they have been executed by both City and Manager subsequent to the expungement or judicial modification of the invalid provision.

**H. Precedence.** In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of City's policies, rules, resolutions, regulations, or ordinances, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over contrary provisions of the City's policies, rules, resolutions, regulations, or ordinances, or any such permissive law during the term of the agreement.

#### **SECTION X: NOTICES**

Notice pursuant to this Agreement shall be given by first class mail or hand delivery to the individuals identified as follows:

A. City:	Attn: City Mayor City of Belleair Beach 444 Causeway Boulevard Belleair Beach, FL 33786	Copy: Randol D. Mora, City Attorney Trask Daigneault, LLP 1001 S Ft Harrison Ave, Ste. 201 Clearwater, Florida 33756
B. Manager:	Kyle Riefler 2962 Chapin Pass Odessa, FL 33556	

The Parties to this Agreement shall make one another aware of any address changes for purposes of provision of notice.

**IN WITNESS WHEREOF**, the City of Belleair Beach has caused this Employment Agreement by and between the City of Belleair Beach, Florida, and Kyle Riefler, as City Manager to be signed and executed on its behalf by its Mayor upon approval by the City Council and duly attested by the City Clerk, and Manager has counter-signed and executed this Agreement, with the effective day and year first written above.

**CITY OF BELLEAIR BEACH**

**CITY MANAGER**

\_\_\_\_\_  
David Gattis, City Mayor

\_\_\_\_\_  
Kyle Riefler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Patricia Gentry  
City Clerk

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Randol D. Mora, Esq., B.C.S.  
City Attorney

## **APPENDIX A:**

*See Kyle Riefler CV appended hereto*

## **APPENDIX B: PRELIMINARY OBJECTIVES FOR CITY MANAGER**

1. Establish and implement a structured grant policy or process. This process should proactively seek alternative or supplemental funding for any present or future Belleair Beach initiative, project, or acquisition. Although primarily focused on capital assets and infrastructure projects, the grant policy shall not be limited in scope to these topics. The goal of the grant policy or process is to maximize any diverse funding sources, beyond the City's traditional revenue sources, wherever possible. At minimum, the grant policy or process must: (a) designate a grant process "owner," which can, but need not be the manager; and (b) outline a method for evaluating and tracking grant applications with reference to the capital improvement plan (the "CIP") and budget process.
2. Develop and integrate a City of Belleair Beach "dashboard" or "scorecard." The purpose of this document would be to succinctly synthesize the metrics necessary to efficiently assess the progress or status of the City's Strategic Plan Goals and their relationship to the City's budget, CIP, and code enforcement efforts.
3. In collaboration with the appropriate advisors, work to review and update the City of Belleair Beach's Personnel Policy to ensure that personnel staffing, organizational structure, job descriptions, responsibilities, evaluations, expectations, benefits, and other accountability measures either align with existing conditions or otherwise reflect implemented policy changes.
4. Review the CIP and provide recommendations regarding improvements to better prioritize, accelerate or reduce costs.
5. Continue to embrace technological resources or solutions, wherever feasible. The goal is to streamline and improve communication with the City Council and City residents. Timely, thorough, proactive, and transparent communication with the City Council is critical to preserving an effective and desirable rapport between the City Council and the City Manager.
6. Continue progress for improving Gulf Boulevard aesthetics and resiliency. This includes undergrounding of utilities, improved lighting, signage, and measures to reduce traffic congestion.

**FIRST ADDENDUM TO  
EMPLOYMENT AGREEMENT FOR THE SERVICES OF KYLE RIEFLER  
AS CITY MANAGER OF THE CITY OF BELLEAIR BEACH**

This addendum (the "Addendum") to the Employment Agreement executed the 28<sup>th</sup> day of November 2022 (the "Agreement"), is entered into by and between the **CITY OF BELLEAIR BEACH**, a political subdivision of the State of Florida ("City") and **KYLE RIEFLER** ("Riefler" or "Manager").

**WHEREAS**, during Riefler's tenure as a City employee prior to be appointed as City Manager, he accrued a significant amount of leave time; and

**WHEREAS**, the Agreement and City's personnel policies restrict the amount of leave Riefler can accrue to 40 days at any given time, while also providing him with fifteen (15) workdays per calendar year, accrued on the effective date of employment; and

**WHEREAS**, upon accruing fifteen (15) additional days of leave in November 2023, Manager will have accrued more leave time than permitted in the current version of the Agreement and City's personnel policies; and

**WHEREAS**, the City Council desires to encourage Riefler to make use of his paid vacation leave and manage its financial value, while managing the fiscal exposure and administrative burden upon the City; and

**WHEREAS**, the City Council, in consultation with the Manager, desires to modify the Agreement pursuant to Section IX, Subsection F of the Agreement, governing the Manager's paid leave benefits.

**NOW THEREFORE**, in consideration of the promises, mutual covenants, conditions and provisions and undertakings herein contained, and for other good and valuable consideration, the parties do mutually covenant and agree to modify the terms and conditions of Riefler's Agreement in the manner set forth in this Addendum:

**Section 1. Amended Language.** The Parties hereby agree that the first paragraph of Section V: Benefits, Subsection B: Paid Leave, shall be modified to insert the language underlined in the excerpted text below:

Manager shall be provided paid vacation leave equal to fifteen (15) workdays per calendar year accrued on the effective date of employment. Maximum accrual of vacation leave shall be in accordance with City Personnel Manual, Section 10.4 (A), as amended from time to time, but in no event more than 40 days at any given time. Notwithstanding any provision in the City's personnel policies to the contrary, the Manager may, at any time between November and December of each year, surrender and receive the full cash value of any leave time accrued in excess of the 40 days he is otherwise permitted to accumulate.

**Section 2. Limited Scope of Amendment.** Nothing in this Addendum shall be construed to modify, limit, waive, or invalidate any other clause, section, or provision of the Agreement other than the language specifically set forth in Section 1, above.

**CITY OF BELLEAR BEACH**

**CITY MANAGER**

\_\_\_\_\_  
Dave Gattis, City Mayor

\_\_\_\_\_  
Kyle Riefler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Patricia Gentry, City Clerk

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Randol D. Mora, Esq., B.C.S.  
City Attorney



Mr. Kyle Riefler, CFM, CPRP  
City Manager  
444 Causeway Boulevard  
City of Belleair Beach, FL 33786



January 17, 2024

**Subject: City of Belleair Beach Stormwater Pump Design  
Work Order Proposal For Professional Engineering Services**

Dear Mr. Riefler,

We appreciate this opportunity to provide our proposal in connection with your request for professional engineering services for the investigation into the design and preparation of construction documents for a stormwater pump facility to be located in the vicinity of 9<sup>th</sup> Street and Harbor Drive, Belleair Beach Florida. In summary, Gemini will perform the following task assignments:

Scope of Services

Project Description:

The project assignment is to investigate the feasibility and preparation of construction documents for a stormwater pump facility in the vicinity of 9th Street and Harbor Drive. The purpose of the pump facility is to facilitate the reduction of standing high water during high tide coupled with a storm event. When a storm event occurs coincident with a high tide, stormwater outflow is restricted, which contributes to high levels of stormwater flooding for extended durations with possible flooding of structures during times of heavy storm events and high tides.

Task 1: Data Collection

A. Existing and Proposed Surveys

Existing survey data acquired to date by the City of Belleair Beach for the BMP projects will be used for this project. If during the project design phase additional survey information is determined to be needed, a cost estimate for the additional survey will be provided to the City for authorization and collection.

B. Underground Utilities Survey/Locates

To avoid possible disruption of services, underground utilities such as potable water, sanitary, cable, etc will need to be identified and located. The project design will consider these underground utilities for the final design documents. Services will be performed by a subconsultant vendor to be selected.

C. Geotechnical Investigation

A geotechnical investigation for the drainage pump station site, including test boring and groundwater considerations, will be accomplished. The test boring will be conducted to a depth of approximately 15-feet below ground surface. Services will be performed by a subconsultant vendor to be selected.

D. Power Availability

Available power sources will be evaluated and determined for the proposed pump station facility. Notes for power connections and panels will be included with the construction documents and follow Pinellas County standards. The City will determine if standby power will be needed, and if determined to be needed, the drainage pump stations shall be provided with standby power capable of running the station at its design discharge capacity. The standby power shall be a stationary generator.

Task 2: Pump Facility Design and Construction Documents

Construction documents will be prepared for the construction of the proposed stormwater pump facility. Construction documents will be developed using existing survey data, geotechnical data collected and site data for the proposed construction document plans. The new pump station shall be laid out in a manner to provide the most efficiency and accessibility.

Once the design and construction documents are completed, the probable construction cost estimate will be prepared to evaluate project goals and acceptability.

Task 3: Permitting

To know the full extent and impact of the project, permitting and regulatory requirements must be reviewed during final design and before construction. It is anticipated that certain permits may be needed if environmentally sensitive lands are impacted due to the outfall creek just north of the project site and outfalls to the existing seawall. Anticipated permits may include the Southwest Florida Water Management District (SWFWMD) ERP permit, Pinellas County, and Florida Department of Environmental Protection (FDEP).

Task 4: Construction Phase Services

A. Bid Documents

Gemini will prepare the bidding documents and coordinate the bid and bid opening with the City.

B. Construction Management

Perform Construction Phase Services. This task will include coordination with the contractor to review shop drawings, construction activities and Contractor Request for Information during construction.



Fee Schedule and Timeline

Attached for your review is our Exhibit A for the cost estimate of services for the project work. The anticipated costs of services are summarized below. Possible subconsultant costs for underground utility locations and geotechnical services are separate and estimated.

1. Task 1 A and D :	\$1,460.00
2. Task 1 B:	TBD (\$2,500.00 Budget Estimate)
3. Task 1 C:	TBD (\$5,000.00 Budget Estimate)
4. Task 2:	\$8,260.00
5. Task 3:	\$1,552.00
6. Task 4:	\$3,354.00
7. <b>Totals:</b>	<b>\$22,126.00</b>

Once we receive all the necessary items, our proposed timeline is as follows:

Task 1 1 month

Task 2 1-2 months

Task 3 2 - 3 months (If SWFWMD ERP is needed)

Task 4 A construction schedule is to be developed. The anticipated timeline is approximately 4 - 6 months.

We appreciate this opportunity to submit our proposal to you and hope that you will find it satisfactory. If you find our proposal acceptable we understand a work order will be issued per our agreement and should you have any questions, please do not hesitate to contact me.

Sincerely,

Gemini Engineering & Sciences, Inc.



Larry Fluty, PE  
Principal Engineer



**EXHIBIT A**  
**City of Belleair Beach - Stormwater Pump Facility**

Cost Estimate  
 Prepared By: LLF



Created: 1/16/2024  
 Last Revised:

	Senior PM	Senior Engineer	Project Engineer	Junior Engineer	Underground Utility Locates	Geotechnical Investigation	Survey	Total Hours	Total Cost
<b>Personnel Hourly Rate</b>	<b>\$217.00</b>	<b>\$194.00</b>	<b>\$171.00</b>	<b>\$140.00</b>					
<b>TASK DESCRIPTIONS</b>									
Task 1 - Data Collection	2.0		6.0					8.0	\$1,460.00
Task 2 - Pump Facility Design and Construction Documents	16.0		28.0					44.0	\$8,260.00
Task 3 - Permitting	4.0		4.0					8.0	\$1,552.00
Task 4 - Construction Phase Services	6.0		12.0					18.0	\$3,354.00
Subconsultant Costs (Estimated Budget)					\$2,500.00	\$5,000.00		\$7,500.00	\$7,500.00
<b>ENGINEERING DESIGN/PLAN PREPARATION TOTALS</b>	<b>28.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>7,578.00</b>	<b>\$22,126.00</b>

**Notes and Assumptions:**

1. Using existing survey data
2. SWFWMD Permit may be required if wetland impacts in ditch
3. Final subconsultant costs for geotechnical boring and underground utility locations to be determined.