

# PUBLIC WORKS DEPARTMENT

## Mission

To serve with pride and contribute to an attractive City with a clean environment, quality roads and trails, well maintained and upgraded infrastructure planned and built for growth and satisfied customers by:

- Providing safe streets and convenient travel,
- Providing emergency response and recovery,
- Helping City departments to be successful,
- Protecting community interests and property, and
- Developing community partnerships.

## Core Services

- Manage City streets and Rights-of-Ways
- Manage City vehicles and equipment
- Plan, design, implement, and manage the City's capital and major projects
- Manage storm water and drainage system
- Manage solid waste
- Provide Emergency Response
- Provide Technical and Information Management

## Volunteer Opportunities

- **Accreditation: Management**
  - Duties: Review current accreditation requirements and update as needed; Research areas for future additions; Work with Accreditation Team Leaders in reviewing their particular chapters.
  - Qualifications: Skills in research and organization; Good writing and editing skills.
- **CAD Technician**
  - Duties: Enter data into paving and drainage plans; Revise/create special details; Develop plans for small projects.
  - Qualifications: Must own AutoCAD Land Desktop 2009, AutoCAD Civil 3D 2009 and Microsoft programs.
- **Clerk: Files (Fleet)**
  - Duties: Process and file completed Fleet repair orders.
  - Qualifications: 2-3 years office experience; Good organization skills; Computer skills to include Microsoft Office.
- **Clerk: Records**
  - Duties: Receive construction plans; Scan plans into Laserfiche software; Maintain filing system; Prepare plans for transfer to off-site storage.
  - Qualifications: Ability to use various computer programs and scanner.

- **Data Analyst: Process Engineering (Fleet)**

- Duties: Analyze Fleet costs and trends data to identify opportunities; Submit suggestions based on findings.
- Qualifications: 3-8 years database management experience; Good organizational skills; Computer skills to include Microsoft Office.

- **Design/Modeling Technician**

- Duties: Research most-recent requirements for transportation and drainage related projects; Hydrological and hydraulic modeling of watersheds.
- Qualifications: BS in Civil Engineering, Environmental Engineering, or other related field of study; Knowledge of Advanced Interconnected Pond Routing Version 3 (ICPRv3) software, Internet, and Microsoft applications.

- **Events: Holiday Flag Placement**

- Duties: Place flags out just after sunrise on required holidays (President's Day, Memorial Day, Flag Day, 4th of July, Labor Day, Veteran's Day, Support Our Troops Rally); Remove flags prior to sunset; Order flag replacements and related materials; Manage the proper destruction of weathered flags.
- Qualifications: Ability to load flags on/off of a truck; Ability to read a map; Ability to properly install flags; Ability to determine flag-supply needs.

- **GPS: Infrastructure**

- Duties: Field locate infrastructure, evaluate based upon set standards, and document condition of infrastructure by photographs and prepared forms; Operate a hand-held GPS unit; Collect GPS data of pipes, sidewalks, light poles, benchmarks, curb inlets, traffic signs, street signs, traffic lights, and traffic counters; Notify Technician of any problems that are observed or data that needs edited.
- Qualifications: Possess a High School Diploma; Able to work in the field under certain weather conditions and unique terrain to visually evaluate infrastructure; Willing to walk, stand, climb, kneel, and enter areas for appropriate evaluation of infrastructure; Capable of using hand held and/or personnel computer devices; Able to read and write legibly and operate digital camera; Computer literate.

- **GPS: Tree Inventory**

- Duties: Field locate trees on city-owned property; Identify species; Photograph; Measure height and diameter; Collect GPS data.
- Qualifications: Possess a High School Diploma; Able to work in the field under certain weather conditions and unique terrain to evaluate trees; Willing to walk, stand, climb, kneel, and enter areas for appropriate evaluation of trees; Capable of using hand held and/or personnel computer devices; Able to read and write legibly and operate digital camera; Computer literate.

- **Grants: Research/Write**

- Duties: Research possible grant opportunities; Assist in the writing of grant applications.
- Qualifications: Strong computer skills, including all MS Office applications; Strong internet research skills; Strong technical writing skills.

- **Graphic Arts/Design: Videographer**

- Duties: Take pictures and video of assigned subjects; Download pictures and video to a professional media; Create training CDs of a variety of subjects.
- Qualifications: Must be familiar with digital cameras and photo software.

- **Graphic Arts/Design: Web Content**

- Duties: Assist with the coordinating, organizing and creation of information for Web pages; Edit and rewrite text for content and clarity; Crop/resize photos, graphics and text for fit; Produce camera-ready copy for documents and Web pages; May produce projects such as schedules, news releases, overheads for presentation, and covers for reports or research papers.
- Qualifications: Knowledge of Internet functional concepts; Familiar with basic graphic software; Familiar with GIS and mapping.

- **Inventory: Parts (Fleet)**

- Duties: Maintain supply and equipment inventories; Store and issue supplies; Receive incoming stock; Assist with spot, cyclical, and quarterly inventories; Assist with Hazmat management; Assist with transporting vehicles and parts.
- Qualifications: General knowledge of warehousing, inventory and stock control procedures; Good organization, records keeping, and recording skills; Possess valid driver's license with an acceptable driving record; Ability to drive light body pickup truck; Able to exert up to 50 lbs of force occasionally, and/or 25 lbs of force frequently.

- **Lot Porter**

- Duties: Maintain inventory of vehicles awaiting auction; Remove equipment from vehicles; Prepare cars for auction photos; Relocate vehicles in lot to ensure organization.
- Qualifications: 1 year automotive experience; Acute attention to detail; Possess valid driver's license with an acceptable driving record; Ability to drive a light body pickup truck; Current forklift license desirable; Ability to lift 50-100 lbs.

- **Maintenance: Irrigation System**

- Duties: Periodically inspect irrigation systems for proper functionality; Perform repairs to irrigation system components as needed.
- Qualifications: Familiar with irrigation system components and repair.

- **Maintenance: Landscape**

- Duties: Keep the Public Works facility's landscaping well groomed by cutting grass, weeding, edging, trimming, etc.
- Qualifications: Must have own equipment; Ability to bend and reach as required.

- **Maintenance: Lot Line DROW**

- Duties: Hand clear lot-line ditches using chain saws, machetes, weed-eaters, etc.; Hand clear access areas for drainage rights-of-way.
- Qualifications: Ability to use hand tools; Ability to perform manual labor.

- **Maintenance: Median Beds**

- Duties: Adopt and assist in the maintenance of medians and landscaped beds (including the Malabar Road and I95 Interchange); Mow grassy areas; Remove weeds in landscaped beds; Trim plants and trees as needed; Remove trash and other debris.
- Qualifications: Must have own equipment; Ability to bend and reach as required.

- **Maintenance: Rights-of-Way**
  - Duties: Assist skilled employees in right-of-way maintenance; Cut/trim grass, plants and trees as needed; Remove trash and other debris.
  - Qualifications: Possession of a valid Florida driver's license and an acceptable driving record; Ability to follow verbal instructions; Basic landscape maintenance knowledge; Knowledge of grounds-keeping equipment (mowers, trimmers, edgers, chainsaws, and grounds-keeping hand tools).
- **Mechanic: Assistant**
  - Duties: Assist with performing preventative maintenance; Assist with changing tires; Assist with other minor repairs to light vehicles; Maintain Fleet facility and surrounding areas; Provide custodial support; Manage shop waste and Hazmat; Facility maintenance to include painting and repairs.
  - Qualifications: Previous automotive experience (minimum 3 years desirable); 1 year experience painting; Steel toed shoes; Knowledge of tools, practices, materials, and equipment; Acute attention to detail; Ability to lift/carry 50-100 lbs.; Ability to drive a light body pickup truck; Possess valid driver's license with an acceptable driving record; Current forklift license desirable.
- **Vehicle Safety Monitor**
  - Duties: Ensure safety and operational readiness of pool vehicle fleet by performing weekly vehicle checks (monitor pressures and fluid levels); Coordinate vehicle washings as necessary.
  - Qualifications: 2-3 years automotive experience; Good organizational skills; Acute attention to detail; Possess valid driver's license with an acceptable driving record; Ability to drive a light body pickup truck.
- **Water: Mark Inlets**
  - Duties: Mark storm drains throughout the City utilizing equipment provided; Communicate any pollution situations found to the supervisor.
  - Qualifications: Able to work outside; Able to lift/carry 20 pounds approximately 100 yards at a time; Able to use spray paints in outdoor settings.
- **Water: Quality Monitoring**
  - Duties: Utilizing provided equipment, field test or collect test samples for water quality analysis; Update monitoring databases; Keep inventory of all water quality monitoring supplies.
  - Qualifications: Proficient with Microsoft Office applications; An environmental-science background is preferred; Ability to work in adverse weather conditions, including extreme heat; Strong organizational skills and detail oriented.
- **Welder**
  - Duties: Design and fabricate repairs to tire cage; Fabricate vehicle accessories as necessary.
  - Qualifications: 5-8 years as an experienced welder; Experience with a welder and grinder; Steel-toed shoes and appropriate wear; Ability to lift 50-100 lbs.; Painting skills.