



## **INVITATION FOR BID #10-1124JS TEMPORARY EMPLOYMENT SERVICES**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive bids from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida.

### **INFORMATION CONFERENCE**

In order to insure that all prospective Bidders have sufficient information and understanding of the County's needs, an information conference will be held **March 3, 2010 at 2:00 P.M.** at the Manatee County Administrative Center, Purchasing Conference Room, 1112 Manatee Avenue West, Suite 803, Bradenton, Florida.

**DEADLINE FOR CLARIFICATION REQUESTS: March 10, 2010 at 3:00 P.M.**

### **DATE DUE AND TIME**

Bids will be received until **March 17, 2010 at 10:00 A.M.** at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

### **CONTENTS OF THIS INVITATION FOR BID**

Section A: Information to Bidders .....	pages 2 - 9
Section B: General Terms and Conditions .....	pages 10 - 11
Section C: Specific Terms and Conditions .....	pages 12 - 18
Section D: Local preference Law and Vendor Registration .....	pages 19 - 22
Section E: Basis of Award .....	pages 24
Section F: Bid Form.....	pages 25 - 27
Drug Free Work Place Certification .....	Attachment A
Environmental Crimes Certification .....	Attachment B
No Bid Form .....	Attachment C
Positions.....	Attachment

**Important note: A prohibition of Lobbying has been enacted.  
Please review paragraph A.21 carefully to avoid violation and possible sanctions.**

FOR INFORMATION CONTACT:

**JESSICA SMITH**

PHONE (941) 749-3043 FAX (941) 749-3034

EMAIL: [jessica.smith@mymanatee.org](mailto:jessica.smith@mymanatee.org)

AUTHORIZED FOR RELEASE: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "J. Smith", is written over a horizontal line.

**SECTION A: INFORMATION TO BIDDERS****A.01 OPENING LOCATION**

These bids will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All Bidders or their representatives are invited to attend.

**A.02 BID INFORMATION AND PROPOSAL DOCUMENTS**

**Bids and Proposals** on <http://www.mymanatee.org>

Bid documents and the Notices of Source Selection related to those Bids are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals." You may view and print these files using Adobe Acrobat software. You may download a free copy of Adobe Acrobat from the County's web page if necessary.

**Manatee County collaborates with the Manatee Chamber of Commerce** on distributing solicitations using the RFP Tool on the Chambers' website, <http://www.manateechamber.com> to post Bid documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web site.

Manatee County may also use an internet service provider to distribute Bids. A link to that service, <http://www.DemandStar.com> is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts Notice of Source Selection(s) for seven calendar days prior to the effective date of the award for purchases in Category Four and above (greater than \$250,000.00).

IT IS THE RESPONSIBILITY OF EACH VENDOR, PRIOR TO SUBMITTING THEIR BID, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page 1 of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR BID.

**A.03 BID FORM DELIVERY REQUIREMENTS**

Any bids received after the stated time and date will not be considered. It shall be the sole responsibility of the Bidder to have their bid delivered to the Manatee County Purchasing office for receipt on or before the stated time and date. If a bid is sent by U.S. Mail, the Bidder shall be responsible for its timely delivery to the Purchasing Office. Bids delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Bidder's request and expense.

**A.04 DEADLINE FOR CLARIFICATION REQUESTS**

**February 26, 2010 at 3:00 P.M.** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the Invitation for Bid to the Manatee County Purchasing Office.

This deadline has been established to maintain fair treatment for all potential bidders, while maintaining the expedited nature of the Economic Stimulus that the contracting of this work may achieve.

**A.05 CLARIFICATION & ADDENDA**

Each Bidder shall examine all Invitation for Bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Invitation for Bid shall be made through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

**If any addenda are issued to this Invitation for Bid, the County will BROADCAST THE ADDENDA ON THE MANATEE CHAMBER OF COMMERCE WEB SITE AND ON VIA DEMANDSTAR, IF USED, TO "PLANHOLDERS" IDENTIFIED ON THIS WEB SERVICE;** however, it shall be the responsibility of each Bidder, prior to submitting their bid, to contact the Manatee County Purchasing Office (see contact information on page 1) to determine if addenda were issued and to make such addenda a part of their bid.

**A.06 SEALED & MARKED**

**One original and two copies** of your bid shall be submitted in one sealed package, clearly marked on the outside **"IFB #10-1124JS Temporary Employment Services"** and addressed to:

Manatee County Purchasing Division  
1112 Manatee Avenue West, Suite 803  
Bradenton, FL 34205

**A.07 LEGAL NAME**

Bids shall clearly indicate the legal name, address and telephone number of the Bidder (company, firm, partnership, individual). Bids shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Bidder to the submitted bid.

**A.08 BID EXPENSES**

All expenses for making bids to the County are to be borne by the Bidder.

**A.09 IRREVOCABLE OFFER**

Any bid may be withdrawn up until the date and time set for opening of the bid. Any bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days to sell to Manatee County the goods or services set forth in the attached specifications until one or more of the bids have been duly accepted by the County.

**A.10 DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this Invitation for Bid become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

**Bids become "Public Records" ten (10) days after the bid opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071.** No announcement or review of the bid documents shall be conducted at the public opening of the bids.

Based on the above, Manatee County will receive bids at the date and time stated, and will make public at the opening the names of the business entities of all that submitted an offer and any amount presented as a total offer without any verification of the mathematics or the completeness of the offer. Upon the expiration of the statutory term for exemption the actual documents may be inspected or copied. When County staff have completed a mathematic validation and inspected the completeness of the offers, the tabulation shall be posted on [www.myanatee.org](http://www.myanatee.org).

**A.11 RESERVED RIGHTS**

The County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission. Also, the County reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or may not be rejected by the County depending on available competition and current needs of the County. For all items combined, the bid of the lowest responsive, responsible bidder will be accepted, unless all bids are rejected. The lowest responsible bidder shall mean that bidder who makes the lowest bid to sell goods and/or services of a quality which conforms closest to or most exceeds the quality of goods and/or services set forth in the attached specifications or otherwise required by the County, and who is fit and capable to perform the bid as made.

To be responsive, a bidder shall submit a bid which conforms in all material respects to the requirements set forth in the Invitation for Bid. To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any bidder to furnish the service requested. Information the County deems necessary to make this determination shall be provided by the bidder. Such information may

A.11 RESERVED RIGHTS (cont'd)

include, but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

A.12 APPLICABLE LAWS

Bidder must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Purchasing Code Ordinance 08-43, as amended. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a contract may protest to the Board of County Commissioners of Manatee County as required in Section 2-26/61 of the Purchasing Code.

A protest with respect to this Invitation for Bid shall be submitted in writing prior to the scheduled opening date of this bid, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this bid. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

A.13 CODE OF ETHICS

With respect to this bid, if any Bidder violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Purchasing Code Ordinance 08-43, Article 3, Ethics in Public Contracting, and/or the State of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Bidder may be disqualified from performing the work described in this bid or from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for work or for goods or services for Manatee County.

The County anticipates that all statements made and materials submitted in a bid will be truthful. If a Bidder is determined to be untruthful in its bid or any related presentation, such Bidder may be disqualified from further consideration regarding this Invitation for Bid.

A.14 COLLUSION

By offering a submission to this Invitation for Bid the Bidder certifies the Bidder has not divulged to, discussed or compared his bid with other Bidders and has not colluded with any other Bidder or parties to this bid whatsoever. Also, Bidder certifies, and in the case of a joint bid, each party thereto certifies, as to their own organization that in connection with this bid:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Bidder or with any competitor;

A.14 COLLUSION (cont'd)

- b. any prices and/or cost data quoted for this bid have not been knowingly disclosed by the Bidder prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
- d. the only person or persons interested in this bid as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 BID FORMS

Bids must be submitted on attached County forms, although additional pages may be attached. **Bidders must fully comply with all bid specifications, terms and conditions.** Failure to comply shall result in contract default, whereupon, the defaulting vendor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by the County.

A.16 DISCOUNTS

Any and all discounts must be incorporated in the prices contained in the bid and not shown separately. The prices as shown on the bid form shall be the price used in determining award(s).

A.17 TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Exempt Cert. No. 59-78-0089K; FL Sales Tax Exempt Cert. No. **51-02-027548-53C**); therefore, the vendor is prohibited from delineating a separate line item in his bid for any sales or service taxes. Nothing herein shall affect the vendor's normal tax liability.

A.18 MATHEMATICAL ERRORS

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s), the extension totals will prevail. All bids shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

A.19 DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the specifications, all equipment, materials and articles incorporated in the work covered by this contract shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, material,

A.19 DESCRIPTIVE INFORMATION (cont'd)

article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition.

A.20 MODIFICATION OF BID OR PROPOSAL SPECIFICATIONS

If a bidder wishes to recommend changes to the bid specifications, the bidder shall furnish in writing, data and information necessary to aid the County in evaluating the request to modify the specifications. The County is not obligated to make any changes to the bid specifications. Unless an addendum is issued as outlined in paragraph A.05, six calendar days prior to the bid, the bid specifications shall remain unaltered. **Bidders must fully comply with the bid specifications, terms, and conditions.**

A.21 LOBBYING

After the issuance of any Invitation for Bid, prospective Bidders or any agent, representative or person acting at the request of such Bidder shall not contact, communicate with or discuss any matter relating in any way to the Invitation for Bid with any officer, agent or employee of Manatee County other than the Purchasing Director or as directed in the Invitation for Bid. This prohibition begins with the issuance of any Invitation for Bid and ends upon execution of the final contract or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code.

The County reserves the right to amend or to add to the names listed as persons to contact. All amendments or additions to the names listed as persons to contact shall be issued by the Purchasing Division, in writing.

A.22 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

A person or affiliate who has been placed on the State's convicted vendor list following a conviction for a public entity crime, as in Florida Statute s. 287.133, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

In addition, the Manatee County Purchasing Code of Laws prohibits the award of any contract to any person or entity who/which has, within the past five years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of an environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a responsible manner. To ensure compliance with the foregoing, the Code requires all persons or entities desiring

A.22 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION(cont'd)

to contract with the County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any persons(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. In the case of a business entity other than a partnership or a corporation, such affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, such affidavit shall be executed by the general partner(s). A Public Contracting and Environmental Crimes Certification Form are attached.

A.23 DRUG FREE WORK PLACE

Drug Free Workplace Program: Manatee County Board of County Commissioners adopted a policy regarding maintaining a Drug Free Workplace, Resolution R-93-22. Bidders are asked to review the attached copy of the Resolution and provide either a certification of compliance with the program outlined in this Resolution or describe your firm's policy or program as it relates to maintaining a drug free workplace. This response will be considered with the other criteria described herein.

A.24 AMERICANS WITH DISABILITIES ACT

The Manatee County Board of County Commissioners does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Bid Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity.

A.25 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Bidders that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.26 MBE/WBE

The State of Florida, **Office of Supplier Diversity** provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at <http://www.osd.dms.state.fl.us/iframe.htm>. If you have any questions regarding this State service, please contact their office at (850) 487-0915.



**NOTE: ANY OR ALL STATEMENTS CONTAINED IN THE FOLLOWING SECTIONS: BASIS OF AWARD, TERMS AND CONDITIONS OF THE CONTRACT, OR SPECIFICATIONS WHICH VARY FROM THE INFORMATION TO BIDDERS SHALL HAVE PRECEDENCE.**

**SECTION B: GENERAL TERMS AND CONDITIONS****B.01 CONTRACT FORMS**

The agreement resulting from the acceptance of a bid shall be in the form of a purchase order and shall be bound by the terms and conditions herein.

**B.02 ASSIGNMENT OF CONTRACT**

Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract or of his right, title, or interest therein, or his power to execute such contract, or to assign any monies due or to become due thereunder to any other person, firm or corporation unless first obtaining the written consent of the County. The giving of such consent to a particular subcontractor assignment shall not dispense with the necessity of such consent to any further or other assignment.

**B.03 QUALITY GUARANTEE**

If any product/service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed in this bid, County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. Also, the vendor shall refund to Manatee County any money which has been paid for same. The vendor will be responsible for attorney fees in the event the supplier defaults and court action is required.

**B.04 ROYALTIES AND PATENTS**

The vendor shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services he is furnishing. Vendor shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save the County harmless from loss on account thereof, including costs and attorney's fees.

**B.05 INDEMNIFICATION**

The successful vendor covenants and agrees to indemnify and save harmless the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting agreement for any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

B.06 REGULATIONS

It shall be the responsibility of the bidder to assure compliance with any OSHA, EPA and/or other Federal or State of Florida rules, regulations or other requirements, as each may apply.

**SECTION C: SPECIFIC TERMS AND CONDITIONS****C.01 PURPOSE**

It is the intent of Manatee County to purchase Temporary Employment Services on an "as required" basis for various locations throughout Manatee County. The specific purpose of this bid is to establish multiple annual contracts to secure the cost and availability of the positions identified on the Bid Form.

**C.02 BLANKET ORDER**

Blanket Purchase Order(s) shall be issued as a result of this bid. A Blanket Purchase Order number, accompanied by a valid Release Order number provided by the County, will authorize purchases on an "**as required**" basis for various positions throughout the County. The vendor is not authorized to proceed with, and will not be compensated for, any work whatsoever that is not authorized by a valid Release Order number issued by the County.

A master agreement with subsequent individual orders shall be used, and therefore for payment, each invoice must indicate the Blanket Purchase Order number followed by a valid Release Order number.

The vendor shall provide no services until a valid release order is issued.

**C.03 QUANTITIES**

The exact requirements of all positions to be purchased under this bid cannot be determined at this time. Orders will be issued on an "as required" basis; this may include all or part of the positions listed on the Bid Form.

**C.04 DELIVERY TIME**

Vendors shall provide a temporary employee within twenty-four (24) hours after receipt of a valid Release Order Number.

**C.05 PRICES & TERM**

Bidders shall bid hourly rates as indicated on the Bid Form. These prices shall be used for payment and shall be deemed to include payment in full for all transportation and labor involved in providing the required services.

**C.06 RENEWAL**

If not canceled by the Vendor or the County, this agreement shall be automatically extended/renewed beyond the first 12 month contract period for additional 12 month periods not to exceed a total contract duration of 36 months providing there are no changes of terms or conditions. Written notice of intent not to renew must be submitted 90 days prior to the end of the first contract period. Should any Vendor choose not to renew the bid awarded, the County reserves the right to terminate the Contract with that Vendor and select the next qualified bidder, or re-advertise for those bid items, or solicit a new Invitation for Bid for all items.

C.07 PAYMENT

Within 45 days after acceptance by County and presentation of an appropriate invoice, the County shall pay the total amount due. Payment invoices must indicate the Purchase Order number as well as a valid Release Order number.

C.08 CANCELLATION

It is mutually understood and agreed that any award made as a result of this bid may be cancelled by the vendor upon 90 days written notice by Certified Mail to the County. However, the County is hereby authorized to purchase, in accordance with the prices bid, any quantity of services during this 90 day interim provided the County requests service during this period.

The County reserves the right to terminate a contract by giving 30 days written notice of intention to terminate if at any time the vendor fails to abide by or fulfill any of the terms and conditions of the contract. The County also reserves the right to terminate this contract for the convenience of the County, with or without cause.

C.09 INSURANCE

The contractor will not commence work under a contract until all insurance under this section and such insurance coverage as might be required by the County has been obtained. The contractor shall obtain, and submit to Purchasing within 15 calendar days of request, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

a. Workers' Compensation/Employers' Liability

Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by Florida Worker's Compensation Act or any other coverage required by the contract documents which are customarily insured under Part One of the standard Worker's Compensation Policy.

Part Two - The minimum amount of coverage required by the contract documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

<u>\$100,000</u>	(Each Accident)
<u>\$500,000</u>	(Disease-Policy Limit)
<u>\$100,000</u>	(Disease-Each Employee)

**C.09 INSURANCE (cont'd)****b. Commercial General Liability**

The limits are to be applicable only to work performed under this contract and shall be those that would be provided with the attachment of the Amendment of Limits of Insurance (Designated Project or Premises) endorsement (ISO Form CG 25 03) to a Commercial General Liability Policy with the following minimum limits.

General Aggregate:

Products/Completed Operations Aggregate	<u>\$1,000,000</u>
Personal and Advertising Injury	<u>\$300,000</u>
Each Occurrence	<u>\$300,000</u>
Fire Damage (Any One Fire)	\$ Nil
Medical Expense (Any One Person)	\$ Nil

**c. Business Auto Policy**

Each Occurrence Bodily Injury and Property Damage Liability Combined	<u>\$300,000</u>
Annual Aggregate (if applicable):	<u>\$1,000,000</u>

**d. Owners Protective Liability Coverage**

The minimum OPC Policy limits per occurrence and, if subject to an aggregate, annual aggregate to be provided by the contractor shall be the same as the amounts shown above as the minimum per occurrence and general policy aggregate limits respectively required for the Commercial General Liability coverage. The limits afforded by the OPC Policy and any excess policies shall apply only to the Owner and the Owner's officials, officers, agents and employees and only to claims arising out of or in connection with the work under this contract.

**e. Certificates of Insurance and Copies of Policies**

Certificates of Insurance in triplicate evidencing the insurance coverage specified in the six above paragraphs a., b., c., and d., shall be filed with the Purchasing Director before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the bid number, project title and location of project. Insurance shall remain in force at least one year after completion and acceptance of the project by the County, in the amounts and types as stated herein, with coverage for all products and services completed under this contract.

**ADDITIONAL INSURED: - The contractor shall name Manatee County as additional insured in each of the applicable policies.**

If the initial insurance expires prior to the completion of operations and/or services by the contractor, renewal certificates of insurance and required copies of policies shall be furnished by the contractor and delivered to the Purchasing Director 30 days prior to the date of their expiration.

C.10 SOCIAL SECURITY & UNEMPLOYMENT

The County is not liable for Social Security contribution pursuant to Section 418, U.S. Code, relative to the compensation of the vendor during the period of this contract. Additionally, the vendor is solely responsible for Unemployment Compensation as a result of work completed by the vendor and/or the people providing the temporary services as part of this contract.

C.11 JOB CLASSIFICATIONS

A job classification for each position is included as an attachment to this bid. Temporary employees may be expected to perform additional, related duties not specifically detailed herein, but generally within the scope of the job classification requirements for knowledge, abilities and skills as specified.

C.12 VENDOR RESPONSIBILITIES

- The vendor and/or its employees shall be responsible for providing transportation to and from specified job locations, as well as parking.
- Temporary employees shall follow the standard operating procedures of the department by which they are working.
- The vendor is required to maintain sufficient quality control standards. The quality of the temporary employee is the responsibility of the vendor.
- The vendor shall be required to evaluate the performance of all temporary employees after each assignment with the County. The County reserves the right to inspect these evaluations at any time during the duration of this contract.
- Temporary employees shall be immediately productive, requiring minimal training and supervision.
- When requested by the County, the vendor shall show evidence that their staff possesses the minimum requirements as specified in the job descriptions.
- The vendor shall waive any fees charged in the event a temporary employee is hired by the County into a permanent position.
- The vendor shall have a minimum of one (1) year experience in providing similar temporary employment services prior to the date of this bid opening.
- The County will not pay for interview time between County staff and staff referred by the vendor prior to the placement date.

C.13 UNSATISFACTORY PERFORMANCE

The County reserves the right to demand immediate removal and replacement of any individual assigned under this contract if in the County's judgment the person's performance is unsatisfactory. The County will be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the County.

C.14 RELEASE ORDERS

This bid will be awarded to all responsive and responsible bidders submitting a bid. At the time the service is needed, the requesting department will issue a Release Order against the Blanket Purchase Order. The requesting department is required to select the vendor with the lowest price for the position that is required. If that vendor can supply a person for that position for the length of time that is required, the department will then provide the vendor with a Release Order number. If the vendor cannot meet their needs, the department can select the next lowest bidder and repeat the process until they have a vendor who can provide them with a person who can perform the service as needed.

C.15 IMMIGRATION REFORM AND CONTROL ACT

The vendor is required to comply with the Immigration Reform and Control Act of 1986 (IRCA), which requires all individuals hired after November 6, 1986, to provide their employers with proof of citizenship or authorization to work in the United States. Vendor, not Manatee County, is the 'employer' of its temporary personnel and as such is responsible for compliance with this law.

C.16 ENTRY PAY OF COUNTY POSITIONS

The entry pay levels listed below are not intended as the minimum wage requirement, but are just a guideline and are the current County entry levels.

## LIST OF POSITIONS / ENTRY PAY:

1. Administrative Assistant / \$12.19
2. Administrative Specialist / \$12.92
3. Administrative Services Coordinator / \$16.31
4. Algal Control Specialist/Laboratory Assistant / \$13.69
5. Animal Care Specialist I / \$10.85
6. Animal Care Specialist II / \$11.50
7. Building Trades Worker / \$12.19
8. Computer Operations Support Technician I / \$13.69
9. Construction Coordinator / \$19.42
10. Construction Inspection Officer II / \$18.32
11. Cook / \$8.91
12. Custodian / \$9.65
13. Data Entry Operator / \$11.50
14. Engineering Technician II / \$14.51
15. Engineering Technician III / \$15.38
16. Equipment Operator / \$12.92



## LIST OF POSITIONS / ENTRY PAY (cont'd):

17. Event Specialist / \$10.85
18. Event Supervisor / \$13.69
19. Event Technician / \$7.97
20. Event Technician II / \$8.43
21. Executive Assistant / \$14.51
22. Fiscal Analyst / \$18.32
23. Fiscal Specialist / \$15.38
24. Fiscal Technician / \$12.92
25. Fleet Maintenance Technician Trainee / \$12.19
26. Fleet Maintenance Technician I / \$13.69
27. Fleet Maintenance Technician II / \$15.38
28. Fleet Maintenance Technician III / \$17.28
29. Food Server / \$7.97
30. Golf Attendant / \$8.59
31. Greenskeeper / \$11.50
32. Instrument Technician / \$15.38
33. Irrigation Technician / \$12.92
34. Landfill Attendant / \$12.19
35. Landfill Operator / \$14.51
36. Legal Assistant / \$17.10
37. Law Office Assistant / \$13.85
38. Mail Services Technician / \$11.50
39. Maintenance Data Coordinator / \$17.28
40. Office Assistant / \$10.23
41. Office Specialist / \$11.50
42. Paralegal / \$18.85
43. Parks Maintenance Groundskeeper / \$10.85
44. Plans Examiner / \$19.42
45. Public Works Maint. Technician Trainee / \$11.50
46. Public Works Maintenance Technician I / \$12.92
47. Public Works Maintenance Technician II / \$13.69
48. Public Works Maintenance Technician III / \$14.51
49. Radio Technician II / \$16.31
50. Radio Technician Supervisor / \$20.58
51. Senior Building Trades Worker / \$14.51
52. Senior Fleet Maintenance Technician / \$18.32
53. Small Engine Repair Technician / \$12.92
54. Stores/Warehouse Technician / \$11.50
55. Systems Analyst I / \$19.42
56. Systems Analyst II / \$21.82
57. Systems Analyst III / \$24.52

## LIST OF POSITIONS / ENTRY PAY (cont'd):

- 58. Telecommunications Technician / \$17.28
- 59. Ticket Seller / \$8.91
- 60. Ticket Taker / \$7.97
- 61. Utilities Maintenance Technician Trainee / \$11.50
- 62. Utilities Maintenance Technician I / \$12.92
- 63. Utilities Maintenance Technician II / \$13.69
- 64. Utilities Maintenance Technician III / \$14.51

C.18 OVERTIME

Temporary employees may be required to work overtime. If overtime is necessary, the County will pay for each work hour in excess of forty (40) hours in the workweek at a rate of one and one-half (1 ½) times their regular hourly rate of pay. Overtime should be scheduled in advance whenever possible.

C.19 HOLIDAYS

Temporary employees will not be compensated for County holidays.

**SECTION D: LOCAL PREFERENCE LAW AND VENDOR REGISTRATION****D.01 VENDOR REGISTRATION**

All vendors are encouraged to register with Manatee County using the on-line "Vendor Registration" web page on [www.mymanatee.org](http://www.mymanatee.org).

Enclosed is a copy of the current Manatee County law that details the County's Local Preference and definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "**Affidavit As To Local Business Form**" that is included in this section of the bid, have the completed document notarized, and mail the original to the following address: Manatee County Administrative Center, Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on [www.manatee-chamber.com](http://www.manatee-chamber.com) as well as using the same vendor categories for registration.

Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

**Quick steps to online registration:**                      **[www.mymanatee.org](http://www.mymanatee.org)**

A link to "Purchasing" is listed under the "Quick Links" on page one of the County Web Site.

On the left hand side of the Purchasing Web page, click on "Vendor Registration."

This will bring up the Vendor Registration form for online input. Please note that the definition of a "Local Business" changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the bid.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory, however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid, and proposal opportunities to your business.

D.02 SECTION 2-26-6 LOCAL PREFERENCE, TIE BIDS, LOCAL BUSINESS DEFINED

1. Whenever a responsible local business bidder and a responsible non-local business bidder are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local bidder shall be awarded the contract. Should more than one responsible local business bidder match the responsible non-local business bidder's lowest responsive bid, or should no responsible local business bidder match the lowest responsive bid but two or more responsible non-local business bidders submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any bidders seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the county in the manner prescribed by the county to facilitate the county's ability to track the award of contracts to local businesses and to allow the county to provide future notifications to its local businesses concerning other bidding opportunities.
2. Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any Invitation for Bid when the bidder's location materially affects the provisions of the services or supplies that are required by the invitation.
3. Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employee at that location.
4. **Each solicitation for bids made by the county shall contain terms expressly describing the local business preference policies of the county, and shall provide that by electing to submit a bid pursuant to a request for bids, all bidders are deemed to understand and agree to those policies.**
5. For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

6. Local preference shall not apply to the following categories of contracts:
  - a. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
  - b. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;
  - c. Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
  - d. Purchases or contracts made pursuant to a non-competitive award process, unless otherwise provided by this section;
  - e. Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county commission or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.
7. To qualify for local preference under this section, a local business must certify to the County that it:
  - a. Has not within the five years prior to the bid announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;
  - b. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code provision, except citations or notices which are the subject of a current legal appeal, as of the date of the bid announcement;
  - c. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Ordinance 09-21 and 09-23 **PASSED AND DULY ADOPTED** in open session, with a quorum present and voting, on the 17<sup>th</sup> day of March, 2009.

**MANATEE COUNTY GOVERNMENT  
AFFIDAVIT AS TO LOCAL BUSINESS  
(Complete and Initial Items B-F)**

**A. AUTHORIZED REPRESENTATIVE**

I, [name] \_\_\_\_\_, am the [title] \_\_\_\_\_

and the duly authorized representative of: [name of business] \_\_\_\_\_  
\_\_\_\_\_, and that I possess direct personal knowledge to make informed responses to these certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by electing to submit a bid pursuant to this Invitation for Bid, shall be deemed to understand and agree to the local business preference policies of Manatee County; and that I have the direct knowledge to state that this firm complies with all of the following conditions to be considered to be a Local Business as required by the Manatee County Code of Law, Section 2-26-6.

**B. PLACE OF BUSINESS:** I certify that the above business is legally authorized to engage in the sale of goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address of \_\_\_\_\_ the \_\_\_\_\_ location \_\_\_\_\_ which \_\_\_\_\_ meets \_\_\_\_\_ the \_\_\_\_\_ above \_\_\_\_\_ criteria is: \_\_\_\_\_ [Initial] \_\_\_\_\_

**C. BUSINESS HISTORY:** I certify that business operations began at the above physical address with at least one fulltime employee on [date] \_\_\_\_\_ [Initial] \_\_\_\_\_

**D. CRIMINAL VIOLATIONS:** I certify that within the past five years of the date of this Bid announcement, this business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] \_\_\_\_\_

**E. CITATIONS OR CODE VIOLATIONS:** I certify that this business is not currently subject to any unresolved citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices which are the subject of a legal current appeal within the date of this bid announcement. [Initial] \_\_\_\_\_

**F. FEES AND TAXES:** I certify that within this business is not delinquent in the payment of fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the exception of those which are the subject of a legal current appeal. [Initial] \_\_\_\_\_

*Each of the above certifications is required to meet the qualification of "Local Business" under Manatee County Code of Law, 2-26-6.*

Signature of Affiant \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (name of person making statement).

(Notary Seal) Signature of Notary: \_\_\_\_\_

Name of Notary (Typed or Printed): \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

**Submit executed copy to Manatee County Purchasing, 1112 Manatee Avenue W., Suite 803, Bradenton, FL 34205.**

**SECTION E: BASIS OF AWARD****E.01 BASIS OF AWARD**

Awards will be made to all responsive and responsible bidders. It is the intent of Manatee County to place orders with the lowest priced responsive, responsible bidder who can provide service at the time needed for the length of time required. The County reserves the right to place orders with vendors other than those awarded an annual contract in the event of an urgent and immediate need, and/or if delivery time (within twenty-four (24) hours) and availability of service requested cannot be met by the lowest priced vendor at the time of need.

Whenever two or more bids which are equal with respect to price, quality and service are received, a bid from a local business shall be given preference in award. Whenever two or more bids which are equal with respect to price, quality and service are received, and either both of these bids or neither of these bids is received from a local business, the award shall be determined by a chance drawing conducted by the Purchasing office and open to the public.

Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employee at that location.

**E.02 SIMILAR WORK BY OTHERS**

Award of this contract to a particular vendor shall impose no obligation on the County to utilize that vendor for all work of this type which may develop during the period of this contract. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other vendors for similar work if determined to be in the County's best interest.

**SECTION F: BID FORM**

(Submit in Triplicate)

**RE: IFB #10-1124JS Temporary Employment Services**

We, the undersigned, hereby declare that we have carefully reviewed the bid documents, and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term, and condition contained in the Invitation for Bid.

We understand that the bid specifications, terms, and conditions in their entirety shall be made a part of any agreement or contract between Manatee County and the successful bidder. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by the County.

Communications concerning this Bid shall be addressed as follows:

Contact Name	Contact Phone	
Contact Email Address		
Company Name	Phone Number	Fax Number
Address	City, State, Zip	
Authorized Signature	Print Name and Title of Signer(s)	
Date		
Acknowledge Addendum Nos.	Addendum Dates	



**BID FORM**  
**IFB #10-1124JS TEMPORARY EMPLOYMENT SERVICES**

<b>Item #</b>	<b>Position</b>	<b>Hourly Rate</b>
1	Administrative Assistant	\$
2	Administrative Specialist	\$
3	Administrative Services Coordinator	\$
4	Algal Control Specialist/Laboratory Assistant	\$
5	Animal Care Specialist I	\$
6	Animal Care Specialist II	\$
7	Building Trades Worker	\$
8	Computer Operations Support Technician I	\$
9	Construction Coordinator	\$
10	Construction Inspection Officer II	\$
11	Cook	\$
12	Custodian	\$
13	Data Entry Operator	\$
14	Engineering Technician II	\$
15	Engineering Technician III	\$
16	Equipment Operator	\$
17	Event Specialist	\$
18	Event Supervisor	\$
19	Event Technician I	\$
20	Event Technician II	\$
21	Executive Assistant	\$
22	Fiscal Analyst	\$
23	Fiscal Specialist	\$
24	Fiscal Technician	\$
25	Fleet Maintenance Technician Trainee	\$
26	Fleet Maintenance Technician I	\$
27	Fleet Maintenance Technician II	\$

Bidder: \_\_\_\_\_

**BID FORM**  
**IFB #10-1124JS TEMPORARY EMPLOYMENT SERVICES**

<b>Item #</b>	<b>Position</b>	<b>Hourly Rate</b>
28	Fleet Maintenance Technician III	\$
29	Food Server	\$
30	Golf Attendant	\$
31	Greenskeeper	\$
32	Instrument Technician	\$
33	Irrigation Technician	\$
34	Landfill Attendant	\$
35	Landfill Operator	\$
36	Legal Assistant	\$
37	Law Office Assistant	\$
38	Mail Services Technician	\$
39	Maintenance Data Coordinator	\$
40	Office Assistant	\$
41	Office Specialist	\$
42	Paralegal	\$
43	Parks Maintenance Groundskeeper	\$
44	Plans Examiner	\$
45	Public Works Maintenance Technician Trainee	\$
46	Public Works Maintenance Technician I	\$
47	Public Works Maintenance Technician II	\$
48	Public Works Maintenance Technician III	\$
49	Radio Technician II	\$
50	Radio Technician Supervisor	\$
51	Senior Building Trades Worker	\$
52	Senior Fleet Maintenance Technician	\$
53	Small Engine Repair Technician	\$
54	Stores/Warehouse Technician	\$

Bidder: \_\_\_\_\_

**BID FORM**  
**IFB #10-1124JS TEMPORARY EMPLOYMENT SERVICES**

<b>Item #</b>	<b>Position</b>	<b>Hourly Rate</b>
55	Systems Analyst I	\$
56	Systems Analyst II	\$
57	Systems Analyst III	\$
58	Telecommunications Technician	\$
59	Ticket Seller	\$
60	Ticket Taker	\$
61	Utilities Maintenance Technician Trainee	\$
62	Utilities Maintenance Technician I	\$
63	Utilities Maintenance Technician II	\$
64	Utilities Maintenance Technician III	\$

Bidder: \_\_\_\_\_

Attachment A

**STATEMENT OF NO BID**

If you do not intend to bid please return this form immediately to:

Manatee County Purchasing  
1112 Manatee Avenue West, Eighth Floor  
Bradenton, Florida 34205

We, the undersigned, have declined to bid on Bid No.: IFB #10-1124JS, Temporary Employment Services, for the following reason(s):

- ☐ Specifications too restrictive, i.e., geared toward one brand or manufacturer.
- ☐ Insufficient time to respond
- ☐ We do not offer this product or service
- ☐ Our schedule would not permit us to perform
- ☐ Unable to meet specifications
- ☐ Unable to meet Bond requirement
- ☐ Specifications unclear (explain below)
- ☐ Unable to meet insurance requirements
- ☐ Remove us from your "Bidders List"
- ☐ Other (specify below)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

We understand that if we do not submit a Bid and this Statement of No Bid is not executed and returned, our name may be deleted from your Bidders List for this commodity or service.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Print or type name and title of above signer)

## ATTACHMENT B

### Drug Free Work Place Certification

SWORN STATEMENT PURSUANT TO SECTION 3-101(7)(B),  
MANATEE COUNTY PROCUREMENT CODE, ON DRUG FREE WORK PLACES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by \_\_\_\_\_  
[print individual's name and title]

\_\_\_\_\_ For \_\_\_\_\_  
[name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by 893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

(i) the dangers of drug abuse in the work place;

(ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;

(iii) any available drug counseling, rehabilitation, and employee assistance programs;  
and

(iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

ATTACHMENT B, Con't.

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and
- (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction

(4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by subsection 3-101(7)(B).

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
Type of identification]

\_\_\_\_\_  
Notary Public Signature

My commission expires \_\_\_\_\_

\_\_\_\_\_  
[Print, type or stamp Commissioned name of Notary Public]

## ATTACHMENT C

### PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

#### SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by \_\_\_\_\_.  
[print individual's name and title]

\_\_\_\_\_ For \_\_\_\_\_  
[name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity

under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ by\_\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
[Type of identification]

\_\_\_\_\_  
Notary Public Signature      My commission expires\_\_\_\_\_.

\_\_\_\_\_  
[Print, type or stamp Commissioned name of Notary Public]

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.



Manatee County Government,  
1112 Manatee Avenue West,  
Bradenton, FL 34205.  
Phone: (941) 748-4501 x3865.  
Fax: (941) 749-3035.

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## ADMINISTRATIVE ASSISTANT

### Basics

**FLSA** Non-Exempt  
**Job Code** 008-100  
**Pay Grade** G8  
**Pay Class** 300  
**Hourly Minimum** \$ 12.19  
**Hourly Maximum** \$ 18.59  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** This classification performs advanced technical secretarial and administrative work in the performance of varied duties assisting Section Manager or Supervisor of a County department. Performs a variety of highly responsible professional, administrative, and operational duties relating to ensuring regulatory compliance with Federal, State, and local rules, regulations, or policies.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Five (5) years  
**Type of Experience** secretarial or technical experience.  
**Driver's License** Valid Florida driver's license may be required in accordance with area of assignment.

**Job Duties****General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Normal office situation; high noise environment while performing certain responsibilities. Typically sitting at a desk. Lifting equipment up to 25 lbs. alone; up to 75 lbs. with assistance.
- Relieves an administrative superior of routine administrative details such as: requisitioning or ordering supplies and equipment; preparing budgets and payroll, checking operating reports for accuracy and conformance to policies and standards; and updating publications for the administrator's final approval.
- Types correspondence, invoices, statements, reports, and other materials from dictating machine, copy or shorthand notes; composes and types letters, memoranda, minutes, notices, and other material.
- May enter information into computer utilizing word processing, spreadsheet, and database programs; composes, and edits on screen and prepares final copy of reports and correspondence.
- Maintains specialized manual or automated files and records; may oversee specialized document or library collections.
- Interviews, screens, and refers callers; answers various inquiries personally; provides information on departmental services and functions; maintains appointment schedules; orders office supplies.
- May prepare and distribute agendas, minutes, and reports pertaining to various Board, committee, or department meetings, events, etc.
- May supervise and train subordinate staff.
- Performs detailed research, collects, and compiles data for administrative and annual reports, agendas, bulletins, questionnaires, agreements, deeds, ordinances, resolutions, contracts, proclamations, briefs, summonses, subpoenas, and other County documents; makes varied arithmetical computations on material assembled.
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of general secretarial practices and procedures.
- Knowledge of programs and operations of assigned department.
- Knowledge of business communications.
- Knowledge of modern office equipment, practices, and procedures.
- Ability to compose and prepare effective correspondence.
- Ability to supervise and subordinate clerical staff on a permanent or intermittent basis if required.

- Ability to exercise mature judgment and to make independent decisions in accordance with established departmental policies and procedures.
- Ability to take and transcribe dictation if required by office operations.
- Ability to establish and maintain effective working relationships with other County employees and the general public.
- Skill in computer operations and pertinent software applications, i. e., MS Office, etc.

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## ADMINISTRATIVE SPECIALIST

### Basics

**FLSA** Non-Exempt

**Job Code** 012-100

**Pay Grade** G9

**Pay Class** 300

**Hourly** \$ 12.92

**Minimum**

**Hourly** \$ 19.71

**Maximum**

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 06/08/2009

**Purpose Of The Job** Responsible for administrative support and typically supports a Division or Section Manager with the everyday tasks involved in completing projects in a timely manner. Responsible for performing advanced technical and vocational level work within the functional area assigned.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** Associate's Degree

**Education**

**Required**

**Minimum** Three (3) years

**Experience**

**Required**

**Type of Experience** in the field related to the area of assignments.

### Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed

by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Normal office situation; high noise environment while performing certain responsibilities. Typically sitting at a desk. Lifting equipment up to 25 lbs. alone; up to 75 lbs. with assistance.
- Essential Functions:
- These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.
- Relieves an administrative superior of routine administrative details, assists in program planning, program monitoring, coordinating a variety of responsible staff functions.
- Supervises and trains subordinate clerical staff and monitors staff functions to ensure expeditious handling of all assignments and requests for services from one or more work units; oversees or handles special projects. Monitors progress of administrative projects. Trains administrative staff.
- Collects data, assists in the preparation of departmental budget, coordinates agenda items, types correspondence, statements, reports and other materials, composes and types letters, memoranda, minutes, notices, etc., attends meetings as necessary.
- Develops, modifies or recommends initiation of office procedures; develops and updates procedural statements and manuals, initiates correspondence with little or no direction.
- Obtains costs and quote information for department needs. Processes purchase orders and requisitions. Monitors department purchasing, receiving, and payments.
- Prepares technical and statistical reports. Performs special projects as required. Responds to requests for information from the public.
- Maintains complex and sensitive files and records, compiles, researches and completes data for management and operating reports and other public documents. Maintains project logs and other critical files.
- Interviews, screens and refers callers; answers various inquiries personally; processes claims; provides information on departmental services and functions; maintains appointment schedules; coordinates meetings.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of the principles and methods of office management and of modern office procedures, systems and equipment.
- Knowledge of legal requirements of the governmental duties assigned.
- Ability to exercise mature judgment and to make independent decisions in accordance with established department or division policies and procedures.

- Ability to coordinate staff to assure expeditious processing of all functions and duties of the work unit.
- Ability to establish and maintain effective working relationships with other departments of the County, agencies and the general public.

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## ADMINISTRATIVE SERVICES COORDINATOR

### Basics

**FLSA** Non-Exempt

**Job Code** 116-100

**Pay Grade** G13

**Pay Class** 300

**Hourly** \$ 16.31  
**Minimum**

**Hourly** \$ 25.29  
**Maximum**

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Purpose Of The Job** To perform a large volume of highly responsible work in implementing and tracking all aspects of the human resources program at the department level, as well as other support functions associated with reporting directly to the Department Director.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Bachelor's Degree in

**Area of Study Required** Business Administration, Human Resources Management, or related field.

**Minimum Experience Required** Three (3) years

**Type of Experience** (within the last five (5) years) human resources related experience.

### Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- (IN ACCORDANCE WITH AREA OF ASSIGNMENT)
- Implements/oversees processing of personnel actions affecting pay, status etc.; maintains and updates employee and departmental records to document personnel actions and changes in employee status for the Department; may review departmental timecards and serve as timecard liaison with Payroll.
- Implements and administers paperwork associated with various programs, i. e., Employee Performance Evaluations, FMLA, Worker's Compensation, Incidents/Accidents, Vehicle Accidents, Uniforms, Drug Free Workplace, etc.; maintains associated files (some of which may be complex and highly confidential.)
- Serves as direct personnel liaison with the Human Resources Department; communicates with employees or applicants to explain pertinent policies, rules and procedures.
- Initiates/reviews Personnel Requisitions for advertising; reviews/tracks applications sent from HR for interview by the department; may participate in and/or coordinate interviews for new hires.
- May perform supervisory (including employee evaluations) or lead duties.
- Performs clerical or other support functions, as required by the Director.
- Makes recommendations for changes to policies and procedures; updates policies and procedures as necessary.
- May review content of departmental job descriptions and make recommendations for changes; types job descriptions in appropriate computer format prior to forwarding to Human Resources.
- Serves as back-up to other areas, as requested.
- Communicates clearly, effectively and tactfully, orally and in writing.
- Works emergency situations (including weather and other extreme conditions) as required.
- Performs other duties as requested.

### **Knowledge/Abilities/Skills**

- Knowledge of, or ability to quickly learn, the County's personnel policies, rules, procedures and benefits.
- Knowledge of modern (within the last five years) principles and practices of Human Resources management.
- Knowledge of, with ability to effectively apply, proper business communication skills (including spelling, grammar and punctuation), accurate mathematical computations and basic accounting skills.
- Ability to establish and maintain effective working relationships with others.
- Ability to research, compile, and present basic statistical analysis, reports, and recommendations to assist in the development of personnel-related plans and programs.
- Ability to make sound decisions on matters pertaining to County and departmental policies, rules and procedures.
- Ability to consistently interact with others in a tactful, impartial and professional manner.
- Ability to maintain confidentiality at all times.
- Ability to sit and maintain concentration at a computer terminal for long periods of time.
- Ability to distinguish colors.



- Skill in the use of personal computers, including applicable software applications, i. e., Word, Excel, Lotus Notes, Desktop Publishing, etc.

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## ALGAL CONTROL SPECIALIST/LABORATORY ASSISTANT

### Basics

**FLSA** Non-Exempt  
**Job Code** 317-100  
**Pay Grade** G10  
**Pay Class** 300  
**Hourly Minimum** \$ 13.69  
**Hourly Maximum** \$ 21.22  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** This classification manages the algal control program during the algal growth season and performs various sampling and standard laboratory procedures at other times. Duties are performed with considerable initiative and independent judgment and evaluated by results achieved.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Three (3) years

**Type of Experience** chemical spraying, commercial landscaping, horticulture, or related experience.

**Experience Desired** Prior experience in a laboratory setting and/or in collection of environmental water samples highly desired.

**Specify License /Certification Required** Aquatic Plant Control Applicator License

**Driver's License** Valid driver's license with valid Florida driver's license within

30 days of hire.

### **Job Duties**

#### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/outdoor environment. High noise environment while performing certain responsibilities. Lifting objects up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Operates a four-wheel drive truck, airboat, or support craft in a safe manner; prepares vehicle for day's activities; ensures vehicles and equipment are in safe operating condition; washes and cleans vehicles and spray equipment; performs a variety of other maintenance tasks as required.
- Ensures proper mixing and application of pertinent chemicals and safe operation of spray equipment in a manner prescribed by State law and departmental regulations; correctly disposes of chemicals and related containers.
- Maintains records of areas sprayed and herbicides used.
- Operates hand and skid mounted sprayers for spot treatment of terrestrial weeds on plant grounds.
- Calibrates, operates, and maintains pH, conductivity, dissolved oxygen, and turbidity field meters for sampling events; operates and maintains various sampling pumps and controllers.
- Collects various environmental samples from lakes, streams, and wells, in accordance with applicable regulations and guidelines.
- Skillfully uses a compound microscope to identify and count algal species.
- Performs laboratory analyses of alum, lime, sodium hypochlorite treatment chemicals, etc.; prepares various laboratory reagents.
- Reads, comprehends and appropriately follows oral and written materials, including instructions, manuals, labels, etc.
- Establishes and maintains effective working relationship with co-workers, supervisors, and the public.
- Works emergency situations, as requested.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Ability to swim a minimum of 100 yards.
- Ability to effectively perform outside duties under varying, including inclement, climatic conditions.
- Ability to lift and carry up to 50 pounds.

- Ability to identify colors and odors.

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## ANIMAL CARE SPECIALIST I

### Basics

**FLSA** Non-Exempt

**Job Code** 235-100

**Pay Grade** G6

**Pay Class** 300

**Hourly Minimum** \$ 10.85

**Hourly Maximum** \$ 16.55

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder Eligible** YES

**Purpose Of The Job** This classification performs animal care and custodial work in the County's Animal Shelter. Work involves responsibility for feeding, watering and caring for animals impounded in the shelter. Work also includes restraining animals and performing or assisting with euthanizing sick, injured and unwanted animals.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Experience Desired** Prior experience working in an animal shelter or kennel.

**Specify** Florida Animal Euthanasia Certification within six (6) months  
**License / Certification Required** of hire

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/outdoor environment. High noise environment while performing certain responsibilities. Lifting objects up to 50 lbs. alone; up to 100 lbs. with assistance. Works with different types of animals under varying and stressful conditions.
- Essential Functions:
- Cleans and disinfects animal runs and cages; prepares food and water for the animals; sweeps and mops all shelter areas; collects and empties trash.
- Greets the public; assists in answering questions in person and over the telephone; quickly becomes familiar with State of Florida and Manatee County laws, rules and regulations pertaining to animals.
- 
- Establishes and maintains courteous and effective relationships with co-workers and the general public; keeps a neat and clean appearance, maintaining a professional public image representing the Division.
- Understands and carries out assignments and instructions given orally and in writing.
- Prepares clear, concise, and detailed reports and records relative to redemptions, adoptions, and euthanasia of animals.
- Applies knowledge of basic principles and practices in the safe care and handling of large and small animals, brings animals to be euthanized to the euthanasia area; euthanizes or restrains animals to be euthanized.
- Applies knowledge of the safe and efficient operation of the pathological incinerator, disposes of animal carcasses by manual loading in the pathological incinerator and/or cooler.
- May transport animals to contracted veterinarian and/or alternate shelters.
- Works emergency situations as requested.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Ability to safely and humanely pick up and handle animals, alive and deceased, up to and over 100 pounds, with assistance when needed.

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## ANIMAL CARE SPECIALIST II

### Basics

**FLSA** Non-Exempt

**Job Code** 505-100

**Pay Grade** G7

**Pay Class** 300

**Hourly Minimum** \$ 11.50

**Hourly Maximum** \$ 17.54

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder Eligible** YES

**Purpose Of The Job** This classification performs animal care and custodial work in the County's Animal Shelter. Work involves responsibility for feeding, watering and caring for animals impounded in the shelter. Work also includes restraining animals and performing or assisting with euthanizing sick, injured and unwanted animals.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** One (1) year

**Type of Experience** experience as an Animal Care Specialist I.

**Specify** Other

**License /Certification Required**

**Other** Florida State Certification in Animal Euthanasia required.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

## **Job Duties**

### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor environment. High noise environment while performing certain responsibilities. Lifting objects up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Cleans and disinfects animal runs and cages; prepares food and water for the animals; sweeps and mops all shelter areas; collects and empties trash.
- Greets the public; assists in answering questions in person and over the telephone; quickly becomes familiar with State of Florida and Manatee County laws, rules and regulations pertaining to animals.
- 
- Establishes and maintains courteous and effective relationships with co-workers and the general public; keeps a neat and clean appearance, maintaining a professional public image representing the Division.
- Understands and carries out assignments and instructions given orally and in writing.
- Prepares clear, concise, and detailed reports and records relative to redemptions, adoptions, and euthanasia of animals.
- Works with different types of animals under varying and stressful conditions; works indoors and outdoors in all weather conditions.
- Applies knowledge of basic principles and practices in the safe care and handling of large and small animals, brings animals to be euthanized to the euthanasia area; euthanizes or restrains animals to be euthanized.
- Applies knowledge of the safe and efficient operation of the pathological incinerator, disposes of animal carcasses by manual loading in the pathological incinerator and/or cooler.
- May transport animals to contracted veterinarian and/or alternate shelters.
- May serve as Animal Care Supervisor in absence of supervisor.
- Works emergency situations as requested.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Ability to safely and humanely pick up and handle animals, alive and deceased, up to and over 100 pounds, with assistance when needed.



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## BUILDING TRADES WORKER

### Basics

**FLSA** Non-Exempt

**Job Code** 037-100

**Pay Grade** G8

**Pay Class** 300

**Hourly Minimum** \$ 12.19

**Hourly Maximum** \$ 18.59

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification performs manual and skilled work involving two or more trades in demolition, salvage, renovation, alteration, construction, installation, maintenance, and repair projects for County buildings, equipment, facilities, systems, and grounds. Work involves application of various trades skills and those journeyman skills learned on the job. Employees in this class are expected to perform duties and tasks adhering to standard trades practices and procedures, and ensure that work is performed in a safe manner, monitoring the use of materials and equipment.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Additional Education Desired** Vocational Training Certification related to area of assignment

**Additional Area of Study Desired** Other

**Other** (i.e., plumbing, electrical, carpentry, masonry, painting, etc.) highly desired.

**Minimum Experience** Two (2) years

**Required**

**Type of Experience** skilled trades work experience (related to area of assignment) in commercial building construction, maintenance, and repair.

**Experience Desired**

**Specify** Other

**License /Certification****Required**

**Other** In accordance with area of assignment, certification(s)/license(s) for HVAC/refrigeration and/or chemical application may be required, or ability to obtain within 6 months.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

**Job Duties****General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/ Office environment; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.
- Essential Functions:
- Performs general and specialized work involved in demolition, salvage, renovation, alteration, installation, and repair projects for County buildings, equipment, facilities, systems, and grounds. Ensures safety rules are followed and work is performed in accordance with applicable rules, regulations and procedures.
- Performs skilled facility upgrades and remodeling requiring some advanced knowledge of skilled trades, which may include, but not be limited to, flooring, masonry, painting, rough carpentry, plumbing, electrical wiring, roofing, landscaping, and repair of HVAC units; reads and interprets blueprints and sketches.
- Performs a variety of flooring tasks, such as carpet, tile, or vinyl removal and/or installation.
- Performs a variety of masonry tasks, such as applying stucco, constructing frames and pouring concrete slabs, and finishing and repairing concrete walkways, steps and other surfaces.
- Performs a variety of painting tasks, such as painting interior and exteriors of buildings and other facilities, using spray guns, rollers, and brushes; caulking and patching interior and exterior surfaces of buildings and other facilities; applying texture coating to walls; erecting, using, and removing mechanical scaffolding, ladders, etc.; applying glazing, hanging paper, and repairing plaster,

drywall and wood surfaces.

- Performs a variety of carpentry tasks, such as moving and resetting partitions for office cubicles; repairing and replacing furniture, walls, doors, partitions, counters, window frames, etc.; hanging shelving and other fixtures; removing and replacing old ceilings, setting new ceiling grids and installing ceiling panels.
- Performs a variety of plumbing tasks for plumbing projects, such as trouble shooting and repair of plumbing fixtures, replacing faucets, and unplugging toilets and drain lines, etc.
- Replaces lights/bulbs and/or ballasts; checks mechanical malfunctioning; determines causes of mechanical/electrical failures; and makes repairs or report problems to supervisor.
- Performs roofing work involving removal and replacement of shingle, metal, and torch down roofs; rebuilds roof structures; builds awnings; repairs and replaces soffit and fascia; installs siding; etc.
- Performs a variety of HVAC work including, but not limited to, inspection of AC units, adjusting controls, lubricating moving parts, changing filters, replacing refrigerant, testing equipment, replacing defective parts, etc. May assist or work alone in installing new AC units. Services related refrigeration equipment such as water coolers, ice machines, and refrigerators.
- May also perform grounds maintenance tasks, including application of related chemicals.
- Operates bench tools, such as table saws, drill presses, grinders, jointers, planes, belt sanders, hand drills, gas-powered saws, etc.; re-keys locks.
- Loads and unloads heavy materials from trucks, vans and other areas; moves or aids in moving heavy and/or bulky objects.
- May oversee work performed by crews or outside contractors.
- Prepares and maintains appropriate records.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of modern (within the last 5 years) procedures and techniques used in area of assignment; knowledge of codes, rules, regulations, and procedures pertaining to area of assignment.
- Knowledge of the type of construction and maintenance used in various types of buildings, equipment, facilities, systems, and grounds.
- Knowledge of occupational hazards associated with area of assignment; knowledge of, and ability to safely apply, pertinent safety measures and precautions.
- Ability to respond to emergency and after-hours calls on nights and weekends.
- Ability to read and interpret basic blueprints and sketches.
- Ability to safely erect, use, and remove mechanical scaffolding, ladders, etc.
- Ability to safely operate a motor vehicle.
- Ability to perform a variety of physical tasks, involving reaching, bending, stooping, squatting, climbing, etc.
- Ability to lift and move up to 50 lbs.; ability to identify colors.

- Ability to work in high or confined areas, if required.
- Ability to work and communicate effectively with others and the general public.
- Ability to work independently, without assistance or immediate supervision.

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## COMPUTER OPERATIONS SUPPORT TECHNICIAN I

### Basics

**FLSA** Non-Exempt

**Job Code** 074-100

**Pay Grade** G10

**Pay Class** 300

**Hourly Minimum** \$ 13.69

**Hourly Maximum** \$ 21.22

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification performs technical work in the operation of electronic computers, attached peripherals, and a highly advanced document publishing system. Computer Operations Support Technician I, has 2 main parts; Computer Operations and Copy Center Support. The Copy Center component requires timely processing of copy requests from other departments. The Computer Ops function acts as after hours Help Desk to resolve system and user problems. In addition, the position is responsible for transferring files between financial institutions and other departments and backing up the counties systems and servers. This position requires the employee to work 9 days on and 5 days off.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Other Education Required**

**Other** Associates degree in computer science or related field, supplemented by a minimum of two (2) years experience in the operation of multi-host

electronic computers having operating systems that utilize multi-programming, spooled and dedicated devices.

**Experience** Print shop experience desired.  
**Desired**

### **Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor environment; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Prepares and operates multiple computers with advanced operating systems and attached peripheral equipment via system consoles in addition to other standard data processing equipment.
- Produces file backups, reports, labels, and pre-printed forms and checks from dedicated and spooled devices.
- Observes system operations and determines whether programs appear to be operating correctly.
- Monitors environment for proper operating conditions.
- Provides prompt and accurate data processing related assistance through telephone conversations and personal contact.
- Transmits and receives data electronically.
- Performs cleaning and minor maintenance on all equipment and surrounding areas.
- Maintains magnetic tape tracking system and prints reports reflecting daily activity; rotates backup tapes to off-site locations.
- Programs and operates an advanced document publishing system to complete copy service work orders submitted to the centralized Copy Center. Inputs original documents by means of scanning or electronic file transfer, often requiring editing and graphics manipulation.
- Performs document finishing procedures, decollating, bursting, cutting, folding, carbonless paper adhesive application, etc.
- Keeps management informed of all significant events.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of basic data processing equipment, practices, and terminology.

- Knowledge of various computer operating systems (Windows, UNIX, etc.) and equipment.
- Knowledge of file archive and electronic file transfer procedures (e-mail, FTP, internet download, etc.).
- Knowledge of, or ability to quickly learn, basic print shop equipment, practices, and terminology.
- Ability to work with a high degree of accuracy while processing complex data.
- Ability to simultaneously perform multiple tasks.
- Ability to work independently and as part of a team.
- Ability to follow instructions and a predetermined work schedule with minimal supervision.
- Ability to clearly communicate technical data processing information effectively, orally and in writing.
- Ability to perform tasks and processes on all shifts.
- Ability to interpret and respond to computer error messages.
- Ability to detect equipment malfunctions.
- Ability to lift and move up to 50 pounds.
- Skill in the use of personal computer applications (word processing, spreadsheets, databases, etc.).
- Skill in customer service relations (in person and on the telephone).

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## CONSTRUCTION COORDINATOR

### Basics

**FLSA** Non-Exempt

**Job Code** 079-100

**Pay Grade** G16

**Pay Class** 300

**Hourly Minimum** \$ 19.42

**Hourly Maximum** \$ 30.11

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification performs a variety of highly responsible duties involved with designing and coordinating construction, maintenance, and/or repair projects for County facilities assigned to the department. The position is expected to serve as a liaison between the customer (County entity requesting work) and work force (in-house staff or outside vendor) to ensure satisfactory product installation or service. This may include estimate procurement, record keeping, coordinating with purchasing dept., coordinating with architect, coordinating with permitting authority, coordinating with construction or maintenance teams, and end user. This position also requires the employee to help determine, design and implement the proper course of action to satisfy the request of the end user.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Bachelor's Degree in

**Area of Study Required** Agriculture, Engineering, or related field.

**Minimum Experience Required** Two (2) years



**Type of Experience** planning, directing, or coordinating building construction and/or renovation activities, including working with building trades contractors.

**Experience Desired** CAD experience (w/in last 5 yrs.) highly desired.

**License/Certification** Other  
**Desired**

**Other** Florida Professional Architect License desired.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### Job Duties

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor environment; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Applies knowledge of County organizational structure, policies, procedures and practices of County government departments/offices and activities.
- Performs Computer Aided Design (CAD) for assigned projects; reads and interprets blueprints, drawings and/or sketches related to maintenance and construction projects.
- Complies with Manatee County Procurement Ordinance, Finance procedures, and budgeting methods.
- Makes worksite visits and inspections, which may involve working outside in variable weather conditions, on slippery or uneven surfaces, and the ability to reach above shoulders, climb and descend ladders and scaffolding, and bend and crouch at the knees.
- Effectively prepares, updates and maintains pertinent records and reports; advises management regarding cost containment; prepares periodic project status reports.
- Performs and reviews all assigned construction estimates.
- Reviews and approves all construction plans specifications and contract documents prior to bid process for assigned projects.
- Prepares construction schedules to coordinate funding availability, departmental priorities, and staffing.
- Applying knowledge of all regulations and statutes governing construction of public facilities, serves as liaison between project management and design, inspection and accounting staff, and user departments.
- Provides support for any construction-related activity to other departments as

requested.

- Consistently interacts and maintains effective working relationships with County staff, County Officials, contractors, vendors, and the general public.
- Communicates clearly and effectively, orally and in writing.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Visual acuity; ability to distinguish colors for reading blueprints, plans, etc.
- Skill in use of computer programs and pertinent software applications, i.e., Word, Excel, CAD, etc.

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## CONSTRUCTION INSPECTIONS OFFICER II

### Basics

**FLSA** Non-Exempt  
**Job Code** 230-100  
**Pay Grade** G15  
**Pay Class** 300  
**Hourly Minimum** \$ 18.32  
**Hourly Maximum** \$ 28.40  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Career Ladder** YES  
**Eligible**  
**Purpose Of The Job** Under general supervision, is responsible for skilled inspection work in securing and maintaining compliance with all applicable building codes and regulations governing building construction, alterations and repairs. Work involves responsibility for inspecting construction at the work site, explaining legally established requirements, and preparation/maintenance of related documentation. Work requires the exercise of independent judgment in the interpretation of codes and regulations and is reviewed for conformance to departmental and County policies, codes and regulations.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education** Other  
**Required**  
**Other** High school diploma or equivalent certificate of competency.  
**Specify** Other  
**License /Certification**  
**Required**

**Other** Standard certification by the Florida Building Code Administrators and Inspectors Board (FBCAIB) as an Inspector (as required for the position), along with standard certification as a Plans Examiner in the appropriate trade discipline as specified by departmental need.

**License/Certification Desired** Other

**Other** 1 and 2 Family Dwelling Inspector or multiple licenses highly desired.

**Driver's License** Valid driver's license with valid Florida driver's license required prior to starting work.

## **Job Duties**

### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Inspects building construction to ensure compliance with codes and approved building permits; renders final approval of appropriate permits upon completion of construction.
- Investigates complaints and/or unauthorized building construction; makes recommendations to contractors and/or property owners on approved construction methods, practices and materials; maintains files and reports and prepares notices of violation.
- Confers with and advises contractors, owners, architects, engineers and the general public relative to interpretation and application of the building codes, zoning ordinance and other applicable laws, ordinances and regulations; issues notices and warnings; posts stop work orders as required.
- Reviews plans for compliance with building structures.
- Attends hearings and appears in court, as required.
- Prepares and maintains necessary records and reports.
- Enforces all aspects of County Ordinances including complaint investigations, posting determinations, research and course of action pertaining to unsafe structures.
- Oversees implementation of policies and procedures pertaining to unsafe structures
- Monitors cases and tracks data and documentation related to cases.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency

duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of current methods, materials and techniques involved in construction, repair and alteration.
- Knowledge of regulations and laws relating to building construction and zoning, with ability to recognize possible defects and flaws in construction and take effective corrective measures.
- Ability to read, understand and work from plans, drawings and diagrams, detect and locate defective workmanship and materials, and to ascertain the stage of construction when defects are most easily found and remedied.
- Ability to communicate clearly and effectively, orally and in writing; ability to enforce regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective working relationships with other employees, craftsmen, building owners, contractors and the public.
- Ability to work outside in all types of weather conditions, including inclement.
- Ability to lift and move up to 50 pounds; ability to bend, kneel, squat and climb.

# **COOK (OPS)**

Date of draft: 1/26/2010

## **GENERAL INFORMATION**

Job Code	9094-000
PG	05
Effective Date	01/10/06
Job Type	SPECIFIC

## **PURPOSE OF THE JOB**

To perform a variety of skilled duties in the procurement and preparation of gourmet food items as well as concession items for patron(s). Shift and work assignments are contingent upon requirements of the facility assigned.

## **REQUIREMENTS**

### **EDUCATION:**

Must be 18 years of age or older.

### **WORK EXPERIENCE:**

Minimum of six (6) months experience in a full-service kitchen facility. Prior cooking experience in a full-service kitchen facility highly desired. Equivalent combinations of education and experience may be considered

### **SUPERVISORY EXPERIENCE:**

No prior supervisory experience required

### **LICENSES/CERTIFICATIONS:**

None

### **DRIVER'S LICENSE:**

None

## **JOB DUTIES**

Prepares meats, vegetables, soups, gravies, potatoes, bread, cakes, etc

Butchers chickens, fish and shellfish

Cuts, trims and bones meat prior to cooking

Carves meats, portions food on serving plates, and adds gravies/sauces and garnishes

# **COOK (OPS)**

Date of draft: 1/26/2010

Slices deli meats such as pork loaf, veal loaf, roast beef and ham

Familiar with appetizers, canapes, cold and hot hors d'oeuvres, soup, salads, and sandwiches for buffets

Uses a variety of kitchen equipment such as blenders, mixers, slicers, convection ovens, etc

Plans production according to daily requirements

Plans meals according to number of persons being served

Maintains and cleans such areas as grills, stoves, cooking vats and serving utensils

Determines time and sequence of cooking operations to meet meal serving hours

Establishes and maintains effective working relationships with others

Communicates clearly and effectively, orally and in writing

Works emergency situations (including weather and other extreme conditions) as required

Performs other duties as requested

## **Knowledge/Abilities/Skills:**

Knowledge of practices, procedures, principles and policies involving the procurement of food items in appropriate quantities required, and the preparation of such food and beverage items

Knowledge of the care and use of equipment and utensils

Ability to handle food, cook, and maintain a clean work area, in accordance with health rules and regulations

Ability to work effectively with others

Ability to communicate clearly, orally and in writing

Ability to work effectively, efficiently, and with courtesy and cooperation under pressure for long hours

Ability to perform under a flexible work schedule and at times, under adverse or stressful conditions

Ability to stand for long periods of time

Ability to lift and carry up to 40 pounds

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## CUSTODIAN

### Basics

**FLSA** Non-Exempt  
**Job Code** 101-100  
**Pay Grade** G4  
**Pay Class** 300  
**Hourly Minimum** \$ 9.65  
**Hourly Maximum** \$ 14.48  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** Ensures the general cleanliness of assigned County offices and buildings.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** No educational requirement. Must be 18 years of age or older.

**Minimum Experience Required** One (1) year

**Type of Experience** experience in janitorial or related custodial work; Must be familiar with the power tools, equipment and professional materials used in custodial services.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### Job Duties

General Disclaimer:

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exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Constant: Work inside, with chemicals and solvents. Frequent: Work in dry conditions, working with moving objects and with odors. Occasional: Work outside, in heat, cold, high humidity, in dampness or chilliness, in darkness, in or with dusty conditions, with grease or oils, on slippery surfaces, in or with ladders/scaffolding, at heights above ground level, with poor ventilation, and with unusual fatigue factors.
- Essential Functions:
  - Provide prompt and courteous service to co-workers and the general public.
  - Sweeps, mops, polishes and vacuums floors of assigned offices and buildings.
  - Washes walls, windows, woodwork and mirrors.
  - Cleans all rest rooms and fixtures; checks and stocks supplies; ensures that all lavatory installations are working and reports those that need repair; makes other minor repairs as needed.
  - Removes and disposes of all rubbish and trash in designated areas; cleans desks, cabinets and furniture.
  - Performs major cleaning operations such as floor stripping.
  - May drive trash trucks to dump ( Light duty trucks only).
  - May set up displays, conference rooms, etc.
  - May perform as a lead person providing training, guidance, and direction to employees of the same level or lower level regarding proper use of equipment and maintenance of offices and buildings.
  - May prepare reports and maintain work records, prepare estimates on the amounts and kinds of materials needed, and provide recommendation for preventative maintenance required to keep repair work to a minimum.
- Additional Duties:
  - Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of building/office cleaning processes, supplies and equipment.
- Knowledge of the work hazards and applicable safety precautions associated with materials and equipment.
- Ability to read instructions on cleaning supplies.
- Ability to understand and carry out oral instructions.
- Ability to perform routine custodial duties without immediate supervision.
- Ability to work effectively with other employees.
- Ability to train and supervise others.
- Constant: Lifting under 15 lbs., use of fingers, both hands, good vision near and far, good hearing, walking, standing and bending.
- Frequent: Lifting of 15-44 lbs., and reaching above shoulder, pushing, kneeling and balancing. Occasional: Climbing with legs and arms, distinguishing shades of colors, straight pulling, pulling hand over hand, crawling, jumping and

operating a vehicle.

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## DATA ENTRY OPERATOR

### Basics

**FLSA** Non-Exempt  
**Job Code** 027-100  
**Pay Grade** G7  
**Pay Class** 300  
**Hourly Minimum** \$ 11.50  
**Hourly Maximum** \$ 17.54  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification performs skilled work in the operation of direct data entry devices. Work involves responsibility for the conversion of source documents into computer-acceptable forms utilizing a computer. Work of this class is distinguished from other clerical classes in which data entry may constitute a portion of the work by the high volume and repetitive nature of the work.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Other  
**Other** Prior  
**Type of Experience** experience as a data entry operator.

## **Job Duties**

### **General Disclaimer:**

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- Working Conditions
- Indoor/ Office environment; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 50 lbs. with assistance.
- Essential Functions
- Sets up new data bases and key punches information.
- Codes source documents for computer input.
- Updates master files and enters changes.
- Checks the accuracy of information input.
- Performs routine clerical work such as maintaining files or compiling routine reports.
- Additional Duties
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Knowledge of data entry methods and of the operation of data entry equipment, including keypunch, verifying and cathoderay-tube terminal equipment.
- Knowledge of general office practices and procedures.
- Skill in the operation of data keyboard equipment at an acceptable rate of speed.
- Ability to understand and follow oral and written instructions.
- Ability to maintain required work records.
- Ability to establish and maintain effective work relationships with others.

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## ENGINEERING TECHNICIAN II

### Basics

**FLSA** Non-Exempt  
**Job Code** 152-100  
**Pay Grade** G11  
**Pay Class** 300  
**Hourly Minimum** \$ 14.51  
**Hourly Maximum** \$ 22.50  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 03/02/2009

**Purpose Of The Job** This classification performs experienced field and/or office technical engineering work on transportation, project management or capital improvement projects. In accordance with area of assignment, duties may include, but not be limited to, serving as a member of a field survey crew in an instrumentation capacity, performing mapping, drafting or design duties, etc.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Two (2) years  
**Type of Experience** related to area of assignment.  
**Experience Desired** Prior design experience highly desired.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### **Job Duties**

#### General Disclaimer:

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- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.
- As a member of a survey crew, operates field survey equipment including theodolite EDMs, total stations, data collections, GPS, transit electronic measuring device, level, and other related equipment in a manner to assure desired accuracy; uses established surveying procedures to obtain needed results; records precise, clear, accurate and complete field notes of surveying tasks performed; ensures equipment required for field surveying is in good working condition.
- As a member of the design/drafting or plan review section, prepares drawings from survey data; reduces survey notes and prepares final construction drawings related to area of assignment. Reviews construction plans for compliance with applicable design standards.
- As a member of the records section, will be involved in the research and automation of descriptive and technical data associated with all elements of County infrastructure; compiles information in preparation for updating and/or revising the mapping system or database; assists in supplying information to the public or private sector.
- Conducts mapping research, in the office and in the field to resolve conflicting information and ensure the accuracy of the data before posting for consumption.
- Maintain and update the record drawing applications using GIS computer aided drafting.
- Maintain and update the valve and hydrant inventory database for Utility Operations Department.
- Operate computer workstation to create and update new data relative to new subdivisions, developments, capital improvement projects, in-house projects and other miscellaneous projects.
- Perform spatial analysis of utility data and provides technical assistance to field users.
- Provide internal and external customer with utility data and provide prints of related information requested.
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of techniques, tools and equipment used in area of assignment, utilizing manual and/or computer methods.
- Knowledge of mathematics, including geometry, algebra and trigonometry, as required by the position.
- Knowledge of public works construction inspection methods.
- Ability to produce engineering drawings accurately and neatly.
- Ability to perform surveying work outside in all weather conditions.
- Ability to establish and maintain effective working relationships with others.
- Ability to efficiently operate personal computers for AutoCAD drafting or data entry processing, with ability to sit at work station for long periods of time.

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## ENGINEERING TECHNICIAN III

### Basics

**FLSA** Non-Exempt  
**Job Code** 153-100  
**Pay Grade** G12  
**Pay Class** 300  
**Hourly Minimum** \$ 15.38  
**Hourly Maximum** \$ 23.84  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 05/28/2009  
**Purpose Of The Job** This classification performs advanced field and/or office technical engineering work on transportation, project management or capital improvement projects. In accordance with area of assignment, duties may include, but not be limited to, surveying, mapping, drafting, and design projects.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Three (3) years  
**Type of Experience** related to area of assignment.  
**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### Job Duties



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- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.
- As a member of the Records section, incumbent will be involved in automation of geometric data and design information pertaining to all infrastructure and their elements as required on both in-house and out-of-house projects for input into the Automated Records/Facilities Management System.
- As a member of the Design/Drafting or plan review section, prepares drawings from survey data; reduces survey notes and prepares final construction drawings related to area of assignment. Reviews construction plans for compliance with applicable design standards.
- As a member of the Survey section, gathers survey data by means of various survey methods and equipment including, but not limited to, GPS and robotic instrumentation; assists with keeping written and electronic field notes; uses CAD to prepare drawings in compliance with Florida's Minimum Technical Standards for Land Surveying; assists with reviewing and writing property descriptions, checking property closures and comparing descriptions against right-of-way maps and construction plans; researches survey work; prepares related work orders; assists with cost estimates, developing point maps for construction staking, uploading and downloading electronically collected survey data, preparation of preliminary and final drawings of various types of surveys (i. e., boundary, topographic, as-built, specific purpose, etc.), etc.; may require AutoCAD and/or field experience based on specific area assigned.
- As a member of the Traffic Information Systems section assists the other members with both field and office technical engineering work. Duties include annual and requested traffic volume counts, turning movement studies, vehicle classifications studies, speed radar device deployment, and implementing the traffic calming program. This position will also be an integral part of traffic data analysis for engineering studies, including roadway safety analysis.
- Prior design experience may be required/desired based on specific area assigned.
- Provides related technical guidance to other technical staff.
- Provides related information to the public and private sector.
- Performs technical traffic engineering analysis using a computerized information base (based on area of assignment.)
- Communicates clearly, effectively and tactfully, orally and in writing.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of terminology, techniques, tools and equipment used in engineering, drafting, surveying and mapping, through manual or computer methods.
- Knowledge of mathematics, which may include geometry, algebra and trigonometry as required by the position.
- Knowledge of computer languages, cartography and data processing.
- Ability to produce related drawings accurately and neatly.
- Ability to effectively provide related guidance to other technical staff.
- Ability to sit at a work station and maintain concentration for long periods of time.
- Ability to perform physical work outside in varying (which may include extreme) weather conditions.
- Ability to walk for long distances on uneven terrain; stand for long periods of time; squat, kneel, bend, reach and/or perform other physical actions required for assigned position.
- Sufficient eyesight to safely and efficiently perform duties, i.e., use of technical instruments, equipment, color-coded drawings, etc.
- Sufficient hearing to identify sounds necessary for safety, i.e., equipment warning signals, verbal commands, etc.
- Skill in computer operations and pertinent software applications specific to area of assignment.

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## EQUIPMENT OPERATOR

### Basics

**FLSA** Non-Exempt  
**Job Code** 165-100  
**Pay Grade** G9  
**Pay Class** 300  
**Hourly Minimum** \$ 12.92  
**Hourly Maximum** \$ 19.71  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 03/02/2009  
**Purpose Of The Job** This classification performs semi-skilled work in the operation of medium to heavy duty automotive, construction, and other equipment associated with the maintenance and construction of Parks and related facilities. Operation of assigned equipment is normally a full-time or predominant task; however, work of a general labor nature is performed as required.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Two (2) years  
**Type of Experience** in the operation of medium to heavy duty motorized equipment related to area of assignment.  
**Driver's License** Other

**Other** Valid driver's license with valid Florida Driver's License within 30 days of hire. Based on area of assignment, valid Florida Commercial Drivers License (CDL) (License Class and endorsements: As requested), may be required. (If required, must obtain within ninety (90) days of hire and must possess appropriate CDL permit prior to beginning work.)

### **Job Duties**

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- Working Conditions: Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.
- Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.
- Skillfully and safely operates medium to heavy equipment such as tractors and associated implements, graders, bulldozers, rubber tire backhoes, loaders, rollers, road compactors, dump trucks, mobile cranes, street sweepers, mowers, automotive cranes/lifts, bucket trucks, flusher trucks, tractor trailer/low boy units, etc., in accordance with work area assigned; adheres to pertinent (including traffic, safety and health) laws, regulations, policies and procedures related to assigned job duties.
- Operates a variety of small gasoline powered machinery, equipment and tools, i. e., cement mixers, pumping equipment, air compressors, chainsaws, weed eaters, saws, hammers, etc., when necessary.
- Performs grading functions to engineered grade standards, when applicable.
- Performs daily safety inspections, maintenance and servicing of equipment; recognizes operating deficiencies; assists mechanics in performing repairs to equipment/tools.
- Oversees or actively performs the loading, unloading and transporting of automotive and/or heavy equipment, parts and supplies to and from worksites.
- Assists labor work crews during construction or repair work; sets flags and barricades or acts as flagman as required.
- Accurately completes accident or other routine reports; prepares worksheets, etc.
- Reads, understands and follows engineering plans, diagrams and blueprints, in accordance with area of assignment.
- Establishes and maintains effective working relationships with others.
- Communicates clearly, effectively and tactfully, orally and in writing; reads, comprehends and follows oral and written instructions and other forms of communication, i. e., equipment manuals, safety regulations, etc.
- May oversee, on a project basis, assigned operators or other personnel; ensures work is accomplished in a safe, productive, and efficient manner.
- Performs other related work (including weather or other extreme emergency

duties) as required.

**Knowledge/Abilities/Skills**

- Working knowledge of occupational hazards and safety precautions related to operating assigned equipment/tools.
- Sufficient agility, physical strength and stamina to efficiently operate assigned equipment and perform other manual tasks under varying conditions, i. e., uneven terrain, extreme weather, etc.
- Ability to climb and descend steps, ladders, equipment, etc.; ability to bend, reach and stoop; sufficient hearing and visual acuity to safely perform job duties.
- Ability to lift and carry up to 50 pounds.
- Skill in the operation and servicing of a variety of tools and medium to heavy duty equipment associated with construction and maintenance of parks and related facilities.

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## EVENT SPECIALIST

### Basics

**FLSA** Non-Exempt  
**Job Code** 263-100  
**Pay Grade** G6  
**Pay Class** 300  
**Hourly Minimum** \$ 10.85  
**Hourly Maximum** \$ 16.55  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 06/08/2009  
**Purpose Of The Job** This classification is responsible for supervising special events at the Manatee Convention Center and Crosley Museum. Handles technical requirements at both the Convention Center and Crosley Museum. At times, will supervise concession stands and liquor bars at either facility. Will supervise general set-up and tear-down crews at both facilities, and work as a general laborer at times.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** One (1) year  
**Type of Experience** of prior experience in food service and cashiering.  
**Minimum Supervisory Experience** One (1) year supervisory experience.

## **Required**

### **Job Duties**

#### **General Disclaimer:**

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- Working Conditions: Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.
- Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.
- Assists in the supervision and /or training of service and support personnel required by the facility and lessee.
- Assures that facility, services, and equipment are in readiness for event and supervises support personnel required prior to, during, and after events at both MCC and Crosley Museum.
- Assumes security of all equipment products, supplies, etc., within the Food Service Division. Maintains proper organization and condition of all refrigerators, storerooms, freezers, etc.
- Adheres to and enforces all policies as may be set forth by the facility management and local fire district.
- Interviews, supervises and trains competent production crews on a flexible work schedule.
- Responsible for complying with time frames for set-ups, operations and tear-downs.
- Recommends additional or replacement equipment and supplies when deemed advisable.
- Keeps up-to-date on new equipment, methods and technology.
- Operates the marquee and computerized lighting, cooling, heating, and word processing systems.
- Prepares required billing and reports; collects cash payments from lessees and takes all properly identified collections to the accounting clerk.
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of basic supervisory principles and practices,
- Knowledge of communication, sound, and lighting systems.
- Knowledge of rigging, props and theatrical devices, set-ups, tear-downs, maintenance, and repair.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with other

departments of the County, agencies and the general public.

- Skill in the capacity to understand ideas, wants, facts, instructions, and to analyze them and formulate plans and instructions accordingly.



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## EVENT SUPERVISOR

### Basics

**FLSA** Non-Exempt  
**Job Code** 167-100  
**Pay Grade** G10  
**Pay Class** 300  
**Hourly Minimum** \$ 13.69  
**Hourly Maximum** \$ 21.22  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 03/02/2009  
**Purpose Of The Job** This classification coordinates and supervises events at the Manatee Convention and Civic Center (MCC) and/or Crosley Estate, as well as assisting in technical requirements at either or both facilities.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** One (1) year  
**Type of Experience** of related technical experience working in a public facility whose operation is similar to that of a convention center, theater, or playhouse.  
**Experience Desired** Experience in food and beverage and events operations preferred.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

## **Job Duties**

### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions: Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.
- Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.
- Coordinates contracted events at the Convention and Civic Center and/or Crosley Estate.
- Assures that facilities, services, and equipment are in readiness for events; supervises required support personnel prior to, during, and after events at both the MCC and Crosley Estate.
- Determines tasks to be performed and personnel required for each event; contacts crew members to inform them of work schedules.
- Supervises set-ups, tear-downs, and clean-ups upon termination of events.
- Prepares required billings and reports, collects cash payments from lessees.
- Involved in special design work, both theatrical and lighting, for MCC and Crosley Estate.
- Operates the marquee and computerized lighting, cooling, heating, design and word processing systems.
- Assists in setting up, checking and operating portable technical equipment; determines electrical needs, including proper preparation for events.
- Assists in the repair and replacement of portable lighting, sound, and electrical equipment used for events; operates sound and lighting equipment during events.
- Establishes and maintains effective working relationships with others; communicates clearly and effectively, orally and in writing.
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Ability to reach, bend, stoop and squat; ability to lift and carry up to 50 lbs.
- Visual acuity, ability to hear and identify sounds.
- Ability to perform strenuous work inside and outside under varying (including extreme) weather/temperature conditions.

# EVENT TECHNICIAN I (OPS)

Page 1 of 2

## GENERAL INFORMATION

Job Code	9800-000
PG	03
FLSA	Non-Exempt
Effective Date	04/17/2008

## PURPOSE OF THE JOB

To perform routine custodial duties and assist in the set-up, tear-down and cleanup of furniture, equipment, and/or food for events held primarily at the Manatee Convention Center. Position will work flexible schedules including days, nights, weekends, holidays, and occasional overnight shifts.

## REQUIREMENTS

*Equivalent combinations of education and experience may be considered.*

### EDUCATION:

Must be 18 years of age or older.

### WORK EXPERIENCE:

Familiarity with small power tools and equipment used in set-ups and tear-downs associated with events desired.

### SUPERVISORY EXPERIENCE:

### LICENSES/CERTIFICATIONS:

### DRIVER'S LICENSE:

## JOB DUTIES

*Disclaimer:*

*The job duties illustrated are intended only as examples of the type of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.*

Performs routine custodial duties, i.e., cleans restrooms and fixtures, checks and stocks supplies, mops floors, vacuums, dusts, cleans windows, glass doors, etc., maintaining overall cleanliness of assigned facilities.

# EVENT TECHNICIAN I (OPS)

Page 2 of 2

Ensures that all lavatory installations are working and reports those in need of repair; makes minor repairs as needed.

Assists with set-ups, tear-downs, and clean-up prior to, during and at the end of events.

Assists with food service duties when requested, i. e., carrying trays of food, drinks and dishes, cleaning/clearing tables, and other related duties as needed.

Will be trained to set up or build portable dance floors, stages/risers, basketball courts, telescopic seating, etc.

May set up displays, conference rooms, etc.

Assists in repair and replacement of portable lighting, sound and electrical equipment used for events.

Communicates clearly, effectively and tactfully, including understanding and following instructions, procedures, etc.

Works emergency situations (including extreme weather conditions) as required.

Performs other duties as requested.

## **Knowledge/Abilities/Skills:**

Knowledge of work hazards and applicable safety precautions associated with materials and equipment used in work performed.

Ability to lift and move up to 50 pounds.

Ability to perform physical movements necessary for job assigned, i. e., bending, squatting, pushing, pulling, reaching, climbing, etc.

Visual acuity and ability to identify colors, i. e., color coded electrical wiring, etc.

Sufficient hearing to be able to identify levels of sound necessary for working with sound equipment.

# EVENT TECHNICIAN II (OPS)

Date of draft: 1/26/2010

## GENERAL INFORMATION

Job Code	9801-000
PG	04
Effective Date	02/06/02
Job Type	SPECIFIC

## PURPOSE OF THE JOB

To perform detail oriented, technical and physical duties associated with events (prior to, during and after) and serve in a lead capacity when necessary. Position requires a flexible work schedule, including evenings, weekends and holidays.

## REQUIREMENTS

### EDUCATION:

Minimum of 10<sup>th</sup> grade education desired (must be 18 years of age or older).

### WORK EXPERIENCE:

Minimum of three (3) months experience in a special events setting, or as an Event Technician I.

Must be familiar with small hand and power tools and equipment used in set-ups and tear-downs associated with events

Equivalent combinations of education and experience may be considered

### SUPERVISORY EXPERIENCE:

No prior supervisory experience required

### LICENSES/CERTIFICATIONS:

None

### DRIVER'S LICENSE:

None

## JOB DUTIES

Collaborates with the Assistant Operations Manager or other supervisors to ensure events are set up as directed.

Will be trained to set up or build portable dance floors, stages/risers, basketball courts, telescopic seating, etc.

## **EVENT TECHNICIAN II (OPS)**

Date of draft: 1/26/2010

May set up displays, conference rooms, etc; assists with set-ups, tear-downs, and cleanup at the end of events.

Assists in the repair and replacement of portable lighting, sound and electrical equipment used for events.

Cleans restrooms and fixtures; checks and stocks supplies; ensures that all lavatory installations are working and reports those in need of repair; makes other minor repairs as needed.

Performs food service duties when requested, i. e., carrying trays of food, drinks and dishes, clearing/cleaning tables, and other related duties as necessary.

Prepares reports and maintains work records, prepares estimates on amounts and kinds of materials needed, and provides recommendations for preventive maintenance required to keep repair work to a minimum, when requested.

Performs as a lead person when requested, providing training, guidance and direction in the proper use of equipment and maintenance of offices and buildings.

Performs landscape maintenance work as needed.

Communicates clearly, effectively and tactfully, orally and in writing, including understanding and following instructions, procedures, etc.

Works emergency situations (including extreme weather conditions) when required.

Performs other duties as requested.

### **Knowledge/Abilities/Skills:**

Knowledge of work hazards and applicable safety precautions associated with materials and equipment used in work performed.

Ability to effectively serve in a lead capacity and work effectively with others (including the general public.)

Ability to lift and move up to 50 pounds.

Ability to perform physical movements necessary for job assigned, i. e., bending, stooping, pushing, pulling, reaching, climbing, etc.

Visual acuity with ability to identify colors, i. e., color coded electrical wiring, etc.

Sufficient hearing to be able to identify levels of sound necessary for working with sound equipment.

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## EXECUTIVE ASSISTANT

### Basics

**FLSA** Non-Exempt  
**Job Code** 168-100  
**Pay Grade** G11  
**Pay Class** 300  
**Hourly Minimum** \$ 14.51  
**Hourly Maximum** \$ 22.50  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**At Will** AT WILL\*  
**Purpose Of The Job** This classification performs technical administrative work which involves a wide variety of activities. Duties include the operation of office equipment, skilled typing, filing, interviewing and qualifying callers and visitors. Incumbents in this class perform specialized high-level administrative tasks dealing on a regular basis with sensitive or confidential information involving considerable contact of a responsible nature with officials, representatives of other departments, and the public.

\*NOTE: This position has been designated by the Manatee County Commission as serving at the will and pleasure of the County Administrator. Employees so designated may be terminated at any time with or without cause.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education** Associate's Degree in

**Required**

**Area of Study** Business, Business Administration, Public Administration

**Required**

**Minimum Experience** Four (4) years

**Required**

**Type of Experience** experience in responsible, technical and/or professional clerical and administrative work.

**Experience Desired** Experience working directly for an elected official is desired and preferred.

**Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Office situation; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 50 lbs. with assistance.
- Essential Functions:
- Composes/types/tracks correspondence. Schedules appointments and maintains accurate desk and personal calendars.
- Maintains alphabetical and chronological files for correspondence, documents and reports.
- Prepare master files and all public records in alphabetical and chronological files for transmittal to storage (for 5 years) with the Clerk of the Circuit Court. Assign retention codes and inclusive dates and range of records in each file box.
- Prepares Mileage Reports, Travel Reimbursement Vouchers and makes travel arrangements in accordance with office procedures in accordance with procedures.
- Clarifies phone calls for Commissioners. Refers calls to CAC in accordance with procedure.
- May attend and act as liaison for a Commissioner during any public or departmental meeting.
- May assist in preparing three (3) methods of payment to Finance in accordance with procedures: Direct Expenditure Voucher, Purchase Order and Audit Slip.
- May assist Commissioners on special assignments. Ensures that Commissioners have Agendas and Work Session material for meetings. Opens and distributes mail to Commissioners.
- Provides information and collects applications for Manatee County Advisory Boards.



- Provides information about Manatee County Government to the public.
- Responsible for the set-up/clean-up of the Chambers.
- Operates all office machines, computers, and copier.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Ability to establish and maintain a cooperative working relationship with co-workers, elected officials, other County employees, various civic groups, the general public, news media, etc.
- Knowledge of the principles and methods of office management and of modern office procedures, systems and equipment.
- Knowledge of Business English, spelling, punctuation and arithmetic.
- Knowledge of legal requirements of the office and the governmental duties assigned.
- Ability to exercise mature judgment and discretion and to make independent decisions in performance of assigned duties.
- Ability to communicate effectively, both orally and in writing.

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## FISCAL ANALYST

### Basics

**FLSA** Non-Exempt  
**Job Code** 183-100  
**Pay Grade** G15  
**Pay Class** 300  
**Hourly \$** 18.32  
**Minimum**  
**Hourly \$** 28.40  
**Maximum**  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 05/27/2009  
**Purpose Of The Job** This classification performs a variety of responsible, high level administrative and technical tasks related to the planning, development, coordination, and analysis of various departmental operations to include development and evaluation of associated data and information relevant to specific management practices, procedures, and fiscal requirements. May oversee fiscal-related duties of other staff.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Bachelor's Degree in  
**Area of Study Required** Accounting, Business, Management, or related field.  
**Minimum Experience Required** Three (3) years  
**Type of Experience** in fiscal-related experience.

**Experience Desired** Prior public sector fiscal or financial management experience highly desired.

**Minimum Supervisory Experience Required** Prior supervisory or lead experience.

## Job Duties

### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Office situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions
- Develops and/or assists in developing, implementing and administering departmental policies with ongoing analysis and evaluation of operations and assigned programs related to the fiscal budget.
- Provides technical assistance to staff in the preparation and administration of operating and capital budgets. Coordinates submission and consults with division representatives in the formulation, analysis and control of those respective budgets.
- Develops management information systems to track performance of the division's financial management. Evaluates prospective and ongoing programs as to measurable impact and effectiveness, and based upon subsequent analysis, recommends alternate policies and procedural changes to achieve increased efficiency and production.
- Compiles and analyzes various statistical data for purpose of developing procedures; prepares correspondence, memoranda and supportive documents as required.
- Performs budget analysis and preparation of departmental budgets, including project budgetary impact considerations. Processes payments, billings, and collections; reviews bank deposits; coordinates the design and implementation of fiscal information systems, including line item adjustments, budget amendments, fee collection, accounts receivable and billing.
- Reviews budgets, expenditures and budget amendments for the department and coordinates implementation.
- Assists in the training, design and analysis of data processing systems and follow-ups necessary to the successful implementation of automated systems in the department.
- Develops and coordinates grant requirements with State and Federal Agencies and County staff.

- May oversee the work of other departmental fiscal staff.
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Technical Requirements
- Knowledge of generally accepted principles of accounting.
- Knowledge of analyzing and evaluating various County operations and functions.
- Knowledge of contracting and procurement procedures and public administration methods and practices, as well as departmental functions.
- Ability to understand State and Federal grant requirements and be able to coordinate with involved entities.
- Ability to perform research and analyze data using statistical methods and practices.
- Ability to prepare and communicate information, either orally or in writing, in a clear and concise manner.
- Ability to effectively oversee the work of others.
- Ability to establish and maintain effective working relationships with supervisors, associates, County officials and the general public.

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## FISCAL SPECIALIST

### Basics

**FLSA** Non-Exempt  
**Job Code** 485-100  
**Pay Grade** G12  
**Pay Class** 300  
**Hourly Minimum** \$ 15.38  
**Hourly Maximum** \$ 23.84  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of** This classification performs a variety of fiscal and administrative duties.  
**The Job** Employee may be responsible for an overall fiscal operation such as a division or small department. Work normally follows established routines, but would require incumbent to seek guidance and assistance for non-routine situations or problems.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Additional Education Desired** Associate's Degree  
**Additional Area of Study Desired** Other  
**Other** with course work in accounting, finance, or business administration desired.

**Minimum Experience Required** Three (3) years

**Type of Experience** fiscal-related experience.

**Driver's License** Valid Florida driver's license may be required in accordance with area of assignment.

### Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Office situation; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 50 lbs. with assistance.
- Applies knowledge of bookkeeping, budgeting, record keeping and auditing practices.
- Reads and comprehends Federal, State and local regulations and/or grant documentation to fulfill programmatic and reporting requirements.
- Prepares and communicates information, orally and in writing, in a clear and professional manner.
- Establishes and maintains effective working relationships with co-workers, agencies, and the general public.
- Responsible for specific programs, departmental operating or project account keys (or coordinating fiscal work from several programs or account keys.) Prepares requests for journal entries, budget amendments, and other transactions to maintain accurate and up-to-date record of costs.
- Coordinates keeping of records and maintenance of fiscal/management information. May plan, assign, and coordinate the work of lower level employees in recording accounting transactions and maintaining inventory control.
- Determines appropriateness and category of charges and determine if costs are allowable based upon Federal, State, and local regulations and contract terms. Prepares reports as may be required by funding sources.
- Oversees or maintains departmental management information systems related to the collection of costs or program performance data including work orders, client data, statistical performance measurements, etc.
- Prepares budgets and/or coordinates departmental budget submission for small departments, divisions or sections; monitors expenditures and/or revenues; notifies supervisor when corrective action is needed.
- May be involved in any aspect of the procurement procedure, process payments, and monitor accounts payables and accounts receivable.

- Performs various administrative duties as requested, i. e., collects and provides analysis of data; coordinates agenda items; composes and types various correspondence, including letters, memoranda, minutes, notices, statements, reports, etc.; answers phones and provides direction and assistance when needed.
- May assist with public outreach and communications, including attendance at meetings as necessary.
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Skill in personal computers or mainframe/network systems, including spreadsheet applications.

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## FISCAL TECHNICIAN

### Basics

**FLSA** Non-Exempt  
**Job Code** 333-100  
**Pay Grade** G9  
**Pay Class** 300  
**Hourly \$ 12.92**  
**Minimum**  
**Hourly \$ 19.71**  
**Maximum**  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of** This classification performs specialized clerical work in maintaining  
**The Job** fiscal records. Work involves the application of clerical skills to varied tasks such as posting, checking entries, balancing accounts and verifying information on records and documents.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** High school graduate/equivalent.

#### **Education Required**

**Minimum** Two (2) years

#### **Experience Required**

**Type of** with fiscal related duties.  
**Experience**

### Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed



by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Office situation; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 50 lbs. with assistance.
- Essential Functions:
- Receives, records and deposits cash receipts; prepares daily tabulations and reports of cash receipts; distributes receipts to proper funds; may assist with bank deposits or reconciliation reports.
- Classifies receipts and disbursements in accordance with established codes, referring questionable allocations to supervisors, and prepares summary sheets as required.
- Process purchase requests, and payments to vendors. Coordinate with vendors for price quotes and delivery of goods. Handles purchasing/payment issues including responding to inquiries by departmental staff, county finance, vendors, and general public.
- Performs data entry and standard report generation in financial or management information systems. May review work of others to verify accuracy of data entry, and make necessary corrections.
- Compiles data and prepares a variety of routine reports using simple spreadsheets, finance system, and/or specialized management information systems. May prepare billing and/or invoicing for special accounts.
- May perform non-accounting clerical and secretarial duties in addition to normal fiscal responsibilities including responding to information requests, preparing correspondence, filing, ordering supplies, and assisting others.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of basic business principles and fiscal practices.
- Knowledge of modern office methods, practices and procedures.
- Ability to apply bookkeeping principles to the maintenance of standard fiscal records.
- Ability to make mathematical computations rapidly and accurately.
- Ability to establish and maintain effective working relationships with others.
- Ability to establish and maintain effective working relationships with others.

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## FLEET MAINTENANCE TECHNICIAN TRAINEE

### Basics

**FLSA** Non-Exempt  
**Job Code** 445-100  
**Pay Grade** G8  
**Pay Class** 300  
**Hourly Minimum** \$ 12.19  
**Hourly Maximum** \$ 18.59  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** This classification performs skilled mechanical manual tasks necessary for vehicle/equipment repair and preventive maintenance. Work is performed according to Federal, State and local regulations and standards.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** One (1) year  
**Type of Experience** of training and/or work experience in repair and maintenance of vehicles and/or equipment. Must possess a department-approved set of hand tools.  
**Specify** Other  
**License / Certification Required**  
**Other** Ability to obtain a minimum of one (1) certification equivalent to those of ASE or National Automotive Technicians Education Foundation (NATEF) within twelve (12) months of hire date and continue to maintain the certification(s) in active

status.

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class B, or must obtain within six (6) months of hire.

### **Job Duties**

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Checks vehicles and opens work orders, as appropriate for repair or maintenance.
- Performs standard maintenance checks including oil changes, fluid level checks and refills, and greasing components.
- Checks and reports condition of tires, wipers and hoses; replaces if determined necessary.
- 
- Continues to learn new, state-of-the-art mechanical technology and diagnoses.
- 
- May assist with repairs.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of the operation of power and hand tools/equipment associated with the position.
- Knowledge of hazards and safety precautions required to work in a vehicle repair facility, including the use of shop equipment and related hand and power tools/equipment.
- Knowledge of basic principles of gasoline and diesel engines.
- Ability to safely and effectively perform manual tasks with hand and power tools.
- Ability to read, comprehend and follow schematics, manuals, and work orders (oral and written).
- Ability to establish and maintain effective working relationships with others.
- Ability to provide a department-approved toolbox.
- Ability to perform simple calculations, including figuring percentages and working with decimals.

- Ability to perform duties under varying environmental, climatic and other adverse working conditions, i.e., dirt, dust, fumes, temperature and noise extremes, toxic/poisonous agents, vibrations, traffic hazards, machinery/equipment hazards, etc.
- Ability to recognize and identify individual characteristics of the following: colors and odors (identifying electrical components, condition of fluids, etc.); shapes (distinguishing objects clearly); sounds (tracking malfunctions, determining if equipment is operating correctly, determining origin of sounds, etc.); textures (detecting wear, etc.).
- Ability to perform moderately physically demanding work, i. e., stooping, kneeling, crouching, climbing, crawling, etc.; ability to lift, carry, push and pull objects/materials weighing up to 50 pounds.
- Ability to stand for long periods of time.

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## FLEET MAINTENANCE TECHNICIAN I

### Basics

**FLSA** Non-Exempt

**Job Code** 160-100

**Pay Grade** G10

**Pay Class** 300

**Hourly Minimum** \$ 13.69

**Hourly Maximum** \$ 21.22

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder Eligible** YES

**Purpose Of The Job** This classification performs skilled mechanical manual tasks necessary for vehicle/equipment repair and preventive maintenance. Work is performed according to Federal, State and local regulations and standards. Work is performed in the shop and, when necessary, in the field. Work may involve vehicles, emergency vehicles, buses, and vehicular equipment.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Two (2) years

**Type of Experience** work and/or training experience (within the last seven (7) years) in the repair and maintenance of vehicles and vehicular equipment. Must possess a department-approved set of hand tools.

**Specify Other License / Certification Required**

**Other** Minimum of one (1) certification equivalent to those of ASE or National Automotive Technicians Education Foundation (NATEF).

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class B, or must obtain within six (6) months of hire.

## **Job Duties**

### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Checks vehicles and opens work orders, as appropriate for repair and/or maintenance.
- Repairs and installs applicable components.
- May do minor welding as part of repair.
- 
- Uses state-of-the-art mechanical and diagnostic equipment.
- 
- May assist with major repairs.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Knowledge of methods, materials, tools and techniques used in the repair, maintenance, and reconditioning of a wide variety of vehicles and vehicular equipment.
- Knowledge of principles of gasoline, diesel and alternative fueled internal combustion engines and related equipment.
- Knowledge of the use of CD ROM/DVD and paper manuals in researching repair and parts data.
- Ability to use a computerized Maintenance Management System.
- Ability to be certified on various equipment components as required by manufacturer.
- Ability to safely perform repairs and preventive maintenance service tasks on a variety of vehicles and equipment, and to effectively determine and/or diagnose malfunctions, or other trouble areas, to ensure safe operation of the fleet .
- Ability to keep all relevant certifications active.

- Ability to read, comprehend and follow schematics, manuals, and work orders/instructions (oral and written).
- Ability to establish and maintain effective working relationships with others.
- Ability to perform simple calculations, including figuring percentages and working with decimals.
- Ability to provide department-approved toolbox.
- Ability to perform duties under varying environmental, climatic and other adverse working conditions, i. e., dirt, dust, fumes, temperature and noise extremes, toxic/poisonous agents, vibrations, traffic hazards, machinery/equipment hazards, etc.
- Ability to recognize and identify individual characteristics of the following: colors and odors (identifying electrical components, condition of fluids, etc.); shapes (distinguishing objects clearly); sounds (tracking malfunctions, determining if equipment is operating correctly, determining origin of sounds, etc.); textures (detecting wear, etc.).
- Ability to stand for long periods of time.

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## FLEET MAINTENANCE TECHNICIAN II

### Basics

**FLSA** Non-Exempt

**Job Code** 161-100

**Pay Grade** G12

**Pay Class** 300

**Hourly Minimum** \$ 15.38

**Hourly Maximum** \$ 23.84

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder Eligible** YES

**Purpose Of The Job** This classification performs skilled mechanical manual tasks necessary for vehicle/equipment repair and preventive maintenance. Work is performed according to Federal, State and local regulations and standards. Work is performed in the shop and, when necessary, in the field. Work may involve vehicles, emergency vehicles, buses, and vehicular equipment.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Two (2) years

**Type of Experience** work and/or training experience (within the last seven (7) years) in the repair and maintenance of vehicles and vehicular equipment. Must possess a department-approved set of hand tools.

**Specify Other License / Certification Required**



**Other** Minimum of one (1) certification equivalent to those of ASE or National Automotive Technicians Education Foundation (NATEF).

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class B, or must obtain within six (6) months of hire.

### **Job Duties**

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Checks vehicles and opens work orders, as appropriate for repair and/or maintenance.
- Services and repairs systems and related components.
- Checks and adjusts front end and rear axle alignment and suspension systems; diagnoses and repairs turbo charged fuel injected engines and engine protection systems.
- Services and inspects dual air brake systems and/or hydraulic systems.
- Repairs and installs applicable components.
- May do minor welding as part of repair.
- 
- Uses state-of-the-art mechanical and diagnostic equipment.
- 
- May assist with major repairs.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of methods, materials, tools and techniques used in the repair, maintenance, and reconditioning of a wide variety of vehicles and vehicular equipment.
- Knowledge of principles of gasoline, diesel and alternative fueled internal combustion engines and related equipment.
- Knowledge of environmental requirements regarding disposal and handling of oils, lubricants, coolants, refrigerants and parts exposed to such materials.
- Knowledge of the use of CD ROM/DVD and paper manuals in researching repair and parts data.

- Ability to use a computerized Maintenance Management System.
- Ability to be certified on various equipment components as required by manufacturer.
- Ability to safely and effectively use welding tools for minor or simple repairs.
- Ability to safely perform repairs and preventive maintenance service tasks on a variety of vehicles and equipment, and to effectively determine and/or diagnose malfunctions, or other trouble areas, to ensure safe operation of the fleet .
- Ability to keep all relevant certifications active.
- Ability to read, comprehend and follow schematics, manuals, and work orders/instructions (oral and written).
- Ability to establish and maintain effective working relationships with others.
- Ability to perform simple calculations, including figuring percentages and working with decimals.
- Ability to provide department-approved toolbox.
- Ability to perform duties under varying environmental, climatic and other adverse working conditions, i.e., dirt, dust, fumes, temperature and noise extremes, toxic/poisonous agents, vibrations, traffic hazards, machinery/equipment hazards, etc.
- Ability to recognize and identify individual characteristics of the following: colors and odors (identifying electrical components, condition of fluids, etc.); shapes (distinguishing objects clearly); sounds (tracking malfunctions, determining if equipment is operating correctly, determining origin of sounds, etc.); textures (detecting wear, etc.).
- Ability to stand for long periods of time.

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## FLEET MAINTENANCE TECHNICIAN III

### Basics

**FLSA** Non-Exempt  
**Job Code** 162-100  
**Pay Grade** G14  
**Pay Class** 300  
**Hourly Minimum** \$ 17.28  
**Hourly Maximum** \$ 26.79  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Career Ladder** YES  
**Eligible**

**Purpose Of The Job** This classification performs skilled mechanical manual tasks necessary for vehicle/equipment repair and preventive maintenance. Work is performed according to Federal, State and local regulations and standards. Work is performed in the shop and, when necessary, in the field. Work may involve vehicles, emergency vehicles, buses, and vehicular equipment. Position may be responsible for specific tasks required for specialized classes of fleet or specialized mechanical tasks such as hydraulics or air-conditioning.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Five (5) years

**Type of Experience** work and/or training experience (within the last ten [10] years) in the repair and maintenance of vehicles and vehicular equipment. Must possess a complete (department-approved) set of automotive mechanic tools.

**Specify Other**  
**License /Certification**  
**Required**

**Other** Minimum of four (4) active certifications equivalent to those of ASE or National Automotive Technicians Education Foundation. Additional or specific ASE certifications may be required, depending on the area of assignment.

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class B, or must obtain within six (6) months of hire.

**Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Checks vehicles and opens work orders, as appropriate for repair and/or maintenance.
- Services and repairs systems and related components.
- Repairs and installs major components such as hydraulic, transmission and brake systems.
- Provides diagnostics for repair of turbo charged fuel injected engines and engine protection systems.
- Performs tasks related to full engine rebuilds or replacements.
- Uses state-of-the-art mechanical and diagnostic equipment.
- Checks and adjusts front end and rear axle alignment and suspension systems; diagnoses and repairs turbo charged fuel injected engines and engine protection systems.
- Services and inspects dual air brake systems and/or hydraulic systems.
- Repairs and installs applicable components.
- May do minor welding as part of repair.
- 
- Uses state-of-the-art mechanical and diagnostic equipment.
- 
- May assist with major repairs.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of methods, materials, tools and techniques used in the repair, maintenance, and reconditioning of a wide variety of vehicles and vehicular equipment.
- Knowledge of principles of gasoline, diesel and alternative fueled internal combustion engines and related equipment.
- In-depth knowledge of hydraulic and pneumatic systems.
- Knowledge of environmental requirements regarding disposal and handling of oils, lubricants, coolants, refrigerants and parts exposed to such materials.
- Knowledge of the use of CD ROM/DVD and paper manuals in researching repair and parts data.
- Ability to use a computerized Maintenance Management System.
- Ability to be certified on various equipment components as required by manufacturer.
- Ability to safely and effectively use welding tools for minor or simple repairs.
- Ability to safely perform repairs and preventive maintenance service tasks on a variety of vehicles and equipment, and to effectively determine and/or diagnose malfunctions, or other trouble areas, to ensure safe operation of the fleet .
- Ability to use welding and cutting tools to fabricate devices to strengthen weak or fatigued points and to perform simple welding tasks.
- Ability to keep all relevant certifications active.
- Ability to read, comprehend and follow schematics, manuals, and work orders/instructions (oral and written).
- Ability to establish and maintain effective working relationships with others.
- Ability to perform simple calculations, including figuring percentages and working with decimals.
- Ability to provide department-approved toolbox.
- Ability to perform duties under varying environmental, climatic and other adverse working conditions, i.e., dirt, dust, fumes, temperature and noise extremes, toxic/poisonous agents, vibrations, traffic hazards, machinery/equipment hazards, etc.
- Ability to recognize and identify individual characteristics of the following: colors and odors (identifying electrical components, condition of fluids, etc.); shapes (distinguishing objects clearly); sounds (tracking malfunctions, determining if equipment is operating correctly, determining origin of sounds, etc.); textures (detecting wear, etc.).
- Ability to stand for long periods of time.

# FOOD SERVER (OPS)

Date of draft: 1/26/2010

## GENERAL INFORMATION

Job Code	9189-001
PG	03
Effective Date	12/23/06
Job Type	SPECIFIC

## PURPOSE OF THE JOB

Serving in a non-supervisory capacity, performs work involving food and beverage preparation and service. Receives and handles money. Work is reviewed in progress through observation, conferences, and results obtained

## REQUIREMENTS

### EDUCATION:

Must be 18 years of age or older

### WORK EXPERIENCE:

Prior experience in cooking, waitress work, and cashiering desired. Equivalent combinations of education and experience may be considered

### SUPERVISORY EXPERIENCE:

No prior supervisor experience required

### LICENSES/CERTIFICATIONS:

None

### DRIVER'S LICENSE:

None

## JOB DUTIES

Prepares food, sandwiches and drinks; serves food and beverages; cleans tables; washes dishes; maintains cleanliness of area

Collects money for food and beverages; gives proper change; operates cash register

May order food, beverages and related supplies; stores supplies

## **FOOD SERVER (OPS)**

Date of draft: 1/26/2010

May assist in the preparation of large quantities of food, in accordance with events

Operates standard cooking equipment

Cleans kitchen area and related utensils and equipment

Establishes and maintains effective working relationships with others

Communicates clearly and effectively, orally and in writing

Works emergency situations (including weather and other extreme conditions) as required

Performs other duties as requested

### **Knowledge/Abilities/Skills:**

Knowledge of food and beverage preparation

Knowledge of the care and use of equipment and utensils

Ability to deal with the public tactfully and courteously

Ability to work effectively with others

Ability to understand and carry out instructions

Ability to lift and move up to 20 pounds

Ability to handle food in a safe manner, in accordance with health rules and regulations

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## GOLF ATTENDANT

### Basics

**FLSA** Non-Exempt

**Job Code** 194-100

**Pay Grade** G2

**Pay Class** 803

**Hourly Minimum** \$ 8.59

**Hourly Maximum** \$ 12.89

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 09/17/2009

**Purpose Of The Job** This classification performs a variety of work in the maintenance/repair of golf carts, coordinating and establishing starting times and ensuring orderly course play.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** One (1) year

**Type of Experience** experience in retail customer service setting while working one-on-one with customers. Must have knowledge of the game of golf.

**Experience Desired** Experience in golf course operations pertaining to golf carts, driving range, starter, and ranger/player assistance desired.

### Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not



exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions
- Aligns players by tee times and assures the times are promptly followed; assigns individuals to groups; confirms fees have been paid.
- Monitors the course to ensure timely/orderly play.
- Ensures proper etiquette is maintained on the golf course and that rules and regulations are being followed.
- Maintains range ball supply, retrieves balls and baskets from practice range; fills range ball baskets and distributes to patrons.
- Keeps golf carts clean, batteries charged, tires inflated and performs any needed preventive maintenance.
- Keeps Cart Barn organized, clean and orderly.
- Issues rental equipment, clubs and pull carts.
- Keeps ball washers maintained at each tee on the golf course.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Technical Requirements
- Knowledge of the game of golf and its rules, regulations and etiquette.
- Ability to establish and maintain effective working relationships with co-workers, other County officials and the general public.
- Ability to understand and follow oral and written directions.

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## GREENSKEEPER

### Basics

**FLSA** Non-Exempt

**Job Code** 198-100

**Pay Grade** G7

**Pay Class** 300

**Hourly** \$ 11.50  
**Minimum**

**Hourly** \$ 17.54  
**Maximum**

**Effective** 02/23/2009 - 12/31/2050  
**Date**

**Finalized** 04/11/2009  
**Date**

**Purpose Of** This classification performs skilled and semi-skilled duties associated with  
**The Job** maintenance and repair of County golf courses. Duties may include, but not be limited to, mowing and maintaining greens and fairways to meet acceptable industry standards, operating a wide range of golf course tools and equipment, assisting with other golf course projects, etc. Duties require advanced technical knowledge and expertise associated with greens and/or turf maintenance.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** High school graduate/equivalent.  
**Education**  
**Required**

**Minimum** Two (2) years  
**Experience**  
**Required**

**Type of** experience in experience in greens, golf course range/operations, and/or  
**Experience** landscape maintenance (with playing knowledge of the game of golf).

May consider high level turf or lawn/landscape maintenance requiring varied mowing and lawn care techniques.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### **Job Duties**

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Operates a wide range of golf course reel and rotary type golf course mowing equipment; also operates other equipment, i.e., power sand rakes, pick-up trucks, chain saws, reciprocating edgers, power pruners, hedge trimmers, etc.; may assist in preventive maintenance and repair of such equipment. Mows greens to maximum of .15 of an inch, recognizing correct cut and making proper directional movements.
- Cuts cups during early morning hours (mostly in the dark) by USGA regulations; moves tee markers to correct spots; prepares the golf course daily for player ability line of play; identifies and repairs worn areas on greens and tees for ideal playing conditions.
- Mows obscured lined fairways and two level roughs with five- and seven-gang hydraulic reel mowers.
- Assists in various golf course construction and maintenance projects, i.e., rebuilding greens, building tees, installing/repairing water and/or drainage pipes, digging and clearing ditches, building ledges and retaining walls, etc. Work may require operation of medium equipment, i.e., front-end loaders, backhoes, trenchers, etc.
- Loads and unloads heavy materials from trucks and vans; moves or aids in moving heavy maintenance items.
- Assists with landscaping duties, i.e., planting, fertilizing, etc.
- May perform light maintenance and repair of golf course irrigation system; identifies and reports hydraulic leaks on turf.
- Inspects, lubricates and assists with maintenance and repairs of small engine-types of equipment and golf course maintenance equipment; makes routine inspections of equipment and vehicles and reports deficiencies to the Golf Course Superintendent.
- Follows established procedures regarding emergency (including medical) situations with customers.
- Assists in training new employees regarding golf course maintenance techniques

and procedures.

- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Technical Requirements
- Knowledge of principles, methods, materials and equipment used in the maintenance of golf course fairways, greens and rough areas, including Bermuda and Tiftdwarf turf.
- Knowledge of daily line of play preparation of the golf course for daily seasonal play, leagues, and tournaments.
- Knowledge of landscape techniques, i.e., planting and maintaining trees and shrubs; knowledge of applying granular fertilizers to golf course greens and tees.
- Knowledge in the care and grooming of golf course sand traps and operation of verticutters, aerators, and topdressers on greens and tees.
- Ability to safely and efficiently operate tools and equipment used on golf course sites (which often includes uneven and/or sloping turf), i.e., reel-type mowers, sand rakes, pick-up trucks, chain saws, reciprocating edgers, power pruners, hedge trimmers, etc.
- Ability to follow obscure edges of different heights of grass with reel mowers; ability to perform golf course maintenance tasks in the dark.
- Ability to understand and follow oral and written instructions.
- Ability to operate equipment around a high volume of golfers in a safe and courteous manner; ability to interact with, and answer questions from, the public in a professional manner.
- Ability to identify and repair worn areas on greens and tees for ideal playing conditions.
- Ability to work independently, perform golf course maintenance tasks, and resolve adverse playing conditions without supervision.
- Ability to perform strenuous work and safely operate various equipment in a variety of weather conditions during all hours of night and day; ability to work evenings, weekends and holidays if required.
- Ability to lift and/or move up to 50 lbs.
- Skill in cutting cups and repairing scalped or low plugs on putting greens.

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## INSTRUMENT TECHNICIAN

### Basics

**FLSA** Non-Exempt  
**Job Code** 232-100  
**Pay Grade** G12  
**Pay Class** 300  
**Hourly Minimum** \$ 15.38  
**Hourly Maximum** \$ 23.84  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** This classification performs technical work in preventative and corrective maintenance and repair of electrical, electronic and pneumatic instrumentation in waste/water treatment plants or lift stations. Work also involves installation and modification of electronic instruments and control systems, including microprocessor/computer control systems and interfaces.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Additional Area of Study Desired** Other  
**Other** Prior courses or technical training in electronics, instrumentation and controls highly desired.  
**Minimum Experience** Four (4) years

**Required**

**Type of Experience** in repair, inspection, adjustment, and calibration of electronic controls and instrumentation.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

**Job Duties**

## General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions
- Performs preventative and corrective maintenance of instrumentation of waste/water treatment plants, lift stations, and related facilities.
- Performs necessary adjustments and calibrations of instrumentation by using prepared chemical standards and portable electronic meters and related calibration equipment.
- Installs new equipment and wires units according to electrical codes and schematics and diagrams provided; troubleshoots and makes repairs to all existing equipment.
- Uses test equipment such as programmable logic controllers (PLCs), multimeters, digital voltmeters, digital calibrators, digital logic probes, oscilloscopes, frequency measuring meters and other pertinent electrical and electronic measuring devices. May be required to utilize Supervisory Control and Data Acquisition Systems (SCADA).
- Calibrates all existing electrical equipment instruments with the use of calibration equipment mentioned above.
- Services and repairs hydraulic, pneumatic, hydro-pneumatic and electro-pneumatic instrument/control systems.
- Prepares necessary records and reports; prepares drawings, sketches and schematics.
- Install, repair, maintain, and configure the radio telemetry system for all 533 manatee county lift stations.
- Install, diagnose, repair lift station control panels as necessary when electricians need assistance.
- Install, maintain, diagnose and repair field instrumentation used in control systems or for data acquisition in the telemetry system. These may be, but are not limited to flow meters, pressure transmitters, level sensors, rain gauges, vibration sensors.
- Design new control systems and new data acquisition monitoring applications

when necessary.

- Bench test radio equipment to determine if it needs repair.
- Perform any training that needs to be given to new instrument technicians, as well as training of electricians and mechanics on any equipment.
- Additional Duties
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Technical Requirements
- Knowledge of principles and practices applied to preventative and corrective maintenance of electrical, electronic, pneumatic, microprocessor and other instrumentation of water treatment plants.
- Knowledge of methods of operation of modern equipment and instrumentation of water treatment plants and related facilities and of work hazards and appropriate precautionary measures.
- Knowledge of high and low voltage equipment and all types of flow meters, recorders and transmitters.
- Knowledge of programmable logic controllers (PLCs), indicators, controllers, and other sensing equipment.
- Knowledge of scientific electronic instrumentation of chemical monitoring systems repairs.
- Knowledge and understanding of Supervisory Control and Data Acquisition Systems (SCADA).
- Ability to read and understand programmable logic controllers (PLCs) ladder logic.
- Ability to read and interpret electrical schematics, blueprints, piping layouts, and single line drawings.
- 
- Ability to read and understand specifications, instructions and recommendations.
- Ability to distinguish colors.
- Ability to apply theory, experience, and training in a logical and systematic fashion.
- Ability to effectively deal with problems on a priority basis and investigate all possible causes before arriving at a conclusion.
- Ability to establish and maintain effective working relationships with plant/field personnel, supervisor, and others.
- Ability to work inside and outside in variable humidity and weather conditions, in noisy conditions, with solvents, on slippery and uneven surfaces, on or with moving objects, below ground level, in water, with odors and unusual fatigue factors; ability to perform strenuous work in adverse weather environments.
- Ability to climb and descend ladders and stairs.
- Ability to lift and move up to 50 pounds.
- Ability to safely operate/drive a vehicle (car or pick up truck).
- Ability to work emergency situations as required; ability to work after hours when needed and participate in a "standby" schedule.

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## IRRIGATION TECHNICIAN

### Basics

**FLSA** Non-Exempt  
**Job Code** 448-100  
**Pay Grade** G9  
**Pay Class** 300  
**Hourly Minimum** \$ 12.92  
**Hourly Maximum** \$ 19.71  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** This classification performs a variety of skilled and/or semi-skilled manual labor used in installation, equipment operation, repairs, and general maintenance of County parks irrigation systems.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Three (3) years  
**Type of Experience** experience in skilled maintenance of irrigation systems, turf and landscapes, including operation of related equipment.  
**Specify** Other  
**License / Certification Required**  
**Other** Valid Backflow Prevention Testing Certification, or ability to obtain within six (6) months of hire.  
**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.



## **Job Duties**

### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions
- Installs, performs diagnostics, and repairs irrigation system piping, including detecting/repairing hydraulic leaks.
- Diagnoses, troubleshoots, and repairs irrigation system, controllers, timers and clocks, including detection of faulty wiring.
- Repairs and/or installs hydraulic heads, electric valves, piping, wiring, pumps and motors.
- Maintains records, requisitions materials and equipment, and completes daily reports.
- Operates a wide range of parks maintenance equipment, i.e., ditch witch, trucks, hand and power tools, chain saws, etc.; may assist in the preventative maintenance and repair of equipment.
- May assist other personnel in the maintenance and monitoring of park facilities and equipment.
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Technical Requirements
- Knowledge of the principles, methods, materials, and equipment used in the maintenance of landscape and turf irrigation systems for parks and grounds, including hydraulic irrigation systems.
- Knowledge of the operation, programming and troubleshooting of large and/or small automated or computerized irrigation controller systems.
- Ability to understand and follow oral and written instructions.
- Ability to install, test, and make necessary repairs to irrigation systems.
- Ability to efficiently and safely operate equipment and tools associated with area of assignment.
- Ability to read and interpret blueprints and make modifications to as-built drawings.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform strenuous work in a variety of weather conditions.
- Ability to work evenings, weekends and holidays if required.

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## LANDFILL ATTENDANT

### Basics

**FLSA** Non-Exempt  
**Job Code** 243-100  
**Pay Grade** G8  
**Pay Class** 300  
**Hourly Minimum** \$ 12.19  
**Hourly Maximum** \$ 18.59  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 03/02/2009  
**Purpose Of The Job** This classification performs a variety of duties involved with the operation of the Manatee County landfill in monitoring the waste stream (i.e., directing traffic, spotting unsuitable waste to be buried, etc.) and the safe and efficient operation of light to medium duty equipment used in landfill operations

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** One (1) year

**Type of Experience** in the operation of light to medium duty equipment (i.e., front-end loaders, dump trucks, mowers, tractors, compressors, jack hammers, power saws, weed eaters, etc.)

**Specify Other License / Certification Required**

**Other** Possession of Waste Screening Course Certification, or must obtain within one (1) year of employment.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

## **Job Duties**

### **General Disclaimer:**

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- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions
- Directs traffic to appropriate areas for dumping of refuse; monitors traffic in dumping area to assure safety.
- Occasionally operates light to medium equipment, i.e., front-end loaders, dump trucks, mowers, tractors, etc., as well as other related equipment such as compressors, jack hammers, power saws, weed eaters, etc., used in carrying out maintenance and repair work associated with area of assignment; applies safety precautions critical in a landfill operation.
- Interacts with co-workers, supervisors and the general public in an effective manner; responds to citizen inquiries on landfill practices and procedures clearly and tactfully.
- Picks up litter and performs other custodial and general labor activities in landfill operations.
- Maintains and performs minor maintenance/repairs on equipment operated.
- Understands and follows oral and written instructions.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Ability to perform strenuous work outdoors under varying landfill and weather conditions for extended periods of time.
- Ability to safely walk and operate light to medium duty equipment in a landfill application, which includes rough, uneven and slippery terrain.
- Ability to climb, bend, reach and stoop; good hearing and vision required.

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## LANDFILL OPERATOR

### Basics

**FLSA** Non-Exempt  
**Job Code** 528-100  
**Pay Grade** G11  
**Pay Class** 300  
**Hourly Minimum** \$ 14.51  
**Hourly Maximum** \$ 22.50  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 03/02/2009

**Purpose Of The Job** This classification performs skilled work in the operation of heavy equipment at the Manatee County landfill. Operation of assigned equipment is normally a full-time or predominant task; however, other work is performed as required. Incumbent may be required to provide guidance and direction to employees of a lower level.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Four (4) years  
**Type of Experience** experience in the operation of heavy construction and earthmoving related equipment.  
**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### Job Duties

**General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Safely and efficiently operates heavy equipment such as earth movers, Euromachs 2500 and 6500, gradalls, trash compactors, large and small bulldozers and graders, backhoes, loaders, cranes, lowboys to transport heavy equipment, etc., in high traffic areas.
- Services, maintains, and assists mechanics in performing repairs to landfill equipment, including, but not limited to, heavy vehicles, landfill compactors, dozers, elevated scrapers, track backhoes, specialty equipment, etc.
- Continues education by taking solid waste courses, as requested by the department, i. e., through the University of Florida Treeo Center and/or SWANA.
- Assures access to landfill facility regardless of weather conditions.
- Works closely with the public; consistently interacts with co-workers and the public in a proactive tactful manner.
- Performs general labor as required.
- Performs as a crew leader or in a lead capacity, when required.
- Understands and follows oral and written instructions, as well as other job related materials.
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Ability to safely walk and operate heavy equipment in a landfill application, which includes rough, uneven and slippery terrain.
- Ability to work outdoors under varying landfill and weather conditions for extended periods of time.
- Ability to climb, bend, reach and stoop; good hearing and vision

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## LEGAL ASSISTANT

### Basics

**FLSA** Non-Exempt  
**Job Code** 248-100  
**Pay Grade** CA G4  
**Pay Class** 300  
**Hourly Minimum** \$ 17.10  
**Hourly Maximum** \$ 30.70  
**Effective Date** 04/25/2009 - 12/31/2050  
**Finalized Date** 04/25/2009  
**At Will** AT WILL\*

**Purpose Of The Job** Employees in this class deal with subjects primarily legal in nature and under the supervision of a Deputy County Attorney and the Legal Administrator perform complex clerical and para-professional work in the administration and operation of the County Attorney's Office.

\*NOTE: This position has been designated by the Manatee County Commission as serving at the will and pleasure of the County Attorney. Employees so designated may be terminated at any time with or without cause.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Additional Area of Study Desired** Other

**Other** Legal Assistant Certificate or Associate of Arts Degree with legal course work.

**Minimum Experience** Other

**Required**

**Other** Significant and successful law office experience performing high-quality legal duties.

**Experience Desired** Three (3) years significant and successful experience as a legal assistant in a law office setting.

\*Additional experience may be requested depending on the position to be filled

**License/Certification Desired** Other

**Other** Certified Professional Legal Secretary

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

**Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Assist one or more attorneys, answer and/or screen calls for attorneys, keep attorney schedules, advise of all deadlines, coordinate meetings, administer and maintain filing/scanning system, draft correspondence, emails, memoranda and other documents; conduct factual research including phone surveys, review of articles and perform internet searches; make travel/conference arrangements, prepare legal instruments such as pleadings, ordinances, legal briefs, agreements, legislation, subpoenas, deeds, resolutions and related documents; maintain databases and generate reports, interface with County staff including technical, maintenance and operational; Legal Assistants assigned to litigation support will also be responsible for maintaining case files and pleadings, attend and/or assist at hearings and trials, coordinate hearing and trial dates; interface with the Clerk's Office; Responsible for providing back-up for other legal assistants and law office assistants; general office duties.

**Knowledge/Abilities/Skills**

- Employees in this class must be able to exercise independent judgment and work methods based upon work assignments. At a minimum, employees must possess, be familiar with:
- State and federal court procedures and policies related to filing, hearing times, etc.
- Ability to use e-filing programs for both state and federal courts.
- Proficiency in use of the English language, grammar, spelling, punctuation, arithmetic.

- Working knowledge of legal, medical and similar scientific terminology often used in legal documents or pleadings, including Latin phrases.
- Working knowledge of, and the ability to read and draft, legal instruments and formatted documents.
- Ability to communicate clearly, effectively and tactfully, verbally and in writing.
- Proficient and accurate typist.
- Ability to use transcription equipment to convert dictation to documents.
- Ability to use shorthand note-taking is highly desired.
- Strong organizational skills.
- Capable of multi-tasking with the ability to deal with distractions while maintaining
- accuracy of work.
- Proficient in MS Word; plus a working knowledge of Excel and PowerPoint.
- Familiarity with scanning hardware and software
- Ability to use miscellaneous office equipment.
- Ability to sit at computers for long periods, and to lift boxes up to 10 Lbs.



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## LAW OFFICE ASSISTANT

### Basics

**FLSA** Non-Exempt

**Job Code** 559-100

**Pay Grade** CA G2

**Pay Class** 300

**Hourly** \$ 13.85  
**Minimum**

**Hourly** \$ 24.10  
**Maximum**

**Effective** 04/25/2009 - 12/31/2050  
**Date**

**Finalized** 04/25/2009  
**Date**

**At Will** AT WILL\*

**Purpose Of** Employees in this class are primarily responsible for covering the  
**The Job** reception area of the County Attorney's Office. Under the direct supervision of the Legal Administrator, this class is responsible for answering a multi-line switchboard and routing calls accordingly. As the "first point of contact" for anyone entering or calling the County Attorney's Office, employees of this class must be able to present a mature, pleasant and professional demeanor. General office skills and duties are also required.

\*NOTE: This position has been designated by the Manatee County Commission as serving at the will and pleasure of the County Attorney. Employees so designated may be terminated at any time with or without cause.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** High school graduate/equivalent.

**Education  
Required**

**Additional Education  
Desired** Associate's Degree

**Minimum Experience  
Required** Other

**Other** Significant and successful clerical and reception experience required, preferably obtained in a law office setting.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

**Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Greet and announce visitors; operate a multi-line phone system, process mail, maintain office calendar, coordinate the scheduling of conference rooms, maintain various office databases, perform basic secretarial duties when necessary including transcription of dictation; Summarize all correspondence and log in all lawsuit and requests for legal services received by the County Attorney's Office; Perform training of new staff on the operation of the reception area; Perform related work as assigned or required.

**Knowledge/Abilities/Skills**

- Employees in this class must be able to present a professional and pleasant demeanor to all visitors and callers. Employees must be able to exercise good judgment and maintain the confidentiality of all matters/issues handled by the County Attorney's Office. At a minimum, employees must possess, be familiar with:
  - Type at least 50wpm.
  - Knowledge of business English, spelling, punctuation and arithmetic. Knowledge of legal terminology desirable.
  - Ability to efficiently answer incoming calls without delay.
  - Ability to communicate clearly, effectively and tactfully, orally and in writing.
  - Ability to maintain a calm, professional demeanor when dealing with difficult callers or visitors.
  - Transcribe dictation.
  - Ability to multi-task with the ability to deal with distractions while maintaining accuracy of work.

- Ability to walk to the courthouse and other locations as needed during the course of a typical work day.
- Ability to utilize various websites for the purpose of retrieving articles or information relevant to the work of the County Attorney's Office.
- Knowledge of MS Word and Excel.
- Knowledge of navigating the Internet.
- Ability to use miscellaneous office equipment including facsimiles, scanners and copiers.

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## MAIL SERVICES TECHNICIAN

### Basics

**FLSA** Non-Exempt  
**Job Code** 266-100  
**Pay Grade** G7  
**Pay Class** 300  
**Hourly Minimum** \$ 11.50  
**Hourly Maximum** \$ 17.54  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 05/28/2009

**Purpose Of The Job** This classification performs mail processing and services functions, working in a highly interdependent team environment where the coordination of effort to meet team performance and achieve customer satisfaction is the primary focus. Position requires direct customer contact and exceptional communication and interpersonal skills.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** One (1) year

**Type of Experience** experience in mail processing and delivery services.

**Experience Desired** Prior experience in a direct delivery distribution environment highly desired. Prior experience with postage regulations and procedures desired.

**Specify Other License / Certification Required**

**Other** Forklift certification, or ability to obtain within six (6) months

of employment.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### **Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Collects/distributes large volumes of mail, interoffice communications, library book tubs, packages, and other materials from/to numerous County worksites.
- Complies with all rules, regulations, policies and procedures, including those of the U. S. Postal Service.
- 
- Distributes checks and cash, ensuring use of proper signature controls.
- Operates a high speed computerized mail inserting machine that requires use of computer software to setup and run job streams that include folding, inserting, and posting bills, notices, letters, and miscellaneous documents.
- Responsible for outgoing overnight and special mailings; completes various forms involved with presorting outgoing mail.
- Operates a computerized mail management system to process mail and ship County packages or other special mailings for County departments and agencies.
- 
- Maintains inventory to ensure sufficient supplies of postage and media required for mailings are in stock.
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of, or ability to quickly learn, the geography and street locations of Manatee County and related facilities.
- Knowledge of, or ability to quickly learn and apply, mail sorting and postage rules and regulations.
- Ability to comprehend and follow oral and written instructions.
- Ability to read, understand and follow technical manuals.
- Ability to program and efficiently operate high speed mail processing equipment and a computerized mail management system.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to safely operate a County motor vehicle and related delivery equipment.

- Ability to perform deliveries and receiving under a variety of weather (including inclement) conditions.
- Ability to establish and maintain effective working relationships with colleagues, other County departments, other agencies, and the general public.
- Ability to handle a large volume of mail accurately.
- Ability to work efficiently and tactfully in a demanding, high stress environment.
- Skill in the use of a personal computer and applicable software programs, including use of the Windows environment.
- Skill in basic mathematical computations.
- Skill in the operation of a USPS Ascent Shipping Ground System

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## MAINTENANCE DATA COORDINATOR

### Basics

**FLSA** Non-Exempt

**Job Code** 058-100

**Pay Grade** G14

**Pay Class** 300

**Hourly** \$ 17.28  
**Minimum**

**Hourly** \$ 26.79  
**Maximum**

**Effective** 02/23/2009 - 12/31/2050  
**Date**

**Finalized** 04/11/2009  
**Date**

**Purpose Of** This classification performs various duties related to management of a  
**The Job** maintenance management system, which is designed to collect data, plan maintenance, develop maintenance budgets and account for costs related to specific tasks and locations. Performs as a data collection technician and data cost control coordinator. Duties include maintaining an up-to-date database, assembling information from field staff, and entering data into the maintenance management system. This position also performs related clerical tasks and develops necessary reports.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** High school graduate/equivalent.  
**Education**  
**Required**

**Additional** Associate's Degree in  
**Education**  
**Desired**

**Additional** Business, Computer Technology

**Area of  
Study  
Desired**

**Minimum  
Experience  
Required** Four (4) years

**Type of  
Experience** related to area of assignment.

**Driver's  
License** Valid driver's license with valid Florida driver's license within 30 days of hire.

**Job Duties****General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.
- Essential Functions
- Manages or assists in managing a maintenance management system.
- Responsible for designing cost tracking forms, report generation request forms, work schedule reports, and cost analyses.
- Tracks historical records to provide a baseline for the program.
- Reviews and updates existing as-builts, prepares information from new as-builts for entry into the maintenance management program; provides as-built information to field staff.
- Develops and maintains the database for all records, including personnel, equipment, vehicles and materials assigned to each work area or shop. The database may include, but not be limited to, such items as pay rates for personnel, shop labor rates, vehicle recovery rates, O&M cost/time to accomplish tasks, FEMA rental rates for all equipment, and contracted unit pricing for materials. All data is verified for credibility, integrity and accuracy before data input.
- Provides timely reports, extracting pertinent information from the database.
- Evaluates and reports on the quality and accuracy of field data; monitors work plans and schedules for routine maintenance for maintenance crews; immediately reports all exceptions to proper authority.
- Carries out or assists in maintenance and updates to the maintenance management system's custom software.
- Carries out or assists with field surveys to define data and other required information.
- Provides information in a timely manner, as required to prepare the operating



- budget for developing the maintenance work program.
- May assist assigned section clerical staff when necessary.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of inventory control procedures.
- Knowledge of, or ability to quickly learn, Manatee County vehicle and radio maintenance procedures.
- Knowledge of, or ability to quickly learn, geographical layout of Manatee County.
- Knowledge of, and ability to safely use, common hand tools and small power tools.
- Ability to establish and maintain accurate records.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly and effectively, orally and in writing.

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## OFFICE ASSISTANT

### Basics

**FLSA** Non-Exempt  
**Job Code** 296-100  
**Pay Grade** G5  
**Pay Class** 300  
**Hourly \$** 10.23  
**Minimum**  
**Hourly \$** 15.61  
**Maximum**  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** This classification performs clerical and office work of average difficulty, following established procedures but requiring some independent judgment. Employees in this class perform receptionist duties, maintain record and filing systems, check accuracy, propriety and completeness of invoices, claims, reports, documents and standardized computer input-output data, and type letters, tables, reports, forms, memoranda, registrations and other materials.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Other

**Other** High school diploma, GED, or other certificate of competency; supplemented by course work in business education.

**Minimum Experience Required** Other

**Other** Experience in office clerical work.

## **Job Duties**

### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Office situation; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 50 lbs. with assistance.
- Essential Functions:
- Performs clerical work such as the posting of detailed records, makes arithmetic calculations, assists public in filling out forms, makes changes and receives cash payments, checks and maintains lists and proofreads typed material.
- Types a variety of forms, records, statements and reports from notes or from rough draft, including correspondence, requisitions, forms, briefs, bulletins and various other items.
- Indexes and files correspondence, reports, cards, records and other material according to predetermined classifications.
- Acts as a receptionist; receives and dispenses information by telephone, letter or by direct contact with the public; explains departmental programs.
- Performs a variety of less complex posting operations on records.
- May perform other duties unique to the department, division or program that are not of a clerical nature.
- Sorts and files cards, correspondence, reports and other materials, alphabetically, numerically or by other established classification; sorts and distributes mail; prepares materials for distribution.
- Receives and disburses supplies; runs errands and makes deliveries; functions as a mail clerk; receives, sorts and delivers mail; operates postage machine; keeps routine records.
- Prepares, processes and maintains various charts, records, reports and files; controls and issues office supplies; sorts and distributes mail.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Knowledge of business communications.
- Knowledge of departmental operations of the assigned area.
- Ability to maintain clerical records and to prepare reports from such records.
- Ability to understand and communicate the policies, procedures and services of the department, division or program.
- Ability to establish and maintain effective working relationships with other

county employees and the general public.

- Ability to type as departmental needs dictate.
- Ability to operate a variety of modern office equipment.
- Skill in the care and operation of modern office equipment.
- Skill in computer operations and pertinent software applications, i. e., MS Office, etc.

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## OFFICE SPECIALIST

### Basics

**FLSA** Non-Exempt  
**Job Code** 298-100  
**Pay Grade** G7  
**Pay Class** 300  
**Hourly Minimum** \$ 11.50  
**Hourly Maximum** \$ 17.54  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Purpose Of The Job** This classification performs responsible technical secretarial and clerical work which involves a wide variety of activities. Duties may include taking dictation, skilled typing, filing, interviewing and screening callers and visitors, and the operation of office equipment. Incumbents in this class perform specialized high-level secretarial tasks dealing on a regular basis with sensitive or confidential information, coordinating and integrating own division/department activities with those of other division/departments.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Type of Experience** Experience in high level responsible secretarial work.  
**Driver's License** Valid Florida driver's license may be required in accordance with area of assignment.

## **Job Duties**

### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Office situation; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 50 lbs. with assistance.
- Maintains complex and sensitive files and records, compiles, researches and completes data for management and operating reports and other public documents; performs clerical and fiscal operations unique to the department or division.
- Relieves an administrative superior of routine administrative details, such as requisitioning or ordering supplies and equipment; checking operating reports for accuracy and conformance to policies and standards; and preparing publications for the administrator's final approval.
- Interview, screens, and refers callers; answers various inquiries personally; processes claims; provides information on departmental services and functions; maintains appointment schedules; coordinates meetings.
- May supervise and train subordinate clerical staff.
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Knowledge of business communications, and secretarial practices and procedures.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of department or division operations and programs.
- Ability to compose and prepare effective correspondence and reports.
- Ability to exercise mature judgment and to make independent decisions in accordance with established department or division policies and procedures.
- Ability to learn technical body of knowledge relevant to assigned department or division.
- Ability to type accurately as departmental needs dictate.
- Ability to take and transcribe dictation if required by office operations.
- Ability to establish and maintain effective working relationships with other County employees and the general public.
- Skill in the care and operation of modern office equipment.
- Skill in computer operations and pertinent software applications, i.e., MS Office, etc.

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## PARALEGAL

### Basics

**FLSA** Non-Exempt

**Job Code** 496-100

**Pay Grade** CA G8

**Pay Class** 300

**Hourly Minimum** \$ 18.85

**Hourly Maximum** \$ 33.75

**Effective Date** 04/25/2009 - 12/31/2050

**Finalized Date** 04/25/2009

**At Will** AT WILL\*

**Purpose Of The Job** Employees in this class are responsible for assisting the County Attorney and Deputy County Attorneys in the delivery of legal services to the Board of County Commissioners, Constitutional Officers, and County Departments. These services include drafting of proposed legislation and opinions upon request, preparation of memoranda of law for use by attorneys, assist attorneys in trial preparation including preparation of exhibits and/or visual presentations, preparation of training materials and/or visual presentations, interviewing witnesses, preparation of discovery, filing of responses, summarizations of depositions and/or records, legal research, factual investigations, communications with other County employees, and participation in the formulation of legal strategy. Work is performed under direct supervision of the County Attorney and Deputy County Attorneys, and is reviewed by same through observations, conferences, reports and examination of the work product.

\*NOTE: This position has been designated by the Manatee County Commission as serving at the will and pleasure of the County Attorney. Employees so designated may be terminated at any time with or without cause.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education** Associate's Degree

**Required**

**Area of Study** Other  
**Required**

**Other** law-related focus or Diploma or Certification from accredited academic paralegal program.

**Additional Education** Bachelor's Degree  
**Desired**

**Additional Area of Study** Other  
**Desired**

**Other** same as above.

**Minimum Experience** Other  
**Required**

**Other** Significant and successful law office experience performing high-quality paralegal duties.

**Experience Desired** Three (3) years significant and successful law office experiencing performing paralegal duties.

**License/Certification** Other  
**Desired**

**Other** Certification as a paralegal through the National Association of Legal Assistants, The Florida Bar, or another recognized organization.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

**Job Duties**

## General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Conducts extensive legal research concerning complex problems or projects, prepares reports, conducts investigations and interviews with County employees or other witnesses to ascertain factual circumstances of a particular situation; Reviews and analyzes work product of County Departments submitted to the County Attorney's Office; Prepares drafts of resolutions, ordinances and other proposed legislation; Prepares drafts of leases, contracts and other legal documents; Prepares drafts of initial pleadings, discovery, motions, briefs, and other legal documents involved in litigation; Assists attorneys in the preparation of requested legal opinions; Prepares summaries of depositions, documents and/or records for use by attorneys in mediation, hearings and trials; Attends meetings with the attorney; Assists attorneys in trial preparation including coordination of witnesses and exhibits; Acts as Court liaison in preparation for trial; Drafts jury instructions and jury verdict; Prepare courtroom, Board Chambers, or other presentations utilizing specific software; Prepares presentations for training purposes to be presented to various County departments; Attends trials as needed; Performs other duties as required.



**Knowledge/Abilities/Skills**

- Employees in this class are required to be able to independently perform assigned tasks within a given deadline. Keen judgment skills, strong organizational skills and education are necessary to successfully perform the duties of Paralegal. At a minimum, employees must possess, be familiar with:
- Local, state and federal court procedures and policies.
- Strong organizational skills.
- Strong grammar, composition, spelling, punctuation and vocabulary skills.
- A working knowledge of legal terminology, court policy and deadlines.
- Ability to effectively communicate verbally and in writing.
- Capable of multi-tasking with the ability to deal with distractions while maintaining accuracy of work.
- Proficiency in current versions of MS Word, Westlaw or Lexis.
- Be able to effectively use scanning hardware/software, as well as audiovisual programs including Sanctions and PowerPoint.
- Ability to use miscellaneous office equipment.
- Ability to lift and move boxes under 10 pounds, and to sit at computer for extended periods.

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Phone: (941) 748-4501 x3865.  
Fax: (941) 749-3035.

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## PARKS MAINTENANCE GROUNDSKEEPER

### Basics

**FLSA** Non-Exempt

**Job Code** 201-100

**Pay Grade** G6

**Pay Class** 300

**Hourly** \$ 10.85  
**Minimum**

**Hourly** \$ 16.55  
**Maximum**

**Effective** 02/23/2009 - 12/31/2050  
**Date**

**Finalized** 04/11/2009  
**Date**

**Purpose Of** This classification performs a variety of semi-skilled, manual labor tasks  
**The Job** involved in the landscaping and grounds maintenance of parks and recreation facilities. Duties also include assisting with minor construction and general maintenance/repair of County parks, properties and related facilities, including buildings, athletic fields, recreation areas, playgrounds and related equipment, in accordance with area of assignment. Employees in this class perform a variety of manual labor tasks requiring some job-acquired skills in specialized fields.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** High school graduate/equivalent.

**Education**  
**Required**

**Minimum** One (1) year

**Experience**  
**Required**

**Type of** experience in grounds and/or landscape maintenance work.

## **Experience**

### **Job Duties**

#### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Performs duties, and may lead others (i.e., volunteers, Community Service Workers, etc.), to maintain landscapes, grounds, shrubs, sprinkler systems, etc.
- Performs routine to advanced maintenance and repair duties, and may occasionally work independently at a satellite location.
- Assists with minor construction, installation and repair projects related to various trades functions.
- Operates maintenance and other related equipment in performing routine landscape and grounds maintenance tasks, such as mowing, edging, weeding, trimming, pruning, blowing, etc. Duties may also include, but not be limited to, cleaning, painting, removing rubbish and other refuse from grounds and buildings, repairing and maintaining various parks facilities and properties, etc.
- Inspects, lubricates and assists with minor service and repair of small engines and power equipment, as needed; makes routine inspections of vehicles and reports deficiencies to supervisor or designated personnel; keeps tools and equipment in good working order.
- Operates various automotive vehicles and light to medium equipment, i.e., tractors, rotary and reel mowers, bush hogs, front-end loaders, back-hoes, dump/flatbed/pick-up trucks, etc.; may perform maintenance and repairs, as required.
- Applies non-restricted fertilizers and herbicides, as needed.
- May assist in cleaning and maintaining swimming pools and related equipment.
- Maintains service records and basic work logs, as required.
- Rotates evening shift and may work weekends/holidays, all of which entail independent responsibility in handling emergency situations, enforcing park rules and regulations, and closing parks.
- Loads and unloads heavy materials from trucks, vans or other areas; moves or aids in moving heavy boxes, equipment and larger or bulky items.
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of principles, methods, materials, tools, and equipment used in landscaping, grounds maintenance, and other areas related to maintaining parks,

playgrounds, athletic fields, and related buildings, facilities and equipment.

- 
- Knowledge of potential hazards and applicable safety precautions necessary for the protection of the public and employees in a parks and recreation setting.
- Knowledge of, or ability to quickly learn and apply, Manatee County Parks departmental rules, regulations and operating procedures.
- Ability to understand and follow oral and written instructions.
- Ability to effectively interact with the public, provide information, and enforce rules and regulations in a pleasant and tactful manner.
- Ability to establish and maintain effective working relationships with others.
- Ability to read and interpret basic drawings, sketches, and diagrams.
- Ability to perform strenuous work under a variety of weather conditions.
- Ability to work evenings, weekends and holidays.
- Skill in the operation of a variety of light to medium duty equipment and tools associated with parks maintenance and groundskeeping work.

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## PLANS EXAMINER

### Basics

**FLSA** Non-Exempt  
**Job Code** 332-100  
**Pay Grade** G16  
**Pay Class** 300  
**Hourly Minimum** \$ 19.42  
**Hourly Maximum** \$ 30.11  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification is responsible for performance of highly skilled technical work in the review of building, mechanical, electrical and plumbing plans, blueprints, diagrams, surveys, and similar documentation required for building construction, alterations or repairs at commercial, industrial and other job sites. Work requires considerable independent judgment in the interpretation and application of pertinent codes and regulations. Position also requires a high level of interpersonal skills relating to customer service.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Five (5) years

**Type of Experience** In accordance with area of assignment, construction experience as a building inspector, journeyman, job foreman, general superintendent, construction contractor, architect or licensed engineer. Construction experience must have been gained under a licensed contractor, architect or engineer and must be verifiable

**Specify Other**  
**License /Certification**  
**Required**

**Other** In accordance with area of assignment, possession of applicable standard certifications by the Florida Building Code Administrators (FBCA) and Inspectors Board, or ability to obtain within specified time limits. Provisional Plans Examiner Certifications from FBCA within the first ninety (90) days of employment. Standard Certification prior to expiration of Provisional Certifications.

**License/Certification Other**  
**Desired**

**Other** Supplemental technical courses, professional certifications or licenses, broad educational background and/or customer service skills highly desired.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

**Job Duties**

General Disclaimer:

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- Working Conditions
- Indoor/Office situation; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 50 lbs. with assistance.
- Essential Functions:
- Reviews plans and specifications submitted for building, mechanical, electrical and plumbing permits to evaluate compliance with applicable code requirements and State regulations.
- Communicates with contractors, architects, engineers and/or private parties on acceptable methods, procedures and types of materials to be used.
- Works directly with contractors, architects, engineers and/or the general public; explains rules, regulations and inspections/permitting procedures firmly and impartially.
- Drafts business letters, when necessary, to contractors, architects, engineers and manufacturers.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of various construction design methods, materials and building code requirements.
- Knowledge of State laws and regulations governing building construction and local requirements used in building construction and associated work.
- Knowledge of local methods, materials and specific techniques used in construction, repair and alteration projects.
- Knowledge of floodplain management ordinances and methods, materials and techniques involved in the construction, repair and alteration of flood hazard structures.
- Knowledge of entire permitting process, including intake, review and issuance of building permits.
- Ability to read, analyze and interpret complex construction plans and specifications.
- Ability to enforce and interpret regulations with firmness, tact and impartiality.
- Ability to maintain effective working relationships with co-workers, contractors, architects, engineers, general public, etc.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to identify colors.

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## PUBLIC WORKS MAINTENANCE TECHNICIAN TRAINEE

### Basics

**FLSA** Non-Exempt

**Job Code** 211-100

**Pay Grade** G7

**Pay Class** 300

**Hourly** \$ 11.50  
**Minimum**

**Hourly** \$ 17.54  
**Maximum**

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 03/02/2009

**Career Ladder** YES  
**Eligible**

**Purpose Of The Job** This classification is responsible for entry level skilled and semi-skilled maintenance and/or construction activities in the multi-functional operation of the Manatee County highway and/or storm water systems.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** Completion of 10th grade.  
**Education**  
**Required**

**Experience** Prior experience in highway and/or drainage maintenance/construction experience  
**Desired** highly desired.

**Driver's License** Valid Florida Commercial Driver's License (CDL), (Class determined by area of assignment), or must obtain within one hundred twenty (120) days of hire. (Valid Florida CDL permit and written Air Brake test required prior to starting work.)

### Job Duties

General Disclaimer:



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- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Cleans ditches and culverts; cuts brush; prepares surface to repair pavement, drainage structures and other related highway and/or storm water components.
- Operates various types of less complicated mechanized equipment used in the maintenance of highways, such as jack hammers, chainsaws, tamping pods, pickup trucks, generators, etc.
- Performs operator maintenance on vehicles such as checking and adding oil, fuel, water and air; checks brakes; checks and changes tires; cleans and washes vehicles and other equipment.
- Utilizes various hand tools such as hammers, drills, saws, shovels, picks, etc.
- Performs flagging operations, observing applicable traffic laws, regulations, etc.
- Communicates clearly, effectively and tactfully, orally and in writing; understands and carries out oral and written instructions.
- Performs strenuous work in varying and adverse weather conditions; traverses uneven or rugged terrain; safely operates equipment under varying conditions, i.e., rough, uneven, slippery, etc.
- Performs other related work (including weather or other extreme emergency duties) as required.

#### **Knowledge/Abilities/Skills**

- Ability to climb and descend equipment, ladders, etc.; ability to bend, stoop, crawl, reach, and perform other physical movements required for area of assignment.
- Visual acuity and depth perception.
- Ability to hear and identify sounds, i.e., horns, backing equipment, voices, etc.
- Ability to read, write and speak English; ability to understand and follow oral or written directions communicated in English.

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## PUBLIC WORKS MAINTENANCE TECHNICIAN I

### Basics

**FLSA** Non-Exempt

**Job Code** 212-100

**Pay Grade** G9

**Pay Class** 300

**Hourly** \$ 12.92  
**Minimum**

**Hourly** \$ 19.71  
**Maximum**

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder** YES  
**Eligible**

**Purpose Of The Job** This classification is responsible for manual work in a variety of skilled and semi-skilled maintenance and/or construction activities in the multi-functional operation of the Manatee County highway and/or storm water systems.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** One (1) year

**Type of Experience** Public Works construction/maintenance work experience (in accordance with area of assignment).

**Driver's License** Valid Florida Commercial Driver's License (CDL), (Class determined by area of assignment), or must obtain within one hundred twenty (120) days of hire. (Valid Florida CDL permit and written Air Brake test required prior to starting work.)

## Job Duties

### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Cleans ditches and culverts; cuts brush; prepares surfaces for maintenance and repair of roadways and drainage structures.
- Operates various types of mechanized equipment used in the maintenance of highways and drainage systems such as air compressors, generators, jack hammers, cutoff saws, chainsaws, trash/mudhog pumps, cement mixers, flatbed trucks, dump trucks, tractor mowers with implements), etc.
- Performs operator maintenance on vehicles such as checking and adding oil, fuel, water and air; checks brakes; checks and changes tires; cleans and washes vehicles and other equipment.
- Utilizes various hand tools such as electric and pneumatic tools and other related equipment in maintaining highways and right-of-ways.
- Performs flagging operations, observing applicable traffic laws, regulations, etc.
- Performs strenuous work outside in varying and adverse weather conditions; traverses uneven or rugged terrain; safely operates equipment under varying conditions, i. e., rough, uneven, slippery, etc.
- Communicates clearly, effectively and tactfully, orally and in writing; understands and carries out oral and/or written instructions.
- Performs other related work (including weather or other extreme emergency duties) as required.

## Knowledge/Abilities/Skills

- Ability to lift and carry up to 50 pounds; ability to climb and descend equipment, ladders, etc.; ability to bend, stoop, crawl, reach, and perform other physical movements required for area of assignment.
- Visual acuity and depth perception.
- Ability to hear and identify sounds, i.e., horns, backing equipment, voices, etc.
- Ability to read, write and speak English; ability to understand and follow oral or written directions communicated in English.

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## PUBLIC WORKS MAINTENANCE TECHNICIAN II

### Basics

**FLSA** Non-Exempt

**Job Code** 213-100

**Pay Grade** G10

**Pay Class** 300

**Hourly** \$ 13.69  
**Minimum**

**Hourly** \$ 21.22  
**Maximum**

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder** YES  
**Eligible**

**Purpose Of The Job** This classification is responsible for more difficult manual work in a variety of skilled and semi-skilled maintenance and/or construction activities in the multi-functional operation of the Manatee County highway and/or storm water systems.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Two (2) years

**Type of Experience** Public Works construction/maintenance work experience (in accordance with area of assignment).

**Driver's License** Valid Florida Commercial Driver's License (CDL), (Class determined by area of assignment), or must obtain within one hundred twenty (120) days of hire. (Valid Florida CDL permit and written Air Brake test required prior to starting work.)

## **Job Duties**

### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Applies considerable knowledge of maintenance and/or construction principles and practices in safely and efficiently operating moderately complex automotive, construction, and other equipment in completing associated tasks.
- Works with asphalt, concrete, and other street repair and road building materials; builds catch basins; installs drainage lines; forms and pours seawalls.
- Cleans ditches and culverts; cuts brush; prepares surfaces for maintenance and repair of pavement, drainage structures and other related highway and/or storm water components.
- Operates various hand and power tools, equipment and vehicles, such as dump trucks, front-end loaders – general, skid steer loaders (bobcats), brush chippers, curb machines, hydroseeders, water wagons, tractor mowers with implements, lasers and levels, confined space equipment, etc.
- Performs flagging operations, observing applicable traffic laws, regulations, etc.
- Performs operator maintenance on vehicles such as checking and adding oil, fuel, water and air; checks brakes; checks and changes tires; cleans and washes vehicles and other equipment.
- Communicates clearly, effectively and tactfully; understands and carries out oral and written instructions; reads and interprets blueprints, sketches and drawings.
- Performs strenuous work outside in varying and adverse weather conditions; traverses uneven or rugged terrain; safely operates equipment under varying conditions, i. e., rough, uneven, slippery, etc.
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Ability to lift and carry up to 50 pounds; ability to climb and descend equipment, ladders, etc.; ability to bend, stoop, crawl, reach, and perform other physical movements required for area of assignment.
- Visual acuity and depth perception.
- Ability to hear and identify sounds, i.e., horns, backing equipment, voices, etc.
- Ability to read, write and speak English; ability to understand and follow oral or written directions communicated in English.

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## PUBLIC WORKS MAINTENANCE TECHNICIAN III

### Basics

**FLSA** Non-Exempt

**Job Code** 270-100

**Pay Grade** G11

**Pay Class** 300

**Hourly Minimum** \$ 14.51

**Hourly Maximum** \$ 22.50

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder Eligible** YES

**Purpose Of The Job** This classification is responsible for complex work in a variety of skilled and semi-skilled maintenance and/or construction activities in the multi-functional operations of the Manatee County highway and/or storm water systems.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Three (3) years

**Type of Experience** Public Works construction/maintenance work experience (in accordance with area of assignment).

**Driver's License** Valid Florida Commercial Driver's License (CDL), (Class determined by area of assignment), or must obtain within one hundred twenty (120) days of hire. (Valid Florida CDL permit and written Air Brake test required prior to starting work.)

## Job Duties

### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Applies advanced knowledge of maintenance and/or construction principles and practices in safely and efficiently operating moderately complex automotive, construction, and other equipment in completing assigned tasks.
- Works with asphalt, concrete, and other street repair and road building materials.
- Operates more complex equipment and vehicles such as asphalt distributors, motor graders, dump trucks, bulldozers, front end loaders, forklifts, Gradalls, track hoes, jet vac-flusher trucks, street sweepers, flexwing/boom/slope mowers, water wagons, walking excavators, etc.; leads and trains lower level employees in the operation of various types of equipment, in accordance with applicable laws, regulations and procedures.
- Safely performs and trains lower level positions in flagging operations, observing applicable traffic laws and regulations.
- Participates and leads lower level positions in cleaning ditches, culverts, and cutting brush; prepares surfaces for maintenance and repair of pavement, drainage structures and other related highway and/or storm water components.
- Performs operator maintenance on vehicles such as checking and adding oil, fuel, water and air; checks brakes; checks and changes tires; cleans and washes vehicles or equipment.
- Utilizes and instructs lower level positions in the safe and efficient use of various hand and power tools such as electric and pneumatic tools and other related equipment in maintaining highways, right-of-ways and storm water structures.
- Communicates clearly, effectively and tactfully, orally and in writing; understands and carries out oral and written instructions; Reads, interprets, and explains blueprints, sketches, and drawings.
- Performs strenuous work outside in varying and adverse weather conditions; traverses uneven or rugged terrain; safely operates equipment under varying conditions, i. e., rough, uneven, slippery, etc.
- Works emergency situations (including weather or other extreme conditions) as required.
- Performs other related work (including weather or other extreme emergency duties) as required.

## Knowledge/Abilities/Skills

- Ability to lift and carry up to 70 pounds; ability to climb and descend equipment, ladders, etc.; ability to bend, stoop, crawl, reach, and perform other physical movements required for area of assignment.
- Visual acuity and depth perception; ability to hear and identify sounds, i. e., horns, backing equipment, voices, etc.
- Ability to read, write and speak English; ability to understand and follow oral and written instructions communicated in English.

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## RADIO TECHNICIAN II

### Basics

**FLSA** Non-Exempt  
**Job Code** 490-100  
**Pay Grade** G13  
**Pay Class** 300  
**Hourly Minimum** \$ 16.31  
**Hourly Maximum** \$ 25.29  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 06/08/2009  
**Purpose Of The Job** This classification performs highly skilled technical work in the inspection, testing, troubleshooting, installation, calibration, repair, preventive maintenance, and replacement of radio communications equipment, including, but not limited to, Enhanced Digital Access Communication Systems (EDACS) trunking radio equipment.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** Three (3) years  
**Type of Experience** in the repair, installation, and removal of radio/data communications equipment.  
**Experience Desired** Prior experience in EDACS trunking desired.  
**License/Certification Desired** Other  
**Other** Valid General Class Federal Communications Commission (FCC) License or must obtain within six (6) months of hire.  
**Driver's License** Other



**Other** Valid Florida driver's license.

## **Job Duties**

### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Performs highly skilled technical work on equipment including, but not limited to, pagers, emergency sirens and lights, portables, mobiles, mobile data terminals, repeaters, both conventional and trunked equipment, etc. to component level.
- 
- Performs standard receiver tests including but not limited to: receiver frequency, receiver audio distortion, receiver 12 dB sinad sensitivity, receiver signal displacement bandwidth, receiver squelch operation, and receiver 20 dB quieting sensitivity.
- Performs standard transmitter tests including but not limited to: transmitter power output, transmitter frequency, transmitter audio tests, transmitter maximum deviation, transmitter deviation dissymmetry, transmitter audio sensitivity, and transmitter audio distortion.
- Replaces defective components such as conductors, resistors, semiconductors and integrated circuits, using soldering iron, wire cutters and hand tools.
- Tests equipment using, but not limited to, audio generator, RF signal generator, modulation (deviation) monitor, frequency measuring equipment, RF wattmeter, audio voltmeter, distortion analyzer, sinad meter, DC/AC Volt/Amp meters, audio load resistor, couplers, bench test accessories, and power supplies.
- Inspects wiring and soldering; performs repairs, using soldering iron, wire cutters, pliers, and wiring diagram.
- Locates defects such as loose connections, broken wires, or burned-out components, using schematic diagrams, test equipment, and inspection tabs.
- Coordinates with Supervisor, Manager and Technical Coordinator in testing backup transmitter to ensure readiness for immediate use.
- Maintains adequate information for stock of repair parts and supplies required for servicing and repair of mobile and portable radio/data equipment.
- Coordinates with supervisor to maintain continuous preventive maintenance, scheduling, shop vehicles, bench area, personal issue portables/mobiles, portable issue pagers, etc.
- Understands and carries out oral and written instructions; reads and interprets drawings, sketches, and schematics.
- Makes emergency service calls to repair communications equipment after

normal working hours (authorized by supervisor); maintains availability during off-hours; maintains rotating schedule for standby calls after normal working hours.

- Serves as lead person in assisting and guiding the work of Radio Technician I's.
- May serve as Radio Technician Supervisor in his/her absence.
- Travels off site to perform necessary testing/installations/repairs/removals.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of radio/data communication equipment and related implementation, maintenance and repair techniques and procedures.
- Ability to communicate clearly, effectively and tactfully, orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to reach, climb, bend, crawl, kneel and balance.
- Good vision required, with ability to see small parts, identify colors, and perceive visual depth.
- Ability to hear sufficiently to identify sounds, i.e., safety/emergency equipment signals, alarms, etc.
- Able to work outside or inside under variable weather conditions.
- Finger dexterity; manual dexterity; control precision; arm-hand steadiness; visual acuity; ability to distinguish colors; hearing sensitivity, clear speaking voice.
- Ability to kneel, bend, stoop, and reach while performing installation/repair work on equipment located in difficult locations, i.e., on floorboards or under dashboards of vehicles, etc.
- Ability to work standby schedules and take after-hour calls when required.
- Ability to report to duty during extreme emergencies if required.

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## RADIO TECHNICIAN SUPERVISOR

### Basics

**FLSA** Non-Exempt  
**Job Code** 492-100  
**Pay Grade** G17  
**Pay Class** 300  
**Hourly Minimum** \$ 20.58  
**Hourly Maximum** \$ 31.90  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 06/08/2009  
**Purpose Of The Job** This classification performs supervisory and journeyman level technical work involved with trouble-shooting, installation, calibration, repair, maintenance, and modifications of the County's radio communications equipment, including, but not limited to, Enhanced Digital Access Communications Systems (EDACS) trunking radio equipment. Work is performed in strict compliance with Federal Communications Commission (FCC), and manufacturer standards, traceable to the Bureau of standards.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Additional Education Desired** Associate's Degree in  
**Additional Area of Study Desired** Other  
**Other** communications, radio technology, electronics, or related field highly desired.  
**Minimum Experience** Other

**Required**

**Other** Minimum of three (3) years journeyman level work experience in the radio communications field. Minimum of two (2) years trunking experience.

**Minimum Supervisory Experience Required** Two (2) years lead or supervisory experience.

**Specify Other License /Certification Required**

**Other** General Class Federal Communications Commission (FCC) License.

**Driver's License** Other

**Other** Valid Florida driver's license.

**Job Duties**

General Disclaimer:

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- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Supervises a team of highly skilled technicians, including making employee performance evaluations, interviewing perspective new employees, and initiating all other employee reports such as injury or reprimands.
- Plans, assigns, directs, and evaluates the work of assigned staff.
- Applies and shares knowledge of Federal, State and local laws, rules, and regulations governing radio communications and equipment with Radio Technicians.
- Applies and shares knowledge of principles, methods, materials, and tools associated with radio/data communications equipment and its installation/removal, maintenance and repair; prepares cost estimates and determines if equipment should be repaired or replaced; reads and interprets drawings, sketches and schematics.
- Applies and shares knowledge of occupational safety and health precautions of the work with Radio Technicians; performs journeyman level work on equipment including, but not limited to, pagers, emergency sirens and lights, portables, mobiles, data terminals, repeaters, both conventional and trunked equipment, to component level.
- Responsible for maintaining adequate stock of parts and supplies required for service and repair of mobile and portable radio/data equipment.

- Coordinates on-going preventive maintenance (mobile, portable, and backbone), scheduling shop vehicles, bench area, personal issue portable/mobile, personal issue pagers, etc.
- Makes emergency service calls to repair communication equipment after normal working hours (authorized by supervisor). Maintains availability during off-hours. Maintains rotating schedule for standby calls, after normal working hours.
- Travels off site to perform necessary testing/installations/repairs/removals.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of radio/data communication equipment and related implementation, maintenance and repair techniques and procedures.
- Ability to communicate clearly, effectively and tactfully, orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to reach, climb, bend, crawl, kneel and balance.
- Good vision required, with ability to see small parts, identify colors, and perceive visual depth.
- Ability to hear sufficiently to identify sounds, i.e., safety/emergency equipment signals, alarms, etc.
- Able to work outside or inside under variable weather conditions.
- Finger dexterity; manual dexterity; control precision; arm-hand steadiness; visual acuity; ability to distinguish colors; hearing sensitivity, clear speaking voice.
- Ability to kneel, bend, stoop, and reach while performing installation/repair work on equipment located in difficult locations, i.e., on floorboards or under dashboards of vehicles, etc.
- Ability to work standby schedules and take after-hour calls when required.
- Ability to report to duty during extreme emergencies if required.
- Ability to perform work in close work spaces.

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## SENIOR BUILDING TRADES WORKER

### Basics

**FLSA** Non-Exempt  
**Job Code** 038-100  
**Pay Grade** G11  
**Pay Class** 300  
**Hourly Minimum** \$ 14.51  
**Hourly Maximum** \$ 22.50  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 01/08/2010  
**Purpose Of The Job** This classification performs skilled technical work involving construction, maintenance and repair of County buildings, facilities, systems, equipment, and grounds. Work involves application of various trades skills at the journeyman level and those learned on the job. Employees in this class ensure that work is performed in accordance with codes, rules, regulations, and procedures in a safe manner, monitoring the use of materials and equipment.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Other** Vocational training certification in skilled trade(s) related to area of assignment (i.e., plumbing, electrical, carpentry, masonry, painting, etc.).  
**Minimum Experience Required** Three (3) years

**Type of Experience** skilled trades work experience (related to area of assignment) in commercial building construction, maintenance, and repair. (May consider four (4) years experience in commercial building construction, maintenance, and repair in lieu of vocational training certification.)

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### **Job Duties**

#### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Performs skilled trades work involving construction, maintenance and repair of County buildings, facilities, systems, equipment, and grounds, depending on area of assignment. Work may include, but not be limited to, demolition, salvage, renovation, alteration, installation, and repair projects.
- Ensures safety rules are followed and work is performed in accordance with applicable rules, regulations and procedures.
- Depending on area of assignment, performs skilled facility upgrades and remodeling requiring advanced knowledge of skilled trades, which may include, but not be limited to, flooring, masonry, painting, carpentry, plumbing (including installation and repairs), electrical installation and wiring, roofing, landscaping, and repair of HVAC units.
- Operates bench tools, such as table saws, drill presses, grinders, jointers, planes, belt sanders, hand drills, gas-powered saws, generators, etc. Performs locksmith tasks, including re-keying and installing panic bars, deadbolts and other hardware.
- Loads and unloads heavy materials from trucks, vans and other areas; moves or aids in moving heavy and/or bulky objects.
- Assists with planning job layouts and assignments; estimates costs for time and materials needed to complete jobs; prepares and maintains appropriate records.
- Serves in a lead capacity and oversees work performed by crews and outside contractors, when required.
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of modern (within the last 5 years) procedures and techniques used in area of assignment; knowledge of codes, rules, regulations and procedures

- pertaining to area of assignment.
- Knowledge of the type of construction and maintenance used in various types of buildings and facilities.
  - Knowledge of occupational hazards associated with building maintenance, repair and construction; knowledge of, and ability to safely apply, pertinent safety measures and precautions.
  - Ability to respond to emergency and after-hours calls, including nights, weekends and holidays.
  - Ability to understand and follow oral and written instructions; ability to read and interpret basic blueprints and sketches.
  - Ability to safely erect, use, and remove mechanical scaffolding, ladders, etc.
  - Ability to safely operate a motor vehicle.
  - Ability to perform a variety of physical tasks, involving reaching, bending, stooping, squatting, climbing, etc.
  - Ability to identify colors.
  - Ability to work in high or confined areas, if required.
  - Ability to effectively perform strenuous duties under a variety of climatic conditions.
  - Ability to work and communicate effectively with others and the general public.
  - 
  - Ability to work independently, without assistance or immediate supervision; ability to effectively serve in a lead capacity if required.
  - Ability to perform accurate mathematical computations and prepare cost estimates on time and materials.
  - 
  - Skill in the use and care of hand and electrical tools and equipment used in building and maintenance trades.
  - Skill in trouble shooting, making repairs, and operating adjustments to electrical, plumbing, and/or HVAC problems.
  - Skill in preparing and maintaining records and reports.



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## SENIOR FLEET MAINTENANCE TECHNICIAN

### Basics

**FLSA** Non-Exempt

**Job Code** 208-100

**Pay Grade** G15

**Pay Class** 300

**Hourly Minimum** \$ 18.32

**Hourly Maximum** \$ 28.40

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder Eligible** YES

**Purpose Of The Job** This classification performs skilled mechanical manual tasks necessary for vehicle/equipment repair and preventive maintenance. Work is performed according to Federal, State and local regulations and standards. Work is performed in the shop and, when necessary, in the field. Work may involve vehicles, emergency vehicles, buses, and vehicular equipment. Position may be responsible, and serve as lead technician, for a specific group of vehicles, site or shift.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Six (6) years

**Type of Experience** work and/or training experience (within the last 11 years) in the repair and maintenance of vehicles and vehicular equipment. Must possess a complete, department-approved, set of automotive mechanic tools.

**Specify** ASE Certification(s), Other

### **License /Certification Required**

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class B, or must obtain within six (6) months of hire.

### **Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Maintains systems and related components.
- Repairs and installs major components such as hydraulic, transmission and brake systems.
- Provides diagnostics for repair of turbo charged fuel injected engines and engine protection systems.
- 
- Performs tasks related to complete engine rebuilds or replacements.
- 
- Uses state-of-the-art mechanical and diagnostic equipment.
- Serves in a lead capacity, if required, by instructing and overseeing the work of lower level or less experienced staff.
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of methods, materials, tools and techniques used in the repair, maintenance, and reconditioning of a wide variety of vehicle and vehicular equipment.
- Knowledge of the principles of gasoline, diesel and alternative fueled internal combustion engines and related equipment and diagnostics.
- Knowledge of environmental requirements regarding disposal and handling of oils, lubricants, coolants, refrigerants and parts exposed to such materials.
- Knowledge of the use of CD ROM/DVD and paper manuals in researching repairs and parts data.
- Ability to use a computerized Maintenance Management System (MMS) and oversee work orders and repair histories, identify possible malfunctioning parts or previous ineffective workmanship, and review parts warranties for applicability.
- Ability to use welding and cutting tools to fabricate devices to strengthen weak

or fatigued points and to perform simple welding tasks.

- Ability to read, comprehend and follow schematics, manuals, and work orders/instructions (oral and written.)
- Ability to be certified on various equipment components as required by manufacturer.
- Ability to keep all relevant certifications current.
- Ability to effectively perform repairs and preventive maintenance service tasks on a variety of vehicles and equipment, determine/diagnose troubles, and take corrective action to ensure safe operation of the fleet.
- Ability to fill staffing voids (from Fleet Maintenance Technician Trainee to Shop Superintendent), when necessary to meet operational requirements.
- Ability to serve in a lead capacity, if required, by instructing and overseeing the work of lower level or less experienced staff.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to provide department-approved toolbox.
- Ability to perform mathematical calculations, including figuring percentages and working with decimals.
- Ability to perform duties under varying environmental, climatic and other adverse working conditions, i.e., dirt, dust, fumes, temperature and noise extremes, toxic/poisonous agents, vibrations, traffic hazards, machinery/equipment hazards, etc.
- Ability to recognize and identify individual characteristics of the following: colors and odors (identifying electrical components, condition of fluids, etc.); shapes (distinguishing objects clearly); sounds (tracking malfunctions, determining if equipment is operating correctly, determining origin of sounds, etc.); textures (detecting wear, etc.).
- Ability to perform moderately physically demanding work, i.e., stooping, kneeling, crouching, climbing, crawling, etc.
- Ability to stand for long periods of time.

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## SMALL ENGINE REPAIR TECHNICIAN

### Basics

**FLSA** Non-Exempt

**Job Code** 388-100

**Pay Grade** G9

**Pay Class** 300

**Hourly** \$ 12.92  
**Minimum**

**Hourly** \$ 19.71  
**Maximum**

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification performs a variety of technical tasks of average difficulty in the installation, preventative maintenance and repair of small engines and mechanical equipment. Work involves analysis of mechanical problems and use of garage tools to make repairs.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Two (2) years

**Type of Experience** experience in the repair and maintenance of small engines and equipment, i. e., small tractors, rotary and reel mowers, utility carts, chippers, pumps, chainsaws, edgers, etc. Prior welding experience desired.

**Driver's License** Valid Florida Commercial Driver's License (CDL), Air Brake Test

### Job Duties

**General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Performs installation, repairs and preventative maintenance (i. e., oil changes, lubrications, fluid level checks and refills, engine re-builds and tune-ups, re-building carburetors, blade sharpening, etc.) on a variety of small engine equipment, including, but not limited to, gasoline and diesel engines, brakes, drive trains, tires and wheels, suspension and steering, electrical, cooling and hydraulic systems, equipment and components, small tractors, rotary and reel mowers, chippers, pumps, small motors and power equipment (i.e., chain saws, pole saws, line trimmers, edgers, golf/utility carts, etc).
- Welds, uses cutting torches, and carbon arc; fabricates parts, performs minor body work and painting of equipment.
- Correctly diagnoses and troubleshoots related motor and mechanical problems, including estimates of repair costs; which may include hydraulic systems associated with turf equipment.
- May assist in determining advisability of making repairs to, or replacing, non-functioning equipment; prepares specifications for purchase of small engine equipment, tools and machinery.
- Grinds with a flat spin or relief grinder for establishing an even balanced edge to match against bed knife.
- Maintains a safe and organized stockroom, service records and a PC-based central inventory system for control of related parts, materials, tools and equipment; uses a computer to track parts and supplies used in repair of equipment; may perform administrative duties in ordering and processing payments for parts and supplies used in the repair of equipment.
- May serve as lead person in providing related guidance and training to other staff in the safe and efficient use of small engine equipment.
- Reads and interprets equipment manuals and catalogs for ordering appropriate repair and service parts; Handles special orders and warranties, returns of broken and exchange parts
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Technical Requirements
- Knowledge of methods, materials, tools and equipment used in the testing and repair of small engines.
- Knowledge of occupational hazards and appropriate safety precautions.
- Ability to perform strenuous work under varying weather conditions.
- Ability to respond to field service calls and emergency calls at night and on weekends and holidays.
- Ability to perform job-related duties with limited supervision and make appropriate decisions and recommendations.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with others.

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## STORES/WAREHOUSE TECHNICIAN

### Basics

**FLSA** Non-Exempt

**Job Code** 503-100

**Pay Grade** G7

**Pay Class** 300

**Hourly Minimum** \$ 11.50

**Hourly Maximum** \$ 17.52

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification performs day-to-day operational activities at assigned locations. Work includes significant interaction with a broad range of County staff as customers, in addition to standard warehouse duties of physically placing or locating inventory, handling paperwork to document transactions, and maintaining the warehouse in a neat and organized manner. Duties also include executing inventory audits and inputting results into a computerized inventory system to validate electronic records to physical counts.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** One (1) year

**Type of Experience** experience performing warehouse, inventory or related duties.  
Some customer service work experience.

**Specify** Other

**License /Certification Required**

**Other** Forklift Operator certification, or must obtain within one (1) year of hire (training provided).

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### **Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Accepts inventory from vendors and inspects goods to verify receipt and condition.
- Reviews paperwork, and documents in writing that quantities and prices of inventory received match what was ordered.
- Physically locates and maintains inventory in properly assigned storage areas; maintains inventory and the warehouse in a neat and organized condition.
- Directly works with customers; handles sale issues, including errors in materials ordered, errors in quantities, and status of back ordered items.
- Executes full or partial inventory audits when directed by management. This entails physical counts of items and input of written documented results into the computerized inventory system to validate electronic records to physical counts.
- Periodically reviews historical usage of items and prepares recommendations to the Sr. Stores Warehouse Technician on inventory levels.
- Temporary assignment to any of the warehouses or fuel services may be made based on available personnel and other operational needs.
- Uses computer terminal to enter Purchase Order receiving data, and to issue stock.
- Delivers office, safety and other inventory supplies directly to pertinent departments at various locations.
- Operates forklifts (gasoline and electric.) (If not certified, will receive training and certification.)
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of, and ability to efficiently use, simple computer data entry screens for inventory information.

- Knowledge of, and ability to effectively apply, proper business English and spelling, and ability to perform/solve basic mathematical computations and problems.
- Ability to work in a non-linear method, taking work out of sequence and using opportunities to execute other work when the progress of work is delayed.
- Ability to establish and maintain effective working relationships with all levels of County employees, vendors, and the general public.
- Ability to communicate clearly and effectively in English, i. e., speaking, reading and writing; also includes ability to understand and follow through with verbal and written instructions in English.
- Ability to consistently interact with customers in a tactful, courteous manner.
- Ability to effectively conduct inventory audits and input results into the computerized inventory system to validate electronic records to physical counts.
- Ability to exercise prudent judgment during emergency events, providing mature, competent, situational-based responses to abnormal conditions.
- Ability to stand for long periods of time; ability to adequately perform manual work in a non-air conditioned environment.
- Ability to work at various locations, carry a pager, work standby hours and work outside normal work schedule when required.
- 
- Ability to safely and efficiently operate a forklift (gas or electric). (Training provided.)
- Ability to visually read and identify detailed inventory orders, records, color-coded items, shapes, etc.; ability to hear and identify sounds for safety reasons; ability to sit and sustain prolonged visual concentration while entering data into computer records.
- Ability to bend, kneel, reach and twist; ability to ascend and descend ladders.



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## SYSTEMS ANALYST I

### Basics

**FLSA** Non-Exempt

**Job Code** 362-100

**Pay Grade** G16

**Pay Class** 300

**Hourly** \$ 19.42  
**Minimum**

**Hourly** \$ 30.11  
**Maximum**

**Effective** 02/23/2009 - 12/31/2050  
**Date**

**Finalized** 04/11/2009  
**Date**

**Purpose Of The Job** This classification performs professional technical and analytical work in meeting the County's computer programming and support needs. Work involves the use of programming logic, testing, preparation and revision of programs for computer operations. Work may include, but not be limited to, design, development, documentation and implementation of online computer applications, support and maintenance of existing systems. Provides internal support and utilizes a variety of programming resources including Oracle Web Developers Suite, PL/SQL, Oracle Reports, SQL, Java, JavaScript, C, C++, HTML, Lotus Notes Suite, Designer/Domino/Lotus Script, Unix shell scripts, etc.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** Other  
**Education**  
**Required**

**Other** Associate's degree in computer science, mathematics or related field.

**Minimum** Other

**Experience  
Required**

**Other** Minimum of one (1) year prior programming and systems design work experience with programming in a heterogeneous programming environment utilizing, but not limited to, Oracle Web Developers Suite, PL/SQL, Oracle Reports, SQL, Java, JavaScript, C, C++, HTML, Lotus Notes Suite; Designer/Domino/Lotus Script, Unix shell scripts, etc.

**Experience Desired** Experience with programming in a data base environment utilizing a data base management system software desired.

**Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Meets with users to discuss new systems and enhancements to existing systems; meets with users to discuss problems and system modifications. Researches and corrects system problems.
- Writes, tests or modifies programs to meet the needs of user departments.
- Coordinates special report runs, answers user questions about their system or software application.
- Assists with implementation of new software packages.
- Troubleshoots and supports system problems.
- Provides necessary backup support in the absence of the Systems Analyst.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of operational characteristics of network operating systems (Unix and Windows) and use of resources and software provided therein.
- Knowledge of applications and workflow of governmental departments, divisions and agency operations, or ability to quickly learn.
- Ability to troubleshoot and conduct tests, analyze results, detect/debug programming errors, and take proper corrective steps.
- Ability to communicate clearly, orally and in writing.
- Ability to prepare flowcharts, block diagrams, and written operating instructions and system documentation required for effective and stable system operations.
- Ability to design forms and record layouts in a variety of programming

environments.

- Ability to work on multiple requests/tasks and manage time accordingly.
- Ability to transform manual functions and operations to computer based automated programs.

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## SYSTEMS ANALYST II

### Basics

**FLSA** Non-Exempt  
**Job Code** 404-100  
**Pay Grade** G18  
**Pay Class** 300  
**Hourly Minimum** \$ 21.82  
**Hourly Maximum** \$ 33.83  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 01/19/2010  
**Purpose Of The Job** To perform technical work involving design, development, documentation and implementation, set-up and support of business application systems.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Other  
**Other** Bachelor's Degree in MIS, Mathematics, or related field.  
**Minimum Experience Required** Other  
**Type of Experience** Two years experience with computer systems on platforms using Unix, Windows or similar advanced network operating systems.

Systems Analyst must possess analytical, technical, managerial and interpersonal skills, able to work with various programming languages, operating systems, computer hardware/software platforms and work with end users as well as other analyst, programmers and system

professionals.

## **Job Duties**

### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Meets with users to discuss new systems and enhancements to existing systems; meets with users to discuss problems and system modifications; researches and corrects system problems.
- Accountable to Systems Analyst III for assuring compliance with user requirements.
- Designs, writes, modifies, tests, documents, and deploys programs to meet needs of user departments.
- Coordinates special report requirements, trains System Analyst I, and answers user questions about their system or software applications.
- Recommends new programs, and assists with implementation of new software packages.
- Troubleshoots system problems, and assists with coordination of vendor support.
- Responsible for coordinating work assignments and follow-through as designated. Assures that all documentation is complete and work request procedures are completed.
- In the absence of the Systems Analyst III, assumes the role of Systems Analyst III.
- Installs and configures new PCs and software applications; answers user questions about software applications.
- Recommends new programs and assists with implementation of new software packages.
- Assures all documentation is complete and tested and work request procedures are completed.
- Assists in other administrative duties within the team, as assigned.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

## **Knowledge/Abilities/Skills**

- Technical Requirements:
- Knowledge of operational characteristics of network operating systems (Unix and Windows) and use of the resources provided therein.
- Knowledge of applications and workflow of governmental departments, divisions and agency operations, or ability to quickly learn.
- Ability to troubleshoot and conduct tests, analyze results, detect/debug programming errors, and take proper corrective steps.
- Ability to communicate clearly, orally and in writing.
- Ability to prepare flowcharts, block diagrams, and written operating instructions and system documentation required for effective and stable system operations.
- Ability to perform design and analysis for internal and vendor provided systems.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform integration, support, and enhancement services for vendor provided software environments.
- Ability to sit at computer work stations for lengthy periods and utilize computer keyboards, mouse devices, and other computer associated accessories.
- Ability to maintain concentration on highly technical/complex problems or projects for extended periods.

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## SYSTEMS ANALYST III

### Basics

**FLSA** Non-Exempt

**Job Code** 385-100

**Pay Grade** G20

**Pay Class** 300

**Hourly Minimum** \$ 24.52

**Hourly Maximum** \$ 38.01

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Purpose Of The Job** This classification performs technical work involving design, development, documentation and implementation of multiple operation system environments, such as Unix, Windows, etc., and maintenance of existing systems. Provides internal support of programming techniques and technology standards for other Information Services personnel, and uses a variety of programming resources. As requested, assumes role of project leader. Performs feasibility studies for proposed systems; serves as departmental liaison with other user departments.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Other

**Other** Bachelor's degree from an accredited college or university with a major in Computer Science, Management Information Systems, Mathematics, Business Administration or a related field.

**Minimum Experience** Four (4) years

## Required

**Type of Experience** experience in programming at a senior level, including three (3) years on-line application programming for a large system utilizing Relational Data Base management software such as Informix, Oracle and Microsoft SQL Server on platforms using Unix, Windows, or other network operating systems.

**Experience Desired** Experience with systems design work and programming in a heterogeneous programming environment utilizing, but not limited to, Oracle Web Developers Suite, PL/SQL, Oracle Reports, SQL, Java, JavaScript, C, C++, HTML, Lotus Notes Suite, Designer/Domino/Lotus Script, Unix Shell Scripts, etc., experience in directing team coding projects to successful completion and experience with providing stable, documented products for multiple systems using multiple languages and host environments, including Unix and Windows desired.

## Job Duties

### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Prepares detailed analysis plans, procedures, and quality control measures for existing and proposed client server systems using relational database applications. Codes, tests, debugs, and validates programs with particular emphasis on integrated applications.
- Consults with Computer Operations Manager, Technical Services Manager, and other departmental personnel involved with the implementation and integration of computer applications with other client server or web server systems.
- Analyzes difficulties experienced in systems and revises the logic and procedures involved, as required to correct problem areas.
- Determines feasibility of placing proposed system and procedures on the computer, prepares cost estimates, and projects anticipated savings of computerization, including applications for microcomputers.
- Provides for the optimum utilization of applications, analyzes alternate utilization options, and assists in the resolution of problems.
- May perform and coordinate LIS duties related to spatial analysis, coverage creation and advanced Arc Macro Language programming.
- May provide specifications for personal computer hardware and software for County departments.
- 
- May provide recommendations for improvements to related policies, systems, processes and guidelines.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

## Knowledge/Abilities/Skills



- Knowledge of computer systems, SQL based relational database environments running under various network operating systems such as Unix and Windows.
- Knowledge of medium range computers utilizing magnetic storage files, random accessing techniques, security and data protection procedures.
- Ability to provide client server and web server based specification requirements, operating standards, procedures, user instruction and training.
- Ability to effectively prepare and present written and oral reports.
- Ability to provide data processing specification requirements, operating standards and procedures and user instruction and training.
- Ability to develop and maintain effective working relationships with other Information Services employees, representatives of user departments, and vendors.
- Ability to communicate clearly, orally and in writing.
- Ability to sit at computer work stations for lengthy periods and utilize computer keyboards, mouse devices, and other computer associated accessories.
- Ability to maintain concentration on highly technical/complex problems or projects for extended periods.
- Strong project management and time management skills.

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## TELECOMMUNICATIONS TECHNICIAN

### Basics

**FLSA** Non-Exempt

**Job Code** 415-100

**Pay Grade** G14

**Pay Class** 300

**Hourly** \$ 17.28  
**Minimum**

**Hourly** \$ 26.79  
**Maximum**

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 06/02/2009

**Purpose Of The Job** This classification performs skilled technical work involved with the installation, repair and maintenance of telecommunications equipment. Work is performed in strict compliance with Federal Communications Commission standards.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Education Required**

**Experience Desired** A background in emergency management, law enforcement, fire service or emergency medical services preferred.

### Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions
- Programs telephones, records phone system, and enters into the computer.
- Cleans, disassembles, repairs and reassembles communications equipment.
- Assembles information for telephone directories and for billing purposes.
- Coordinates the activities of communications contractors.
- Maintains adequate stock of repair parts and prepares requisitions for replenishment.
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Technical Requirements
- Knowledge of communications equipment, including installation, maintenance and repair.
- Knowledge of occupational safety and health precautions of work.
- Knowledge of laws, rules and regulations governing telecommunication equipment.
- Ability to perform skilled repair and installation of telecommunication and related equipment.
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret blueprints, drawings, sketches and schematics.

## **TICKET SELLER (OPS)**

Date of draft: 07/23/2007

### **GENERAL INFORMATION**

Job Code	9417-001
PG	05
Effective Date	02/06/2002
Job Type	<b>CORE</b>

### **PURPOSE OF THE JOB**

Under general supervision of the Business Manager, or designee, is responsible for selling tickets at the Civic Center, normally using the Ticket master computer system.

### **REQUIREMENTS**

#### **EDUCATION:**

Required: Minimum of 10<sup>th</sup> grade education (must be 18 years of age or older).

#### **WORK EXPERIENCE:**

Required: Prior experience in customer service and cash handling. Prior experience on a computerized ticketing system, or ability to be trained within 30 days of hire.

### **JOB DUTIES**

Sells tickets on a computerized ticketing system; occasionally sells hard (non-computerized) tickets.

Handles large amounts of cash and processes charge card payments.

Provides good customer service to box office customers in person and over the phone.

Balances drawer at end of shift, which may include large amounts of cash and credit transactions.

Pulls various reports.

Answers phones for box office or main office, as needed.

Opens and closes box office with little or no supervision, once training is completed.

Must be dependable, prompt, and maintain a neat personal appearance.

Establishes and maintains effective working relationships with others.

Communicates clearly and effectively, orally and in writing.

Works emergency situations (including weather and other extreme conditions) as required.

Performs other duties as requested.

#### **Knowledge/Abilities/Skills:**

Ability to follow detailed procedures.

Ability to handle large cash and credit transactions accurately.

## **TICKET SELLER (OPS)**

Date of draft: 07/23/2007

Ability to work under pressure during a major event.

Ability to work effectively and courteously with co-workers and the public.

## **TICKET TAKER/USHER (OPS)**

Date of draft: 07/23/2007

### **GENERAL INFORMATION**

Job Code	9061-001
PG	03
Effective Date	12/23/2006
Job Type	<b>CORE</b>

### **PURPOSE OF THE JOB**

Serving in a non-supervisory capacity, performs duties such as verifying authenticity of tickets, collecting admission tickets and/or passes from patrons, according to established procedures.

### **REQUIREMENTS**

#### **EDUCATION:**

Required: Minimum 18 years of age or older

#### **WORK EXPERIENCE:**

Required: ability to follow instructions and read ticket stubs

### **JOB DUTIES**

Greets patrons as they enter the facility; examines ticket or pass to verify authenticity, using criteria such as color and date issued; collects tickets according to established procedures.

Offers assistance to patrons regarding seat location, facility amenities, etc.

Distributes programs to patrons.

Distributes door passes to patrons temporarily leaving establishment.

Notifies security in the event of problems.

Follows specific instructions regarding the event.

Maintains a neat appearance and exhibits good customer service skills.

Establishes and maintains effective working relationships with others.

Communicates clearly and effectively, orally and in writing.

Works emergency situations (including weather and other extreme conditions) as required.

Performs other duties as requested.

#### **Knowledge/Abilities/Skills:**

Ability to follow detailed procedures.

Ability to work under pressure during a major event.

Ability to work effectively and courteously with co-workers and the public.

## **TICKET TAKER/USHER (OPS)**

Date of draft: 07/23/2007

Ability to quickly become familiar with-facility layout, policies and procedures.

Ability to work scheduled hours.

Ability to climb and descend stairs.

Ability to see colors and fine print in order to determine authenticity of tickets.

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## UTILITIES MAINTENANCE TECHNICIAN TRAINEE

### Basics

**FLSA** Non-Exempt  
**Job Code** 500-100  
**Pay Grade** G7  
**Pay Class** 300  
**Hourly Minimum** \$ 11.50  
**Hourly Maximum** \$ 17.54  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 03/02/2009  
**Purpose Of The Job** This classification performs a variety of skilled and semi-skilled maintenance or construction activities in the operation of Manatee County's Water and/or Wastewater Systems. The position serves in a non-supervisory capacity and operates under close supervision.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education** Other  
**Required**

**Other** Minimum of tenth (10th) grade education (high school graduate/equivalent required within 18 months of hire).

**Experience Desired** Minimum of one (1) year of work experience in plumbing, construction, or mechanical repairs desired.

**Specify** Other  
**License / Certification**  
**Required**

**Other** Must obtain Class "C" Water or Wastewater Technician Certification and "Confined Space Certification" within 18 months of hire.

**Driver's License** Valid driver's license with valid Florida driver's license within



30 days of hire.

### **Job Duties**

#### **General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Performs and assists with preventive maintenance and repairs on pumps, motors, valves, and ventilation systems; checks oil levels; greases and packs motors, pumps and drive shafts; cleans lift station wet wells; cleans and paints machinery; checks performance of machinery before, during and after use; assists in repairs of water and/or wastewater line breaks; assists in wastewater line locations; installs water and/or wastewater lines; adjusts manhole rims and covers to grade; pours concrete.
- Assists in replacing broken or malfunctioning pumps, valves, piping, or other lift station equipment; assists in setting up well point systems; sets up and operates pumps and compressors; assists in setup of TV/Seal equipment; mows and maintains lift station, WTP and WWTP areas and paints pump housing; assists in repairs to broken water mains and services; assists in extending services to property lines; assists in repairs to cuts in roads and sidewalks; assists in setting up well point systems.
- Under close supervision and proper training, operates hand and power tools, lawn mowers, cutting torches, welders, small tractors, trucks, and truck cranes; operates compactor; drives truck; assists in operation of flusher trucks and TV/Seal equipment.
- Assists in organizing and preparing parts and tools for the day's work; loads and unloads parts and pipe; moves and replaces road signs as needed; assists in flagging at road work locations.
- Installs utility lines and bleeds out air; installs blowers and lines to plants; assists in locating lines as required; assists in inspecting underground pipes for damage or flaws; assists in making taps into a variety of pipe sizes; cleans out brush before initiating site work.
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of, or ability to quickly learn, techniques, practices and equipment used in related construction, plumbing and mechanical repairs.
- Knowledge of, or ability to quickly learn, occupational health and safety precautions related to working with electrically operated equipment, hand tools, and construction machinery.

- Knowledge of, or ability to quickly learn, hand tools and safety precautions in general.
- Ability to work in small confined structures underground and in the presence of raw sanitary sewage.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to understand and carry out daily record keeping.
- Ability to climb and descend ladders and stairs.
- Ability to perform physical strenuous work in adverse weather environments.
- 
- Ability to distinguish colors.

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## UTILITIES MAINTENANCE TECHNICIAN I

### Basics

**FLSA** Non-Exempt  
**Job Code** 501-100  
**Pay Grade** G9  
**Pay Class** 300  
**Hourly Minimum** \$ 12.92  
**Hourly Maximum** \$ 19.71  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Career Ladder** YES  
**Eligible**  
**Purpose Of The Job** This classification performs a variety of skilled and semi-skilled maintenance, construction, or mechanical maintenance activities of average difficulty, which may include repair and installation tasks involving pumps, valves, piping and structures related to sewage pumping stations, building, facilities, or equipment in the operation of Manatee County's Water and/or Wastewater Systems. The position may supervise the work of Utilities Maintenance Technician Trainees.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** One (1) year  
**Type of Experience** experience in a related field for applicable section.  
**Specify** Class C Water/Wastewater Distribution Technician  
**License / Certification Required**

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class A**Job Duties**

## General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Responsible for performing semi-skilled tasks in maintaining, repairing and operating equipment associated with the maintenance and repair of the County's water distribution and/or wastewater collection systems; or maintenance and repair of the Water and/or Wastewater Treatment Facilities and associated storage sites and pumping stations.
- Maintains and operates sewer cleaning equipment; assists in installation, maintenance, and repairs on water and sewer lines; maintains and operates dewatering pumps during repairs and installations; assists in removing and rebuilding large pumps, generators, and other mechanical equipment; assists in the repair and/or rebuilding of roads, curbs, and sidewalks; assists in locating and isolating lines for installations or repairs; loads and unloads parts, materials, and equipment on job sites.
- Operates hand and power tools, gas saws, drills, jack hammers, compactors; drives trucks, flusher trucks and dump trucks; makes wet taps on various sizes of pipes. Assists in traffic control at road work sites.
- Performs facility and grounds maintenance as needed; responds to afterhours emergency repair calls; assists in TV Sealing and inspection operations; assists in aquatic plant control operations; assists in general maintenance of treatment basins, filters, storage tanks, lift stations, chemical storage facilities, well fields, pumping stations and generator facilities.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of water distribution and/or wastewater collection principles and practices of maintenance, repair or construction of same.
- Knowledge of safety and health precautions in wastewater systems operation.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to understand and carry out oral and written instructions.
- Ability to understand and carry out daily record keeping.
- Ability to climb and descend ladders and stairs.

- Ability to perform physical strenuous work in adverse weather environments.
- Ability to distinguish colors.

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## UTILITIES MAINTENANCE TECHNICIAN II

### Basics

**FLSA** Non-Exempt  
**Job Code** 502-100  
**Pay Grade** G10  
**Pay Class** 300  
**Hourly Minimum** \$ 13.69  
**Hourly Maximum** \$ 21.22  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**Career Ladder** YES  
**Eligible**  
**Purpose Of The Job** This classification performs a variety of skilled and semi-skilled maintenance, construction, or mechanical maintenance activities, which may include repair and installation tasks involving underground piping, valves, hydrants, electrically and gas/diesel driven pumps and generators, structures and equipment related to Manatee County's Water and/or Wastewater Systems. Normally works independently, with other Utilities Maintenance Technician II's or III's, or may supervise and train Utilities Maintenance Technician I's or Trainees.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.  
**Minimum Experience Required** One (1) year  
**Type of Experience** experience in a related field for applicable section.  
**Specify** Class C Water/Wastewater Distribution Technician  
**License / Certification**

**Required**

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class A

**Job Duties****General Disclaimer:**

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Responsible for performing skilled and semi-skilled tasks in maintaining, repairing and operating equipment and facilities associated with the County's Water and/or Wastewater Treatment Facilities; wells, pump stations, underground sewage gravity lines, manholes, lift stations, and force mains, or high pressure water transmission mains (56" to 8" diameter) and local distribution lines, services, meters, fire hydrants and other appurtenances.
- Operates and maintains appropriate service equipment including Utility Service Trucks; backhoes; dump trucks; equipment trailers; loaders; aquatic weed control airboats and tender boats; sewer cleaning equipment; TV inspection equipment; metal cutting and welding equipment; hydraulic and pneumatic presses, tapping machines, valve operators and wrenches; trenching machines; boring machines; pipe cutters; de-watering systems; pumps; alignment tools; locating and leak detection devices and a wide variety of powered and unpowered hand tools.
- Performs installations and repairs of water and wastewater pipelines, valves, fire hydrants, meters, backflow preventers.
- Isolates water and wastewater lines for repairs, inspection, or construction; forms and pours concrete.
- Rebuilds and restores all types of roadways, curbs, and sidewalks.
- Adjusts manhole and valve box rims and covers to grade; repairs wide array of pumps, chemical feed equipment, electrical generators and other mechanical equipment in the Water and/or Wastewater plants, water storage reservoirs, well fields, and pump stations.
- Performs building and ground maintenance as needed.
- Organizes and prepares parts and tools for the day's work; maintains daily work records and completes reports on work activities; ensures job site safety through traffic control and equipment location; fills out work orders; responds to afterhours emergency calls.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

**Knowledge/Abilities/Skills**

- Knowledge of water and/or wastewater treatment and pumping equipment, water distribution and/or wastewater collection principles and practices of maintenance, repair or construction of the same.
- Knowledge of safety and health precautions associated with confined space operations; underground trenches and excavations; heavy equipment operation; traffic control; mechanical and chemical equipment repair; electrical and internal combustion driven machinery; hazardous chemical and fluids handling.
- Ability to direct and train others and establish and maintain effective working relationships with co-workers and the general public.
- Ability to understand and carry out oral and written instructions.
- Ability to understand and carry out daily record keeping.
- Ability to climb and descend ladders and stairs.
- Ability to perform physical strenuous work in adverse weather environments.
- Ability to distinguish colors.



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## UTILITIES MAINTENANCE TECHNICIAN III

### Basics

**FLSA** Non-Exempt

**Job Code** 034-100

**Pay Grade** G11

**Pay Class** 300

**Hourly Minimum** \$ 14.51

**Hourly Maximum** \$ 22.50

**Effective Date** 02/23/2009 - 12/31/2050

**Finalized Date** 04/11/2009

**Career Ladder** YES  
**Eligible**

**Purpose Of The Job** This classification performs a variety of skilled and semi-skilled maintenance, construction, or mechanical maintenance activities of average to high difficulty, which may include repair and installation tasks involving underground piping, manholes, valves, and hydrants; electrically and gas/diesel driven pumps and generators; structures and equipment related to water and sewage pumping stations, treatment, and storage facilities associated with Manatee County's Water and/or Wastewater Systems. Normally works independently or as a crew leader with other Utility Maintenance Technician Is or IIs, and will supervise and train Utilities Maintenance Technician Is or Trainees.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Five (5) years

**Type of Experience** experience in a related field, according to area of assignment

**Specify Other  
License /Certification  
Required**

**Other** Class "A" Water or Wastewater Technician, "Confined Space Entry," "Welding," and "Basic Pump Maintenance." Field operation incumbents will also need "Traffic Control Safety," "Trenching and Shoring," and "Competent Person" certifications. Plant Maintenance incumbents will also need "Chlorination Equipment and Safety Certification" and Plant and Lift Station Maintenance incumbents will also need "Basic Commercial Wiring." Minimum of three (3) years back-hoe operation experience required for applicable section.

**Driver's License** Valid Florida Commercial Driver's License (CDL), Class A

**Job Duties**

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Indoor/outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Responsible for performing skilled and semi-skilled tasks in maintaining, repairing and operating equipment and facilities associated with the County's Water and/or Wastewater Treatment Facilities; wells, pump stations, underground sewage gravity lines, manholes, lift stations, and force mains, or high pressure water transmission mains and local distribution lines, services, meters, fire hydrants and other appurtenances.
- Performs construction layout and establish grade for all types of utility installations.
- Operates and maintains appropriate service equipment including Utility Service Trucks; backhoes; dump trucks; equipment trailers; loaders; aquatic weed control airboats and tender boats; sewer cleaning equipment; TV inspection equipment; metal cutting and welding equipment; hydraulic and pneumatic presses, tapping machines, valve operators and wrenches; trenching machines; boring machines; pipe cutters; de-watering systems; pumps; alignment tools; locating and leak detection devices and a wide variety of powered and unpowered hand tools.
- Trains new technicians in the proper use of all required equipment.
- Performs installations and repairs of water and wastewater pipelines, valves, fire hydrants, meters, backflow preventers.
- Isolates water and wastewater lines for repairs, inspection, or construction; forms and pours concrete.

- Rebuilds and restores all types of roadways, curbs, and sidewalks.
- Adjusts manhole and valve box rims and covers to grade; repairs wide array of pumps, chemical feed equipment, electrical generators and other mechanical equipment in the Water and/or Wastewater plants, water storage reservoirs, well fields, and pump stations.
- Performs building and ground maintenance as needed.
- is a competent person on job site for purposes of confined space and excavation safety rule compliance in absence of maintenance supervisor.
- Organizes and prepares parts and tools for the day's work; maintains daily work records and completes reports on work activities; ensures job site safety through traffic control and equipment location; fills out work orders; responds to afterhours emergency calls.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of water and/or wastewater treatment and pumping equipment, water distribution and/or wastewater collection principles and practices of maintenance, repair or construction of the same.
- Knowledge of safety and health precautions associated with confined space operations; underground trenches and excavations; heavy equipment operation; traffic control; mechanical and chemical equipment repair; electrical and internal combustion driven machinery; hazardous chemical and fluids handling.
- Ability to direct and train others and establish and maintain effective working relationships with co-workers and the general public.
- Ability to understand and carry out oral and written instructions.
- Ability to understand and carry out daily record keeping.
- Ability to climb and descend ladders and stairs.
- Ability to perform physical strenuous work in adverse weather environments.
- Ability to distinguish colors.